



**Board of Trustees - Regular Meeting
Tuesday, December 11, 2018 6:00 PM
District Office, Board Room, 3801 Market Street,
Riverside, CA 92501**

ORDER OF BUSINESS

Pledge of Allegiance

Anyone who wishes to make a presentation to the Board on an agenda item is requested to please fill out a "REQUEST TO ADDRESS THE BOARD OF TRUSTEES" card, available from the Public Affairs Officer. However, the Board Chairperson will invite comments on specific agenda items during the meeting before final votes are taken. Please make sure that the Secretary of the Board has the correct spelling of your name and address to maintain proper records. Comments should be limited to five (5) minutes or less. (This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used.)

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

Any public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the Riverside Community College District Chancellor's Office, 3rd Floor, 3801 Market Street, Riverside, California, 92501 or online at www.rccd.edu/administration/board.

I. COMMENTS FROM THE PUBLIC

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

II. APPROVAL OF MINUTES

A. [Minutes of the Board of Trustees Regular/Committee Meeting of October 30, 2018](#)

Recommend approving the October 30, 2018 Board of Trustee Regular/Committee Meeting minutes as prepared.

B. [Minutes of the Board of Trustees Regular Meeting of November 13, 2018](#)

Recommend approving the November 13, 2018 Board of Trustee Regular Meeting minutes as prepared.

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

A. [Chancellor's Communications](#)

Information Only

B. [Presentation of Student Trustee Scholarship Award for Fall 2018](#)

Information Only

C. [Norco College Military Articulation Platform](#)

Information Only

D. [Healthcare Update](#)

Information Only

- E. [Future Monthly Committee Agenda Planner and Annual Master Planning Calendar](#)
Information Only
- V. STUDENT REPORT
 - A. [Student Report](#)
Information Only
- VI. CONSENT AGENDA ACTION
 - A. Diversity/Human Resources
 - 1. [Academic Personnel](#)
Recommend approving/ratifying academic personnel actions.
 - 2. [Classified Personnel](#)
Recommend approving/ratifying classified personnel actions.
 - 3. [Other Personnel](#)
Recommend approving/ratifying other personnel actions.
 - B. District Business
 - 1. [Purchase Order and Warrant Report – All District Resources](#)
Recommend approving/ratifying the Purchase Orders and Purchase Order Additions totaling \$2,892,954, and District Warrant Claims totaling \$5,155,936.
 - 2. Budget Adjustments
 - a. [Budget Adjustments](#)
Recommend approving the budget transfers as presented.
 - 3. Resolution(s) to Amend Budget
 - a. [Resolution No. 24-18/19 – 2018-2019 Growing Inland Achievement Grant](#)
Recommend approving adding the revenue and expenditures of \$8,000 to the budget.
 - b. [Resolution No. 25-18/19 – 2018-2019 Hunger Free Campus Support Allocation](#)
Recommend adding the revenue and expenditures of \$257,127 to the budget.
 - c. [Resolution No. 26-18/19 – 2018-2019 Strong Workforce Program](#)
Recommend approving adding the revenue and expenditures of \$724,107 to the budget.
 - d. [Resolution No. 27-18/19 – 2018-2019 Mental Health Support Allocation](#)
Recommend adding the revenue and expenditures of \$263,720 to the budget.
 - e. [Resolution No. 28-18/19 – 2018-2019 K-12 Strong Workforce Program](#)
Recommend adding the revenue and expenditures of \$18,961,442 to the budget.
 - f. [Resolution No. 29-18/19 – 2018-2019 Gateway to College](#)
Recommend adding the revenue and expenditures of \$50,000 to the budget.
 - g. [Resolution No. 30-18/19 – 2018-2019 Upward Bound TRIO Patriot HS](#)
Recommend adding the revenue and expenditures of \$17,655 to the budget.
 - h. [Resolution No. 31-18/19 – 2018-2019 Upward Bound TRIO Jurupa Valley](#)
Recommend adding the revenue and expenditures of \$18,537 to the budget.
 - i. [Resolution No. 32-18/19 – 2018-2019 CalWorks Set-Aside Agreement](#)
Recommend adding the revenue and expenditures of \$100,000 to the budget.

4. Contingency Budget Adjustments (None)
5. Bid Awards
 - a. [Funding Allocation and Agreement for Moreno Valley College Comprehensive Master Plan Update with the DLR Group](#)
Recommend approving the allocation of \$373,000 from Measure C Funds for the Moreno Valley College Comprehensive Master Plan Update; and consulting services agreement with the DLR Group in the amount of \$373,000.
 - b. [Agreement for Norco College 2019-2024 Facilities Master Plan with the DLR Group](#)
Recommend approving the consulting services agreement for Norco College's 2019-2024 Facilities Master Plan with the DLR Group in the amount of \$267,000.
 - c. [Purchase Swimming Pool Chemicals and Supplies, Utilizing the Los Angeles Unified School District Contract Number 4400006668](#)
Recommend approving the purchase of swimming pool chemicals and supplies from Waterline Technologies, Inc., utilizing the Los Angeles Unified School District Contract Number 4400006668.
 - d. [Bid Award for the Site Accessibility Improvements Project](#)
Recommend awarding Bid Number 2018/19-13, Site Accessibility Improvements Project, in the total amount of \$790,000 to ABNY General Engineering, Inc.
 - e. [Bid Award for the Data Room Fire Suppression System Upgrade Project](#)
Recommend awarding Bid Number 2018/19-10, Data Room Fire Suppression System Upgrade Project, in the total amount of \$149,750 to Torga Electrical.
 - f. [Purchase Software Applications and Educational Resources Utilizing the Foundation for California Community Colleges negotiated agreement number RFQ #13-003](#)
Recommend approving the purchase of software applications and educational resources from ThinkEDU, LLC, utilizing the Foundation for California Community Colleges negotiated agreement number RFQ #13-003.
 - g. [Purchase and Warranty of Furniture Products and Accessories, Utilizing the California Multiple Award Schedules \(CMAS\) Contract Number 4-13-71-0110B](#)
Recommend approving the purchase and warranty of furniture products and accessories, from Computer Comforts, Inc., utilizing CMAS contract number 4-13-71-0110B.
6. Grants, Contracts and Agreements
 - a. [Contracts and Agreements Report Less than \\$90,200 – All District Resources](#)
Recommend ratifying contracts totaling \$369,252 for the period of November 1, 2018 through November 25, 2018.
 - b. [Agreement Amendment with Interact Communications for the Strong Workforce Program Inland Empire/Desert Regional Consortium](#)
Recommend approving the agreement amendment extension for the period of January 1, 2019 through August 31, 2019.
 - c. [Agreements for Automated Teller Machines and Student Identification Cards with Wells Fargo Bank](#)
Recommend approving professional service agreements with Wells Fargo Bank to provide automated teller machines and student identification cards.

7. **Out-of-State Travel**
Recommend approving out-of-state travel.
8. **Other Items**
 - a. **Project Savings Reconciliation to Adjust Measure C Project Budgets**
Recommend approving the adjusted budgets for the projects identified on the Project Savings Reconciliation report and return the project savings totaling \$3,689,245 to the originating college/district/fund.
 - b. **Signature Authorization**
Recommend certifying the verified signatures of each Trustee and authorize designated District administrators to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, investment and brokerage accounts, purchase orders, change orders, and grant documents.
 - c. **Surplus Property**
Recommend by unanimous vote declaring the property on the attached list to be surplus; finding the property does not exceed the total value of \$5,000; and authorizing the property to be consigned to The Liquidation Company to be sold on behalf of the District.
 - d. **Notice of Completion**
Recommend accepting the project listed on the attachment as complete, and approving the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works).

VII. **CONSENT AGENDA INFORMATION**

- A. **Capital Program Executive Summary Report –November 2018**
Information Only
- B. **Monthly Financial Report for Month Ending – November 30, 2018**
Information Only

VIII. **BOARD COMMITTEE REPORTS**

- A. Governance (None)
- B. Teaching and Learning
 1. **Proposed Curricular Changes**
Recommend approving the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.
- C. Planning and Operations (None)
- D. Resources
 1. **2017-2018 Independent Audit Report for the Riverside Community College District Foundation**
Recommend accepting the Riverside Community College District Foundation's independent audit report for the year ended June 30, 2018 for the permanent file of the District.
 2. **2017-2018 Proposition 39 Independent Financial and Performance Audits**
Recommend accepting the Proposition 39 independent financial and performance audits of the District's Measure C general obligation bond for the year ended June 30, 2018 for the permanent file of the District.
 3. **2017-2018 Independent Audit Report for the Riverside Community College District**
Recommend accepting the Riverside Community College District's independent audit report for the year ended June 30, 2018 for the permanent file of the District.

- E. Facilities (None)
- IX. ADMINISTRATIVE REPORTS
 - A. Vice Chancellors
 - 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. [Update from Members of the Board of Trustees on Business of the Board.](#)
Information Only
- XIII. CLOSED SESSION
 - A. [Employee Appeal From the District's Administrative Determination, pursuant to Title 5, Cal. Code Regs., Section 59338, regarding Complaint of Discrimination - One \(1\) Case](#)
Recommended Action to be Determined.
- XIV. ADJOURNMENT

Agenda Item (II-A)

Meeting	12/11/2018 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of October 30, 2018
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the October 30, 2018 Board of Trustees Regular/Committee meeting minutes as prepared.

Prepared By: Wolde-Ab Isaac, Chancellor

Attachments:

[10302018 Minutes](#)

MINUTES OF THE BOARD OF TRUSTEES REGULAR
AND COMMITTEE MEETINGS OF THE GOVERNANCE,
TEACHING AND LEARNING, PLANNING AND OPERATIONS,
RESOURCES AND FACILITIES COMMITTEES
OF OCTOBER 30, 2018

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

Trustees Present

Tracey Vackar, President
Janet Green, Vice President
Mary Figueroa, Secretary
Virginia Blumenthal, Member
Bill Hedrick, Member (Arrived at 6:02 p.m.)
Jacob Alexander Velasquez, Student Trustee

Staff Present

Dr. Wolde-Ab Isaac, Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Dr. Susan Mills, Vice Chancellor, Educational Services and Strategic Planning
Dr. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations
Dr. Robin Steinback, President, Moreno Valley College
Dr. Bryan Reece, President, Norco College
Dr. Irving Hendrick, Interim President, Riverside City College

Guests Present

Dr. Chip West, Vice President, Business Services, Riverside City College
Ms. Deborah Shepley, AIA Leed AP Principal, Gensler
Mrs. Diana Torres, Director, Human Resources and Employee Relations
Mrs. Lorraine Jones, District Compliance Officer, Human Resources and Employee Relations

Student Trustee Velasquez led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

The Committee Chair Tracey Vackar convened the meeting at 6:04 p.m. Committee members in attendance: Academic Senate Representatives: Ms. Jennifer Floerke, Moreno Valley College, Dr. Peggy Campo, Norco College/RCCD, Dr. Mark Sellick, Riverside City College, ASRCCD Representative: Arnold Sanchez; CTA Representatives: Dr. Rhonda Taube, Dr. Fabian Biancardi, Dr. Jeff Rhyne; CSEA Representative: Gustavo Segura; and Management Association Representative: Dr. Tenisha James

TEACHING AND LEARNING
COMMITTEE

Dr. Reece led a report on the proposed Photonics Education and Research Center feasibility study that will be presented to the Board for approval at the November 13 regular meeting. Discussion followed.

Proposed Photonics Education
and Research Center
Feasibility Study

Dr. Mills led the committee review of the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings that will be presented to the Board for approval at the November 13 regular meeting. Discussion followed.

Proposed Curricular Changes

The committee adjourned the meeting at 6:36 p.m.

Adjourned

The Committee Chair Mary Figueroa convened the meeting at 6:36 p.m. Committee members in attendance: Academic Senate Representatives: Ms. Jennifer Floerke, Moreno Valley College, Dr. Peggy Campo, Norco College/RCCD, Dr. Mark Sellick, Riverside City College, ASRCCD Representative: Arnold Sanchez; CTA Representatives: Dr. Rhonda Taube, Dr. Fabian Biancardi, Dr. Jeff Rhyne; CSEA Representative: Gustavo Segura; and Management Association Representative: Dr. Tenisha James

PLANNING AND OPERATIONS
COMMITTEE

Dr. West presented the Riverside City College 2018 Facilities Master Plan that will be presented to the Board for approval at the November 13 regular meeting. Discussion followed.

Riverside City College 2018
Facilities Master Plan

The committee adjourned the meeting at 7:29 p.m.

Adjourned

The Committee Chair Janet Green convened the meeting at 7:29 p.m. Committee members in attendance: Academic Senate Representatives: Ms. Jennifer Floerke, Moreno Valley College, Dr. Peggy Campo, Norco College/RCCD, Dr. Mark Sellick, Riverside City College, ASRCCD Representative: Arnold Sanchez; CTA Representatives: Dr. Rhonda Taube, Dr. Fabian Biancardi, Dr. Jeff Rhyne; CSEA Representative: Gustavo Segura; and Management Association Representative: Dr. Tenisha James

RESOURCES COMMITTEE

Mr. Brown presented the Budget Allocation Model Revision Project Update to the Board of Trustees. Discussion followed.

Presentation on the Budget
Allocation Model Revision
Project Update

Dr. Hampton, Mrs. Jones and Mrs. Torres presented the District EEO Plan Update: Workforce Applicant Data 2015-2016 – 2017-2018 report to the Board of Trustees. Discussion followed.

District EEO Plan Update:
Workforce Applicant Data
2015-2016 – 2017-2018

The committee adjourned the meeting at 8:33 p.m.

Adjourned

The Board adjourned to closed session at 8:33 p.m. and reconvened at 8:56 p.m. after considering the following closed session item:

CLOSED SESSION

Blumenthal/Hedrick moved to give authority to initiate litigation in one (1) matter. The name of the action and the respondent, as well as the substance of the litigation shall be disclosed to any person upon inquiry once the action is formally commenced. Motion carried.
(5 ayes)

Pursuant to Government Code Section 54956.9 conference with Legal Counsel- Anticipated Litigation – 1 Case

The Board adjourned the meeting at 9:00 p.m.

ADJOURNMENT

Official Minutes
Approved on 12/11/18

Certified By: _____

Agenda Item (II-B)

Meeting	12/11/2018 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Regular Meeting of November 13, 2018
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the November 13, 2018 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Wolde-Ab Isaac, Chancellor

Attachments:

[11132018 Minutes](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF NOVEMBER 13, 2018

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

Trustees Present

Tracey Vackar, President
Mary Figueroa, Secretary
Virginia Blumenthal, Board Member
Bill Hedrick, Board Member (Arrived at 6:39 p.m.)
Jacob Alexander Velasquez, Student Trustee

Trustee Absent

Janet Green, Vice President

Staff Present

Dr. Wolde-Ab Isaac, Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Dr. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations
Dr. Susan Mills, Vice Chancellor, Educational Services and Strategic Planning
Dr. Robin Steinback, President, Moreno Valley College
Dr. Sam Lee, Vice President, Academic Affairs, Norco College
Dr. Bryan Reece, President, Norco College (Arrived at 6:43 p.m.)
Dr. Irving Hendrick, Interim President, Riverside City College
Ms. Jennifer Floerke, Academic Senate Representative, Moreno Valley College
Dr. Peggy Campo, Academic Senate Representative, Norco College/RCCD
Dr. Mark Sellick, Academic Senate Representative, Riverside City College
Ms. Peggy Cartwright, Associate Vice Chancellor, Strategic Communications & Institutional
Advancement

Guests Present

Mr. Allan Lovelace, Associate Professor, Journalism, Riverside City College
Dr. Melody Graveen, Dean of Instruction, CTE, Moreno Valley College
Dr. Kasey Nguyen, Assistant Professor, Cybersecurity, Moreno Valley College
Ms. Donna Woods, Teacher, Moreno Valley Unified School District
Ms. Debra Yorba, Vice President, Keenan and Associates
Mr. Clark Dupont, Citizens' Bond Oversight Committee Member

Student Trustee Velasquez led the Pledge of
Allegiance.

PLEDGE OF ALLEGIANCE

Figueroa/Blumenthal moved that the Board
of Trustees approve Trustee Green's
absence as excused. Motion carried.
(3 ayes, 2 absent [Hedrick, Green])

MOTION TO EXCUSE ABSENCE

Blumenthal/Figueroa moved that the Board
of Trustees approve the minutes of the
Board of Trustees Regular/Committee
Meeting of October 2, 2018. Motion
carried. (3 ayes, 2 absent [Hedrick, Green])

MINUTES OF THE BOARD OF
TRUSTEES REGULAR/COMMITTEE
MEETING OF OCTOBER 2, 2018

Figueroa/Blumenthal moved that the Board

MINUTES OF THE BOARD OF

of Trustees approve the minutes of the Board of Trustees Regular Meeting of October 16, 2018. Motion carried. (3 ayes, 2 absent [Hedrick, Green])

TRUSTEES REGULAR MEETING OF OCTOBER 16, 2018

Blumenthal/Figueroa moved that the Board of Trustees approve amending the agenda to move Business From Board Members Item XII.A. "Presentation of 2017-18 Annual report by Measure C Citizens' Bond Oversight Committee". Motion carried (3 ayes, 2 absent [Hedrick, Green])

MOTION TO AMEND AGENDA

CHANCELLOR'S REPORTS

Dr. Hendrick and Professor Lovelace presented an award to RCC student, Imari Rede, in recognition of her efforts on October 9, 2018 assisting in helping a student who collapsed.

Award Presentation to RCC Student Imari Rede

Dr. Graveen, Dr. Nguyen and Ms. Woods presented a report on A Model Partnership with MVUSD: Creating Collaborative Cyber Pathways for Gen Z.

A Model Partnership with MVUSD: Creating Collaborative Cyber Pathways from Gen Z

Ms. Yorba provided the healthcare update and reported there is currently one open case.

Healthcare Update

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

Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

Ms. Cartwright presented the 2017-18 Annual Report by Measure C Citizens' Bond Oversight Committee. Mr. Clark Dupont, CBOC Member spoke on his experience serving as a CBOC member.

Presentation of 2017-18 Annual Report by Measure C Citizens' Bond Oversight Committee

Student Trustee Velasquez 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/Hedrick moved that the Board of Trustees:

Approve/ratify the listed academic

Academic Personnel

appointments, separations, and assignment and salary adjustments;

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

Classified Personnel

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

Other Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$3,852,487, and District Warrant Claims totaling \$9,189,877;

Purchase Order and Warrant Report
– All District Resources

Approve the budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$329,327 to the budget;

Resolution No. 08-18/19 – 2018-2019 Disabled Students Support Services Program

Approve adding the revenue and expenditures of \$17,348 to the budget;

Resolution No. 09-18/19 – 2018-2019 Foster and Kinship Care Education Program

Approve adding the revenue and expenditures of \$42,607 to the budget;

Resolution No. 10-18/19 – 2018-2019 Riverside Bridges to the Baccalaureate Program (Riverside B2B)

Approve adding the revenue and expenditures of \$45,000 to the budget;

Resolution No. 11-18/19 – 2018-2019 Curriculum Revision for Associate Degree in Nursing to Bachelor of Science in Nursing Concurrent Enrollment Program

Approve adding the revenue and expenditures of \$51,217 to the budget;

Resolution No. 12-18/19 – 2018-2019 Upward Bound Corona High School Grant

Approve adding the revenue and expenditures of \$61,728 to the budget;

Resolution No. 13-18/19 – 2018-2019 Upward Bound Centennial High School Grant

Approve adding the revenue and expenditures of \$58,525 to the budget;

Resolution No. 14-18/19 – 2018-2019 Upward Bound Norte Vista High School Grant

Approve adding the revenue and expenditures of \$236,470 to the budget;

Resolution No. 15-18/19 – 2018-2019 Student Support Services Program

Approve adding the revenue and expenditures of \$60,128 to the budget;	Resolution No. 16-18/19 – 2018-2019 Upward Bound Valley View Grant
Approve adding the revenue and expenditures of \$47,252 to the budget;	Resolution No. 17-18/19 – 2018-2019 Upward Bound Math and Science Grant
Approve adding the revenue and expenditures of \$16,455 to the budget;	Resolution No. 18-18/19 – 2018-2019 Talent Search Program
Approve adding the revenue and expenditures of \$4,733 to the budget;	Resolution No. 19-18/19 – 2018-2019 Hispanic Serving Institution STEM Project
Approve adding the revenue and expenditures of \$22,337 to the budget;	Resolution No. 20-18/19 – 2018-2019 Student Support Services Program
Approve adding the revenue and expenditures of \$22,637 to the budget;	Resolution No. 21-18/19 – 2018-2019 Disabled Student Support Services Program
Approve adding the revenue and expenditures of \$22,338 to the budget;	Resolution No. 22-18/19 – 2018-2019 Veterans Student Support Services Program
Approve adding the revenue and expenditures of \$94,578 to the budget;	Resolution No. 23-18/19 – 2018-2019 Childcare Access Means Parents in School (CCAMPIS) Program
Approve the Pre-Qualified List of fourteen architectural firms to provide architectural services on an as needed basis for individual projects;	Pre-Qualified List of Architectural Firms
Approve the Pre-Qualified List of twelve construction management firms to provide construction management services on an as needed basis for individual projects;	Pre-Qualified List of Construction Management Firms
Ratify contracts totaling \$664,153 for the period of October 1, 2018 through October 31, 2018;	Contracts and Agreements Report Less than \$90,200 – All District Resources
Approve Out-of-State-travel;	Out-of-State-Travel
Approve the destruction of the records on the attached listing;	Destruction of Records

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

Surplus Property

Accept the projects listed on the attachment as complete, and approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works);

Notices of Completion

Motion carried. (4 ayes, 1 absent [Green])

Information

The Board received the Capital Program Executive Summary Report for October 2018.

Capital Program Executive Summary Report – October 2018

The Board received the Monthly Financial Report for Month Ending – October 31, 2018.

Monthly Financial Report for Month Ending – October 31, 2018

The Board received the Quarterly Financial Status Report for the 1st Quarter Ended September 30, 2018.

CCFS-311Q – Quarterly Financial Status Report for the 1st Quarter Ended September 30, 2018

BOARD COMMITTEE REPORTS

Teaching and Learning

Hedrick/Blumenthal moved that the Board of Trustees approve the parameters of the feasibility study for a proposed Photonics Education and Research Center at Norco College. Motion carried (4 ayes, 1 absent [Green])

Proposed Photonics Education and Research Center Feasibility Study Parameters

Figueroa/Blumenthal 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. (4 ayes, 1 absent [Green])

Proposed Curricular Changes

Planning and Operations

Figueroa/Blumenthal moved that the Board of Trustees approve the Riverside City College 2018 Facilities Master Plan. Motion carried. (4 ayes, 1 absent [Green])

Riverside City College 2018 Facilities Master Plan

ADMINISTRATIVE REPORTS

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

Presidents

ACADEMIC SENATE REPORTS

Ms. Floerke presented the report on behalf of Moreno Valley College.

Moreno Valley College

Dr. Campo presented the report on behalf of Norco College and Riverside Community College District.

Norco College

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

Riverside City College

BARGAINING UNIT REPORTS

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

CTA – California Teachers Association

BUSINESS FROM BOARD MEMBERS

Trustee Hedrick thanked Chief Gunzel and Mike Simmons for the outstanding presentation at the ACCT Conference; shared his involvement with the California Department of Corrections and Rehabilitation and Pitzer College on potential educational options for CRC inmates through Norco College.

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

Trustee Blumenthal shared her excitement about the new possible educational options at CRC; commented on her recent re-election; and her attendance at Trustee Green's reception.

Trustee Figueroa commented on the election process; congratulated Trustees Blumenthal and Vackar on their re-election; commented on the possible educational options at CRC; thanked all involved in the ACCT conference presentation; thanked Trustee Hedrick for attending the Woods Streets Neighborhood meeting and keeping open communication; questioned whether our veterans are experiencing difficulty receiving their GI benefits for tuition payments; commented on RCC's athletic programs being removed from the

Orange Empire Conference and placed in the newly formed Inland Empire Conference.

Trustee Vackar commented on her attendance at the Career Technology and the New Economy Select Committee Information Hearing; the changes in the ACCJC accreditation requirements and standards; spoke on the review process of the Board goals and chancellor evaluation and asked Trustee Figueroa to serve on the committee; commented on Trustee Green's last meeting and the process of swearing-in of the new trustees and the upcoming reception.

The Board adjourned to closed session at 8:12 p.m. and reconvened at 8:32 p.m. after considering the following closed session item:

CLOSED SESSION

Blumenthal/Figueroa moved that the Board of Trustees approve the public employment of Dr. Gregory Anderson as President of Riverside City College, beginning January 1, 2019. Motion carried. (4 ayes, 1 absent [Green])

Pursuant to Government Code Section 54957, Public Employee Appointment Title: (President, RCC)

The Board adjourned to closed session at 8:34 p.m. and reconvened at 8:43 p.m. after considering the following closed session items:

CLOSED SESSION

The Board announced no action was taken.

Pursuant to Government Code Section 54956.9 Conference with Legal Counsel – Anticipated Litigation – 1 Case

The Board announced no action was taken.

Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Section 54956.9: 1 Potential Case

The Board adjourned the meeting at 8:44 p.m.

ADJOURNMENT

Official Minutes Approved on 12/11/18
Certified By: _____

Agenda Item (IV-A)

Meeting 12/11/2018 - Regular
Agenda Item Chancellor's Reports (IV-A)
Subject Chancellor's Communications
College/District District
Information Only

Background Narrative:

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

Prepared By: Wolde-Ab Isaac, Chancellor

Attachments:

None.

Agenda Item (IV-B)

Meeting 12/11/2018 - Regular
Agenda Item Chancellor's Reports (IV-B)
Subject Presentation of Student Trustee Scholarship Award for Fall 2018
College/District District
Information Only

Background Narrative:

Chancellor Isaac will present the Fall 2018 Scholarship Award to Student Trustee, Mr. Jacob Alexander Velasquez.

Prepared By: Wolde-Ab Isaac, Chancellor
FeRita Carter, Vice President of Student Services (RCC)

Attachments:

None.

Agenda Item (IV-C)

Meeting 12/11/2018 - Regular
Agenda Item Chancellor's Reports (IV-C)
Subject Norco College Military Articulation Platform
College/District Norco
Information Only

Background Narrative:

This month Norco College will combine its College and Five to Thrive reports. Norco College staff, faculty, and managers will present on the Military Articulation Platform.

Prepared By: Bryan Reece, President Norco College

Attachments:

[Norco College Military Articulation Platform Presentation](#)

Military Articulation Platform Norco College Five-to-Thrive

Riverside Community College District, Board of Trustees Meeting Dec. 11, 2018





Janelle Brekke, Academic Evaluations Specialist

Peggy Campo, Associate Professor

Pedro Campos, ITPI (MAP Developer)

Zachary Emorey, Outreach Specialist

James Finley, Associate Professor

Kevin Fleming, Interim VP Strategic Development

Lorenzo Harmon, Director Veterans Resource Center

Samuel Lee, VP, Academic Affairs

A History of Serving Veterans

Ranked #1 in California

Nationally Ranked 4 out of last 5 years

One of only two CA Community Colleges ranked in the top 20 nationwide



Problem...

Veterans struggling on the transition

Once they get in, they excel

Training Twice—Fire Academy



Promise...

Articulation

Savings: 100,000 vets; 1 semester of credit; \$1B savings
(respect, time, money)

Ongoing pay

CTE Courses and ADTs in certain areas

Community College needs to figure this out



Push

A lot of people want to solve this...

ASCCC—Resolution in spring 2011 “Local” senates to provide “credit for vets”

Recent legislation: AB 1786 (prior learning) and SB 1071 (credit for prior military education)

GI Bill changes

ACE

State of Minnesota

Saddleback



Puzzle...

No one has put all the pieces together.

Must be faculty driven, but...

Finding courses to articulate is difficult and confusing

Many ACE courses do not have related MOS

Limited to individual access to JST data

No easy way to do outreach to eligible vets

...All this leads to faculty exclusion

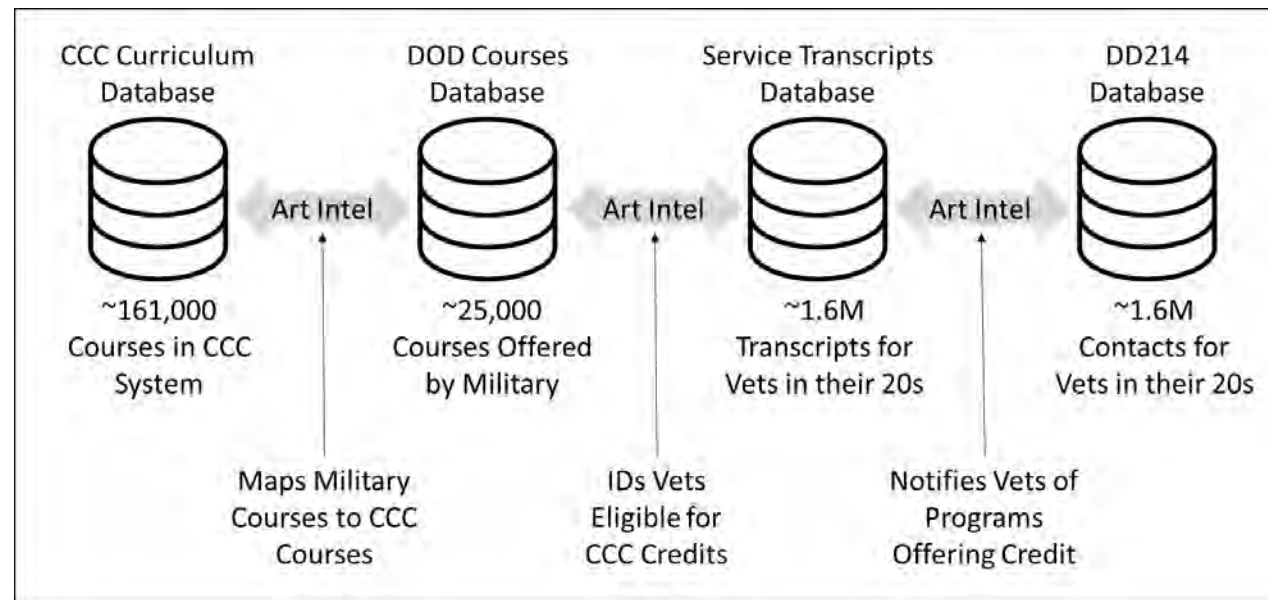
Urgency to solve this problem!



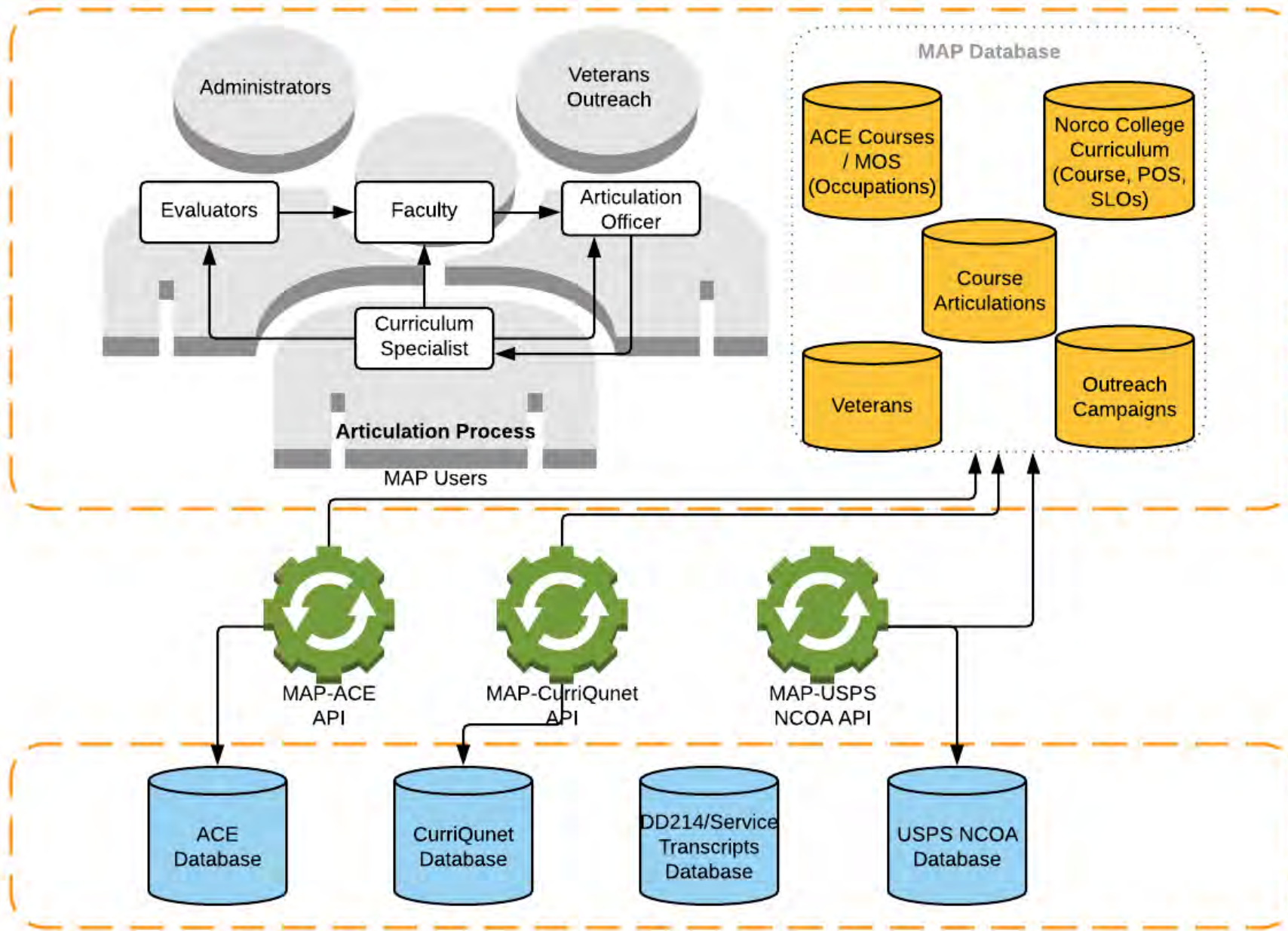
MAP

Norco College Military Articulation Platform (MAP) Beta is a cloud-based platform to facilitate:

- Course Articulation at Colleges
- Outreach by Colleges to Veterans by Occupation Type
- Access for Veterans to Participating College Articulations



MAP System Integration



Automated Contact



Dear ADAM,

Congratulations! This communication is to inform you of your earned educational benefit through our unique partnership with CalVet. NORCO College has had the opportunity to review your joint services transcript and it is a pleasure to inform you we can provide you units of free, completed college credit for your previously completed military education and training. These units count towards a certificate and/or 2-year Associate's Degree. You are well on your way towards completing your college degree already!

Program of Study	Subject	Course	Course Title	Units
Computer Science - ADT Degree	PHY	4B	Electricity and Magnetism	4
Total Units :				4

NORCO College believes in supporting our Veterans and understands the education you have received in military is superior. Now is the perfect time to utilize your GI Bill and continue your formal education at NORCO College (Norco, CA). NORCO College is a premiere institution offering degrees, certificates and transfer programs and we are right around the corner. We take pride in serving a diverse student population by offering a wide range of services, courses, and programs. We value your service to our country and want to help you maximize the education/training you have already completed.



Partners

Region 9 Consortium Strong Workforce

Will expand to support area colleges, focusing on CTE programs

Statewide Academic Senate

Chancellor

US Legislators

CalVet

First, scale to Region 9 (Inland Empire)

Second, scale to CA (CSU, UCs, Private 4-Year,)

Third, scale to Nation



How can you help?

JST Database

We need federal legislation to help secure access to the JST database.

State Solution for CCCs

The state chancellor's office has contacted us about using this solution for the state system (including credit for prior learning).

Board Liaison

We would welcome a board member to join our veterans initiative team.



Questions?

Thank you.



Agenda Item (IV-D)

Meeting 12/11/2018 - Regular
Agenda Item Chancellor's Reports (IV-D)
Subject Healthcare Update
College/District District
Information Only

Background Narrative:

At the November 5, 2013 regular Board of Trustees meeting, the Board of Trustees requested an update of the healthcare issue at each Board meeting. Any new claims or concerns will be brought forward.

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

Attachments:

None.

Agenda Item (IV-E)

Meeting 12/11/2018 - Regular

Agenda Item Chancellor's Reports (IV-E)

Subject Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

College/District District

Information Only

Background Narrative:

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

Prepared By: Wolde-Ab Isaac, Chancellor

Attachments:

[Master Planning Calendar](#)

RECOMMENDED 2018-19 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR

Month	Planned Agenda Item *(Consent Item)
August	<ul style="list-style-type: none"> • Resolution Regarding Appropriations Subject to Proposition 4 – Gann Limitation*
September	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report (4th Quarter) * • Public Hearing and Budget Adoption for the Fiscal Year RCCD Budget • Annual Adoption of Education Protection Account Funding and Expenditures*
October	<ul style="list-style-type: none"> • Emeritus Awards, Faculty • Presentation of Annual Report by Measure C Citizens’ Bond Oversight Committee • CCFS 311 Annual Financial and Budget Report* • Clery Act Report
November	<ul style="list-style-type: none"> • CCFS-311Q Financial and Budget Report (1st Quarter)* • Annual Master Grant Submission Schedule
December	<ul style="list-style-type: none"> • Organizational Meeting: Elect the President, Vice President and Secretary of the Board of Trustees; Board association and committee appointments. • Annual Board of Trustees Meeting Calendar for January-December • Annual District Academic Calendar • Annual Independent Audit Report for RCCD • Annual Independent Audit Report for RCCD Foundation • Fall Scholarship Award to Student Trustee • Signature Authorization* • Annual Proposition 39 Financial and Performance Audits
January	<ul style="list-style-type: none"> • Grants Office Annual Winter Report • Federal Legislative Update • Annual Nonresident Tuition and Capital Outlay Surcharge Fees* • Proposed Curricular Changes
February	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report (2nd Quarter)* • Presentation of Governor’s Budget Proposal • Recommendation Not to Employ (March 15th Letters)
March	
April	<ul style="list-style-type: none"> • Academic Rank – Full Professors • Annual Authorization to Encumber Funds (Resolution for RCOE) • Proposed Curricular Changes • Presentation on RCCD Budget Planning
May	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report (3rd Quarter) • Spring Scholarship Award to Student Trustee • 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 • 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 of Public Hearing on the Final 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

Agenda Item (V-A)

Meeting 12/11/2018 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

Background Narrative:

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

Prepared By: Wolde-Ab Isaac, Chancellor

Attachments:

[Moreno Valley College](#)
[Riverside City College](#)



**MORENO VALLEY COLLEGE
ASSOCIATED STUDENTS
BOARD REPORT
December 2018**

- Several Student Senators and I have a meeting with our Vice President of Business Services to discuss possible extended hours for Lion's Den to provide more resources for our students.
- Our ASMVC AD-Hoc committee is working with D.S Architects to renew the brail signs on campus and improve the resources for our Disabled Students.
- We will be having Information Booth the first two days of the Winter Session January 2-3 7a.m-2p.m
- ASMVC will be having our Mandatory Winter Training on January 4, 2019. This winter training will consist of a refresh of goals set for the Spring semester, leadership conversations with Administrators, and a Ropes Course at UCR.
- ASMVC will be collaborating with our Early Childhood Education center to provide Christmas gifts and a visit from Saint Nick from the children from the E.C.E center.
- Several ASMVC officers and our Faculty Advisor will be attending the Galaxy Meeting this Friday December 7, 2018 at the District Office.



Associated Students of Riverside City College Board Report December 2018

- **ASRCC Senate Activities**

- Created resolution to advocate the student support of keeping the interior of campus free of vehicular traffic through the acquisition and installation of traffic bollards.
- Senate Corner (11/1/18)
 - Surveyed 100 students concerning satisfaction with our cafeteria.
 - 65% of participants stated they are satisfied with the food options.
 - 43% of participants stated they are dissatisfied with the food options.
 - The majority of this group are dissatisfied with the lack of healthy food options.

- **ASRCC Executive Cabinet Activities**

- Discussing the creation of a new executive cabinet position with the purpose of increasing multicultural activities and increase awareness for inequality issues.
- Homecoming:
 - 916 Students participated in the numerous events held throughout the week.
 - This increases the community-oriented atmosphere on campus, leading to potential increased retention in student population.
- Planning “The Next Generation” Leadership Conference on 2/1/19.
 - Neighboring community colleges, colleges met at conferences, and neighboring high schools have been invited to attend.
 - Conference is to develop professional skills, expand upon leadership ability, collaborate with other colleges, and allow networking opportunities.
- Planning Winter Workshop for ASRCCD
 - An estimated 5 hours of workshops will be held for the purpose of professional growth and leadership ability.

Agenda Item (VI-A-1)

Meeting 12/11/2018 - Regular

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

Subject Academic Personnel

College/District District

Funding

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

Background Narrative:

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

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

Attachments:

[20181211_Academic Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Academic Personnel

Date: December 11, 2018

1. Appointments

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

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

<u>a.</u>	<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
	Management Contract DISTRICT Anderson, Gregory	President, Riverside City College	01/01/19- 12/31/19	Contract (\$250,000/yr)

b. Contract Faculty
(None)

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
NORCO COLLEGE VISITING ASSISTANT PROFESSOR Quintanar, Brittnee	Counseling (Categorically Funded)	01/02/19	E-6

d. Extra-Curricular, Academic Year 2018-19

Additions/Changes to the list submitted/approved by the Board of Trustees on June 19, 2018.

<u>Name</u>	<u>Activity</u>	<u>Add/Change/Remove</u>
Gutierrez, Audriana	Assistant Coach, Softball	Add 100%
Martinez, David	Assistant Coach, Baseball	Add 100%
Mendoza, Felicia	Assistant Coach, Softball	Add 100%

2. Request for Participation in Reduced Employment Program

The Agreement between Riverside Community College District and the Riverside Community College Chapter CCA/CTA/NEA provides for faculty participation in the Reduced Employment Program; and the Vice President, Academic Affairs has reviewed and supports the following request.

It is recommended the Board of Trustees approve the following request, and allow them to participate in the Reduced Employment Program for the 2019-2020 academic year.

<u>Name</u>	<u>Title</u>	<u>Teaching Load</u>
NORCO COLLEGE Beck, Rex	Professor, Business Administration	80%

Subject: Academic Personnel

Date: December 11, 2018

3. Separation(s) – Resignation(s) and Retirement(s)

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

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

<u>Name</u>	<u>Position Title</u>	<u>Last Day of Employment</u>
RESIGNATION(S)		
Gunderson, Arlene	Assistant Professor, American Sign Language	11/16/18

RETIREMENT(S)
(None)

Agenda Item (VI-A-2)

Meeting 12/11/2018 - Regular

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

Subject Classified Personnel

College/District District

Funding

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

Background Narrative:

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

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

Attachments:

[20181211_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Classified Personnel

Date: December 11, 2018

1. Appointments

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

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

<u>Name</u>	<u>Position</u>	<u>Effective Date (On/After)</u>	<u>Contract/ Salary</u>	<u>Action</u>
a. Management/Supervisory				
DISTRICT				
Ma, Susanne	Director, Information Technology Infrastructure & Systems	01/04/19	X-2	Appointment
NORCO COLLEGE				
Abejar, Esmeralda	Director, College Business Services	12/17/18	U-5	Appointment
Fleming, Kevin	Interim Vice President, Strategic Development	12/12/18 -	AB-5	Promotion not to exceed one year
b. Management/Supervisory – Categorically Funded				
MORENO VALLEY				
Kennedy, Jason	Makerspace Project Supervisor	12/12/18	O-1	Promotion
c. Classified/Confidential				
DISTRICT				
Cain, BJ	Casualty Claims Coordinator	01/14/19	N-5	Transfer
Gundersen, Cynthia	Budget Analyst	01/02/19	O-3	Transfer
Heimes, Karolyn	Community Relations Specialist	12/18/18	P-1	Appointment
Moore, N’Dea	Human Resources Generalist	12/12/18	M-1	Appointment
MORENO VALLEY				
Valdovinos, Nancy	Admissions & Records Operations Assistant	12/12/18	C-1	Appointment
RIVERSIDE				
Becerra, Iliana	Laboratory Technician II	01/14/19	O-1	Appointment
Glover, Bryn	Administrative Assistant III	01/02/19	I-1	Appointment
d. Classified/Confidential - Categorically Funded (None)				

Subject: Classified Personnel

Date: December 11, 2018

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

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

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date(s)</u>
Islam, Nazia	Library Clerk I	37.5% to 48.75%	10/17/18-04/30/19
Jones, Abreesha	Counseling Clerk I	48.75% to 80%	07/03/17-06/30/18

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

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

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date(s)</u>
Davila, Ismael	Student Resource Specialist	75% to 100%	07/01/18
Simmons, Sabrina	Library Clerk I	37.5% to 25%	10/15/18

4. Reclassification of Position(s)

It is recommended the Board of Trustees approve the reclassification(s) as follows:

<u>From Position:</u>	<u>To Position:</u>	<u>Incumbent:</u>	<u>Effective Date:</u>
Instructional Media Aide Grade: D	Instructional Media Assistant Grade: K	Contreras, Andy	09/01/18
Instructional Media Aide Grade: D	Instructional Media Assistant Grade: K	Gonzalez, Oscar	09/01/18

5. Separation(s) – Resignation(s) and/or Retirement(s)

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

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

<u>Name</u>	<u>Position</u>	<u>Last Date of Employment</u>
RESIGNATION(S) (None)		
RETIREMENT(S)		
Coverdell, Greta	Instructional Department Specialist	12/30/18
Rodriguez, Dorinda	Custodian	12/28/18
Wells, Joy	International Student Program Specialist	12/30/18

Agenda Item (VI-A-3)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-A-3)
Subject	Other Personnel
College/District	District
Funding	n/a
Recommended Action	It is recommend that the Board of Trustees approve/ratify the other personnel actions

Background Narrative:

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

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

Attachments:

[20181211_Other Personnel](#)
[20181211_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Other Personnel

Date: December 11, 2018

1. Substitute Assignments

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

2. Short-Term Positions

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

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

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

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
MORENO VALLEY				
Duenas, Jesus	Custodian	Facilities	11/28/18-06/30/19	\$18.22
Guevara, Andrew	Supplemental Instructional Coordinator	Academic Support Student Financial	01/22/19-03/22/19	\$28.99
Rodriguez, Kimberly	Customer Service Clerk	Services	12/03/18-02/03/19	\$19.93
NORCO				
Alexander, Jerry	Groundsperson	Facilities	10/29/18-01/02/19	\$19.93
Gutierrez, Nicholaus	College Receptionist	Enrollment Services	10/31/18-12/31/18	\$18.22
Karrer, Debra	Specialist	Dean of Instruction	12/10/18-02/08/19	\$26.29
RIVERSIDE				
Campos, Juanita	Custodian	Facilities	11/14/18-06/30/19	\$18.22
Duarte, Silvia	Custodian	Facilities	11/15/18-06/30/19	\$18.22
Hidalgo, Arturo	Instructional Media / Broadcast Coordinator	Technology Support Services	01/01/19-06/30/19	\$34.74
Nguyen, Phuonghuyen	Administrative Assistant I	Academic Support	11/12/18-01/12/19	\$19.93
Ruiz, Nancy	Instructional Media / Broadcast Coordinator	Technology Support Services	01/01/19-06/30/19	\$34.74
Zamudio, Vanessa	Student Activities Clerk	Student Services/Foster Youth	01/02/19-03/02/19	\$21.85

SHORT TERM ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
RIVERSIDE				
Crofutt, Sarah	Office Assistant III	Applied Technology	12/12/18-06/30/19	\$12.50
Nunez, Christopher	Office Assistant IV	Film, Television and	12/12/18-06/30/19	\$14.00
		Video		
Perkins, Branecia	Office Assistant III	Procurement	12/12/18-06/30/19	\$12.50
		Technical Asistance		
Sanchez, Gladys	Tutor IV	Center	12/12/18-06/30/19	\$11.00
		Upward Bound		
Thaten, Kristeena	Interpreter III	Disability Resource	12/12/18-6/30/19	\$35.00
		Center		

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

Backup Other Personnel
December 11, 2018
Page 1 of 2

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
MORENO VALLEY COLLEGE				
Carroll, Lawrence	Student Aide I	The Learning Center	11/27/18	\$ 11.00
Fernandez, Emiliano	Student Aide I	The Learning Center Career & Technical	11/27/18	\$ 11.00
Hernandez, Jonathan	Student Aide II	Education Early Childhood	11/20/18	\$ 12.75
Parra, Karina	Student Aide I	Education	11/09/18	\$ 11.00
RIVERSIDE CITY COLLEGE				
Armstrong, Bayyana	Student Aide II	Disability Resource Center	11/27/18	\$ 12.00
Barajas, Daisy	Student Aide I	Early Childhood Education	11/16/18	\$ 11.00
DeBerry, Crystal	Student Aide I	Food Services	*08/08/18	\$ 11.00
Dozier, Jeremiah	Student Aide I	Tutorial Services	11/21/18	\$ 11.00
Guzman, Maria Ariana	Student Aide II	Academic Support	*09/14/18	\$ 12.00
Murillo, Emily	Student Aide I	Performing Arts / Theatre Student Services/	11/14/18	\$ 11.00
Nze, George	Student Aide II	Ujima	11/28/18	\$ 12.00
Reed, Jacob	Student Aide I	Art / Ceramics	11/06/18	\$ 11.00
Rodriguez, Gabriel	Student Aide II	Health Services Early Childhood	11/27/18	\$ 12.00
Rojas, Maria	Student Aide I	Education	11/05/18	\$ 11.00
Valencia Franco, Kimberly	Student Aide II	Upward Bound Life Sciences/	11/13/18	\$ 12.00
Velazquez, Jasmin	Student Aide I	STEM en Familia	11/30/18	\$ 11.75
Ward, Emily Ann	Student Aide I	Tutorial Services	11/14/18	\$ 11.00

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

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>CATEGORICAL FUNDS</u>				
CALWORKS WORK STUDY				
Preciado Rivera, Jorge	Student Aide II	Workforce Preparation	11/28/18	\$ 12.00
COMMUNITY SERVICE PROGRAM				
Gonzalez, Jeff	Student Aide II	City of Riverside/ Arlington Library -RCC Tomas Rivera Middle	11/20/18	\$ 12.50
Linarea, Angelica	Student Aide IV	School-MVC	11/27/18	\$ 14.75
MORENO VALLEY COLLEGE				
Becerra,, Alyssa	Student Aide I	Early Childhood Educ. Career & Transfer	11/07/18	\$ 11.00
DeHay, Abigail	Student Aide II	Education Extended Opportunity	11/26/18	\$ 12.75
Gutierrez, Cesar	Student Aide II	Program & Services	11/27/18	\$ 12.00
Lopez, Aileen	Student Aide I	Counseling	12/03/18	\$ 11.00
Serrano, Judit	Student Aide I	Counseling	11/27/18	\$ 11.00
RIVERSIDE CITY COLLEGE				
Chisolm, Giovanna	Student Aide II	Student Services/ Ujima Kinesiology/	*08/21/18	\$ 12.00
Martinez Rodriguez, Liliana	Student Aide I	Women's Basketball	01/02/19	\$ 12.00
Segura, Millennia	Student Aide II	Business Services	11/30/18	\$ 12.75

*Revised hire date

Agenda Item (VI-B-1)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-1)
Subject	Purchase Order and Warrant Report – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$2,892,954, and District Warrant Claims totaling \$5,155,936.

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 \$2,892,954 requested by staff and issued by the District Business Office have been reviewed to verify that budgeted funds are available in the appropriate categories of expenditure.

District Warrant Claims (numbers 294135 - 295075) totaling \$5,155,936, paid against approved Purchase Orders, have been reviewed by the Business Office to verify that monies are available in the appropriate funds for payment of these warrants. These claims also have been reviewed, on a sample basis, by the Riverside County Office of Education through its claim audit process.

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

Attachments:

[12112018_Contracts and Purchase Orders Over \\$90,200 Report \(November\)](#)

Report of Purchases-All District Resources
Purchases Over \$90,200
11/01/18 thru 11/25/18

PO#	Department	Vendor	Description	Amount
C0006249	Student Financial Services - Moreno Valley	CampusLogic, Inc.	Financial Aid Software /FCCC Contract	\$ 435,000
C0006258	Information Services	Proofpoint, Inc.	CyberSecurity Training Platform	104,895
P0069541	Facilities - Norco	GonLED	Lighting Products/CMAS Contract	243,157
<u>Approved/Ratify Purchase Orders of \$90,200 and Over</u>				
C0005605	Academy / Criminal Services	Holt Architecture	BCTC Scenario Building Architectural Design	109,780
C0005845	Information Services	Black Box Network Services/Norstan	IT Voice/Data Cabling Maintenance Services Bid	302,328
			Total	<u>\$ 1,195,160</u>
			All Purchase Orders, Contracts, and Additions for the Period of 11/1/18 - 11/25/18	
			Contracts C6248 - C6269	369,252
			Contract Additions C5186 - C6225	
			Purchase Orders P69495 - P69888	1,106,533
			Purchase Order Additions P67117 - P69456	
			Blanket Purchase Orders B17742 - B17761	222,009
			Blanket Purchase Order Additions B16963 - B17698	
			Total	<u>\$ 1,697,794</u>
			Grand Total	<u>\$ 2,892,954</u>

Agenda Item (VI-B-2-a)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-2-a)
Subject	Budget Adjustments
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the budget transfers as presented.

Background Narrative:

The 2018-19 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are under budgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve budget transfers between major object code expenditure classifications within the approved budget to allow for needed purchases of supplies, services, equipment and hiring of personnel. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000).

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

Attachments:

[12112018_Budget Adjustments](#)

Budget Adjustments December 11, 2018

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>			
R1.	Transfer to purchase a laptop. (Fund 12, Resource 1190)		
	From: Planning and Development	Administrative Contingency	\$ 2,236
	To: Planning and Development	Equipment	\$ 2,236
R2.	Transfer to realign the College Promise Program grant budget. (Fund 12, Resource 1190)		
	From: Dean Student Success and Support	Administrative Contingency	\$ 3,058
	To: Dean Student Success and Support	Food	\$ 2,425
		Supplies	305
		Classified Overtime	299
		Employee Benefits	29
R3.	Transfer to realign the 2016-2017 Local Strong Workforce Program grant budget. (Fund 12, Resource 1190)		
	From: Career and Technical Ed	Professional Services	\$ 37,077
		Supplies	13,792
		Employee Benefits	7,806
		Instr Salaries, Reg FT	7,253
	World Language	Supplies	10,000
		Short-Term Temporary	845
		Instructional Supplies	574
	To: Career and Technical Ed	Equipment	\$ 65,426
		Classified Perm PT	502
	World Language	Professional Services	11,419

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
R4.	Transfer to realign 2017-2018 Local Strong Workforce Program grant budget and purchase projectors, portable tables, evap tester. (Fund 12, Resource 1190)		
	From: Career and Technical Ed	Other Services	\$ 887,253
		Supplies	220,957
	To: Career and Technical Ed	Equipment	\$ 518,114
		Classified FT	248,962
		Academic FT Administrator	172,745
		Instr Salaries, Reg FT	79,092
		Short-Term Temporary	36,500
		Academic Special Project	6,000
R5.	Transfer to purchase food. (Fund 12, Resource 1190).		
	From: Mathematics	Other Services	\$ 15,000
	To: Mathematics	Food	\$ 5,000
	English and Media Studies	Food	5,000
	Educations Programs	Food	5,000
R6.	Transfer to purchase books. (Fund 12, Resource 1190).		
	From: Library	Supplies	\$ 12,500
	To: Library	Books/New & Expd Library	\$ 12,500
R7.	Transfer to provide for salary and employee benefits. (Fund 12, Resource 1190).		
	From: Health Services	Other Services	\$ 12,851
	To: Health Services	Classified FT	\$ 7,901
		Employee Benefits	4,950
R8.	Transfer to purchase a Campus Logic subscription. (Fund 12, Resource 1190).		
	From: Student Financial Services	Equipment	\$ 136,901
	To: Student Financial Services	Other	\$ 136,901

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R9. Transfer to purchase software and provide for conferences. (Fund 12, Resource 1190).		
From: Student Financial Services	Classified FT	\$ 27,486
	Employee Benefits	5,923
To: Student Financial Services	Comp Software Maint/Lic	\$ 27,409
	Conferences	6,000
R10. Transfer to purchase SARS appointment scheduling and reporting software. (Fund 12, Resource 1190).		
From: EOPS	Equipment	\$ 12,000
To: EOPS	Comp Software Maint/Lic	\$ 12,000
R11. Transfer to provide for Concur travel services.		
From: VP, Business Services	Classified FT Administrator	\$ 15,000
To: VP, Business Services	Professional Services	\$ 15,000
R12. Transfer to purchase a printer.		
From: Dean of Instruction	Supplies	\$ 190
To: Dean of Instruction	Equipment	\$ 190
R13. Transfer to provide for post-season athletics travel.		
From: President	Academic FT Administrator	\$ 23,327
To: Athletics	Travel Expenses	\$ 14,096
	Transportation Contracts	6,875
	Entry Fees	2,356

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R14. Transfer to provide for REGROUP mass notification system to provide student communications for such items as financial aid, registration, educational plans, etc.		
From: VP, Business Services	Site Improvements	\$ 29,500
To: Admissions & Records	Professional Services	\$ 29,500
R15. Transfer to purchase a sit stand desk for staff.		
From: Library	Supplies	\$ 935
To: Library	Equipment	\$ 935
R16. Transfer to provide access to a global online computer library center.		
From: Library	Software	\$ 4,000
	Books/New & Expd Library	1,000
To: Library	Other Services	\$ 5,000
R17. Transfer to realign the child development budget. (Fund 33, Resource 3300)		
From: Early Childhood Studies	Equipment	\$ 5,200
To: Early Childhood Studies	Food	\$ 2,000
	Supplies	1,500
	Conferences	1,200
	Cellular Telephone	500

Norco

N1. Transfer to provide for repairs.

From: Custodial Services	Custodial Supplies	\$ 2,700
To: Custodial Services	Repairs	\$ 2,700

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N2. Transfer to provide for marketing services. (Fund 12, Resource 1190)		
From: Strong Workforce Local	Supplies	\$ 30,810
To: Strong Workforce Local	Consultants	\$ 30,810
N3. Transfer to provide for travel expenses, a conference and student financial grants. (Fund 12, Resource 1190)		
From: Innovation in Higher Education	Supplies	\$ 4,800
To: Innovation in Higher Education	Travel Expenses	\$ 1,000
	Conferences	500
	Student Financial Grants	3,300
N4. Transfer to provide for a special project. (Fund 12, Resource 1190)		
From: Here to Career	Copying and Printing	\$ 1,500
	Supplies	1,500
	Conferences	2,000
	Other Services	3,000
	Equipment	2,000
To: Here to Career	Academic Special Project	\$ 10,000
N5. Transfer to provide for mileage.		
From: Spanish	Copying and Printing	\$ 84
To: Spanish	Mileage	\$ 84
N6. Transfer to purchase supplies, a chair, a cell phone and a laptop.		
From: Student Personnel Administration	Administrative Contingency	\$ 3,944
To: Student Personnel Administration	Supplies	\$ 345
	Equipment	3,599

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N7. Transfer to provide for an office remodel.		
From: Student Personnel Administration	Administrative Contingency	\$ 2,880
To: Admission and Records	Remodel Project	\$ 2,880
N8. Transfer to provide for a software license. (Fund 12, Resource 1190)		
From: Student Financial Aid Administration	Equipment	\$ 2,000
To: Student Financial Aid Administration	Comp Software Maint/Lic	\$ 2,000
N9. Transfer to provide for a license fee. (Fund 12, Resource 1190)		
From: Financial Aid Technology	Equipment	\$ 94,621
To: Financial Aid Technology	License Fees	\$ 94,621
N10. Transfer to purchase vans. (Fund 12, Resource 1190)		
From: NextUp	Supplies	\$ 40,000
	Food	43,000
	Mileage	10,500
To: NextUp	Equipment	\$ 93,500
N11. Transfer to realign the Student Success and Support Program grant budget and to purchase computers and a desk. (Fund 12, Resource 1190)		
From: Student Success and Support Program	Supplies	\$ 246,689
To: Student Success and Support Program	Academic FT Non-Instr	\$ 40,522
	Academic PT Non-Instr	195,000
	Academic Special Project	4,759
	Classified Overtime	1,084
	Classified Substitutes	1,792
	Equipment	3,532

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Moreno Valley</u>		
M1. Transfer to realign the Student Equity grant budget and to provide for interpreters. (Fund 12, Resources 1190)		
From: Student Equity	Classified Perm PT	\$ 11,712
To: Student Equity	Supplies	\$ 4,200
	Food	5,452
	Memberships	60
	Cellular Telephone	1,500
	Professional Services	500
M2. Transfer to provide for a salary savings.		
From: Institutional Effectiveness	Academic FT Administrator	\$ 37,839
	Employee Benefits	6,506
Admissions & Records	Classified Perm PT	5,334
	Employee Benefits	1,467
Evaluators	Classified FT	6,869
	Employee Benefits	1,725
Building Maintenance	Classified FT	14,481
	Employee Benefits	3,860
Custodial Services	Classified FT	10,365
	Employee Benefits	2,861
Grounds Maintenance	Classified FT	20,730
	Employee Benefits	5,722
To: VP, Business Services	Administrative Contingency	\$ 117,759
M3. Transfer to purchase instructional supplies.		
From: Dental Assisting	Repairs	\$ 1,160
To: Dental Assisting	Instructional Supplies	\$ 1,160

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M4. Transfer to provide for a cellular telephone.		
From: Technology Support Services	Repair Parts	\$ 1,011
To: Technology Support Services	Cellular Telephone	\$ 1,011
M5. Transfer to purchase software. (Fund 12, Resource 1190)		
From: Strong Workforce Regional	Equipment	\$ 2,880
To: Strong Workforce Regional	Software	\$ 2,880
M6. Transfer to provide for repairs.		
From: Emergency Medical Services	Instructional Supplies	\$ 582
	Copying and Printing	310
Public Services & Criminal Justice	Supplies	368
To: Fire Academy	Repairs	\$ 1,260
M7. Transfer to provide for travel expenses.		
From: Middle College High School	Student Help – Non-Instr	\$ 3,500
Student Personnel Administration	Supplies	1,000
To: Student Equity Program	Travel Expenses	\$ 4,500
M8. Transfer to provide for conferences. (Fund 12, Resource 1190)		
From: Veterans Education	Food	\$ 334
To: Veterans Education	Conferences	\$ 334
M9. Transfer to provide for conferences.		
From: Financial Aid Administration	Short-Term Temporary	\$ 3,000
To: Financial Aid Administration	Conferences	\$ 3,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M10. Transfer to purchase food. (Fund 12, Resource 1190)		
From: Foster Youth Support Services	Travel Expenses	\$ 800
To: Foster Youth Support Services	Food	\$ 800
M11. Transfer to realign the Basic Skills grant budget. (Fund 12, Resource 1190)		
From: Basic Skills	Supplies	\$ 110,241
To: Basic Skills	Student Help – Non-Instr	\$ 44,715
	Short-Term Temporary	40,232
	Student Help – Instructional	18,933
	Employee Benefits	2,474
	Conferences	3,887
M12. Transfer to provide for bank charges. (Fund 33, Resource 3300)		
From: Early Childhood Studies	Fixtures & Fixed Equip	\$ 5,000
To: Early Childhood Studies	Bank Charges	\$ 5,000
<u>District Office and District Support Services</u>		
D1. Transfer to provide for a license fee. (Fund 12, Resource 1190)		
From: Financial Aid Technology	Equipment	\$ 85,648
To: Financial Aid Technology	License Fees	\$ 85,648
D2. Transfer to provide for a license fee and to purchase laptops and a computer. (Fund 12, Resource 1190)		
From: Perkins Title I-C	Classified FT	\$ 6,523
	Employee Benefits	1,798
	Supplies	178
To: Perkins Title I-C	License Fees	\$ 1,375
	Equipment	7,124

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D3. Transfer to provide for educational trainers. (Fund 11, Resource 1170)		
From: City of Riverside HR	Contract Ed Instr Supplies	\$ 1,000
To: City of Riverside HR	Other Services	\$ 1,000
D4. Transfer to provide for an upgrade to the telephone system, installation and service configuration. (Fund 12, Resource 1180)		
From: Administration & Finance	Equipment	\$ 998,102
To: Administration & Finance	Comp Software Maint/Lic	\$ 505,381
	Professional Services	492,721

Agenda Item (VI-B-3-a)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 24-18/19 – 2018-2019 Growing Inland Achievement Grant
College/District	Moreno Valley
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees adding the revenue and expenditures of \$8,000 to the budget.

Background Narrative:

The Riverside Community College District's Moreno Valley College has received additional funding for the 2018-2019 Growing Inland Achievement Grant in the amount of \$8,000 from the Riverside County Superintendent of Schools, passed through the California Community Colleges Chancellor's Office. The funds will be used for salaries, benefits, and other operating expenses.

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

Attachments:

[12112018_Resolution No. 24-18/19 – Growing Inland Achievement Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 24-18/19

2018-2019 Growing Inland Achievement Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$8,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on December 11, 2018.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 24-18/19
 2018-2019 Growing Inland Achievement Grant

Year	County	District	Date	Fund
19	33	07	12/11/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	F00	1190	0	0000	0176	8627	8,000 00	REVENUE
								EXPENDITURES
12	FZA	1190	0	6450	0176	1490	4,046 00	Acad Special Project
12	FZA	1190	0	6450	0176	3130	659 00	Employee Benefits
12	FZA	1190	0	6450	0176	3335	59 00	↓
12	FZA	1190	0	6450	0176	3470	8 00	
12	FZA	1190	0	6450	0176	3530	2 00	
12	FZA	1190	0	6450	0176	3630	65 00	
12	FZA	1190	0	6450	0176	4320	761 00	
12	FZA	1190	0	6450	0176	4710	500 00	Food
12	FZA	1190	0	6450	0176	5120	1,000 00	Lecturers
12	FZA	1190	0	6450	0176	5220	900 00	Conferences
							8,000 00	TOTAL REVENUE
							8,000 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-b)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 25-18/19 – 2018-2019 Hunger Free Campus Support Allocation
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 \$257,127 to the budget.

Background Narrative:

The Riverside Community College District's colleges have received additional funding for the 2018-2019 Hunger Free Campus Support Allocation program in the amount of \$257,127 from the California Community Colleges Chancellor's Office. The funding by college follows: Norco College - \$60,686, Riverside City College - \$139,787 and Moreno Valley College - \$56,654. The funds will be used for operational expenses of the program.

Prepared By: Bryan Reece, President Norco College
Irving Hendrick, Interim President, Riverside City College
Robin Steinback, President, Moreno Valley College
Mark DeAsis, Dean, Admissions and Records
FeRita Carter, Vice President of Student Services (RCC)
Dyrell Foster, Vice President, Student Services (MVC)

Attachments:

[12112018_Resolution No. 25-18/19 – Hunger Free Campus Support Allocation](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 25-18/19

2018-2019 Hunger Free Campus Support Allocation

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$257,127 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on December 11, 2018.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 25-18/19
 2018-2019 Hunger Free Campus Support Allocation

Year	County	District	Date	Fund
19	33	07	12/11/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	E00	1190	0	0000	0035	8659	60,686 00	REVENUE
12	D00	1190	0	0000	0035	8659	139,787 00	
12	F00	1190	0	0000	0035	8659	56,654 00	↓
								EXPENDITURES
12	EZG	1190	0	7321	0035	7650	60,686 00	Meal Grants
12	DZG	1190	0	7321	0035	7650	139,787 00	Meal Grants
12	FZG	1190	0	7321	0035	7650	56,654 00	Meal Grants
							257,127 00	TOTAL REVENUE
							257,127 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-c)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 26-18/19 – 2018-2019 Strong Workforce Program
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$724,107 to the budget.

Background Narrative:

The Riverside Community College District has received additional funding for the 2018-2019 Community College Regional Strong Workforce Program in the amount of \$462,115 from the California Community Colleges Chancellor's Office.. Riverside Community College is the fiscal agent for the regional share. The funds will be used to implement the regional marketing plan for the Career and Technical Education programs at Community Colleges throughout the region. The additional funding by college is as follows: District - \$364,979 for the Interact agreement and Norco College - \$97,136 to manage the marketing plan.

The Riverside Community College District has also received additional funding for the 2018-2019 Local Strong Workforce Program in the amount of \$261,992 from the California Community Colleges Chancellor's Office. The additional local funding by college is as follows: Riverside City College - \$144,773, Norco College - \$91,875, and Moreno Valley College - \$25,344 The funds will be used for salaries, benefits, and other operating expenses.

Prepared By: Irving Hendrick, Interim President, Riverside City College
Bryan Reece, President Norco College
Robin Steinback, President, Moreno Valley College
Susan Mills, Vice Chancellor Educational Services and Strategic Planning
Julie Pehkonen, Director, Career and Technical Education

Attachments:

[12112018_Resolution No. 26-18/19 – Strong Workforce Program](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 26-18/19

2018-2019 Strong Workforce Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$724,107 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on December 11, 2018.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 26-18/19
 2018-2019 Strong Workforce Program

Year	County	District	Date	Fund
19	33	07	12/11/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0348	8659	144,773 00	REVENUE
12	E00	1190	0	0000	0348	8659	91,875 00	↓
12	F00	1190	0	0000	0348	8659	25,344 00	↓
12	A00	1190	0	0000	0349	8659	462,115 00	↓
								EXPENDITURES
12	DJC	1190	0	6010	4346	5910	90,673 00	Indirect Admin Costs
12	DJC	1190	0	6010	4348	6482	33,073 00	Equip Additional \$5000 >
12	DSA	1190	0	946	0348	6482	21,027 00	Equip Additional \$5000 >
12	EJC	1190	0	6010	4348	1218	75,288 00	Acad FT Administrator
12	EJC	1190	0	6010	4348	3430	16,587 00	Employee Benefits
12	FJC	1190	0	6010	4348	4590	24,370 00	Office and Other Supplies
12	FJC	1190	0	6010	4346	5910	974 00	Indirect Admin Costs
12	AJV	1190	0	6010	4349	5211	13,864 00	Meeting Expenses
12	AJV	1190	0	6010	4349	5198	300,000 00	Professional Services - Marketing
12	AJV	1190	0	6020	0349	4590	2,500 00	Office and Other Supplies
12	AJV	1190	0	6020	0349	5220	5,000 00	Conferences
12	AJV	1190	0	6020	0349	5197	41,871 00	Grant/Contract Sub-Agreemnt
12	AJV	1190	0	6020	0349	6485	1,744 00	Comp Equip Addl \$200-\$4999
12	EJV	1190	0	6010	4349	2118	50,178 00	Classified FT Administrator
12	EJV	1190	0	6010	4349	3220	9,064 00	Employee Benefits
12	EJV	1190	0	6010	4349	3320	3,112 00	↓
12	EJV	1190	0	6010	4349	3325	728 00	↓
12	EJV	1190	0	6010	4349	3420	17,124 00	↓
12	EJV	1190	0	6010	4349	3460	101 00	↓
12	EJV	1190	0	6010	4349	3520	26 00	↓
12	EJV	1190	0	6010	4349	3620	803 00	↓
12	EJV	1190	0	6010	4349	4330	500 00	Periodicals/Magazines
12	EJV	1190	0	6010	4349	4555	6,000 00	Copying/Printing
12	EJV	1190	0	6010	4349	4590	500 00	Office and Other Supplies
12	EJV	1190	0	6010	4349	5045	1,000 00	Postage
12	EJV	1190	0	6010	4349	5210	2,000 00	Mileage
12	EJV	1190	0	6010	4349	5211	3,000 00	Meeting Expenses
12	EJV	1190	0	6010	4349	5220	3,000 00	Conferences
							724,107 00	TOTAL REVENUE
							724,107 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-d)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-d)
Subject	Resolution No. 27-18/19 – 2018-2019 Mental Health Support Allocation
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 \$263,720 to the budget.

Background Narrative:

The Riverside Community College District's colleges have received funding for the 2018-2019 Mental Health Support Allocation in the amount of \$263,720 from the California Community Colleges Chancellor's Office. The funding by college follows: Riverside City College - \$143,371, Norco College - \$62,242, and Moreno Valley College - \$58,107. The funds will be used for salaries, benefits, and other operating expenses.

Prepared By: Irving Hendrick, Interim President, Riverside City College
Bryan Reece, President Norco College
Robin Steinback, President, Moreno Valley College
FeRita Carter, Vice President of Student Services (RCC)
Mark DeAsis, Dean, Admissions and Records
Dyrell Foster, Vice President, Student Services (MVC)

Attachments:

[12112018_Resolution No. 27-18/19 – Mental Health Support Allocation](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 27-18/19

2018-2019 Mental Health Support Allocation

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$263,720 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on December 11, 2018.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT**

Resolution No. 27-18/19

2018-2019 Mental Health Support Allocation

Year	County	District	Date	Fund
19	33	07	12/11/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
12	D00	1190	0	0000	0150	8659	143,371	00	REVENUE
12	E00	1190	0	0000	0150	8659	62,242	00	↓
12	F00	1190	0	0000	0150	8659	58,107	00	↓
									EXPENDITURES
12	DZD	1190	0	6440	0150	5130	90,000	00	Doctors/Nurses
12	DZD	1190	0	6440	0150	5890	53,371	00	Other Services
12	EZD	1190	0	6440	0150	4590	31,121	00	Other Supplies
12	EZD	1190	0	6440	0150	5890	31,121	00	Other Services
12	FZD	1190	0	6440	0150	2339	22,057	00	Instructional Aides Reg PT
12	FZD	1190	0	6440	0150	3325	320	00	Employee Benefits
12	FZD	1190	0	6440	0150	3460	44	00	↓
12	FZD	1190	0	6440	0150	3520	11	00	↓
12	FZD	1190	0	6440	0150	3620	353	00	↓
12	FZD	1190	0	6440	0150	4555	500	00	Copying/Printing
12	FZD	1190	0	6440	0150	4590	8,652	00	Office and Other Supplies
12	FZD	1190	0	6440	0150	5045	500	00	Postage
12	FZD	1190	0	6440	0150	5198	2,000	00	Faculty & Staff Training
12	FZD	1190	0	6440	0150	5210	500	00	Mileage
12	FZD	1190	0	6440	0150	5220	2,420	00	Conferences
12	FZD	1190	0	6440	0150	5890	750	00	Quick Resource Guide
12	FZD	1190	0	6440	0150	5890	20,000	00	Peer to Peer Stipends
							263,720	00	TOTAL REVENUE
							263,720	00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-e)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-e)
Subject	Resolution No. 28-18/19 – 2018-2019 K-12 Strong Workforce Program
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$18,961,442 to the budget.

Background Narrative:

The Riverside Community College District is the fiscal agent for the California Community Colleges Chancellor's Office California Department of Education for the purpose of coordinating the disbursement of the 2018-2019 K-12 Strong Workforce Program in the amount of \$18,961,442. The funds will be disbursed to participating entities in accordance with program guidelines.

Prepared By: Susan Mills, Vice Chancellor Educational Services and Strategic Planning
Julie Pehkonen, Director, Career and Technical Education

Attachments:

[12112018_Resolution No. 28-18/19 – K-12 Strong Workforce Program](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 28-18/19

2018-2019 K-12 Strong Workforce Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$18,961,442 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on December 11, 2018.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 28-18/19
 2018-2019 K-12 Strong Workforce Program

Year	County	District	Date	Fund
19	33	07	12/11/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	A00	1190	0	0000	0116	8659	18,961,442 00	REVENUE
								EXPENDITURES
12	AJV	1190	0	6010	4116	5197	18,961,442 00	Grant/Contract Sub-Agreemt
							18,961,442 00	TOTAL REVENUE
							18,961,442 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-f)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-f)
Subject	Resolution No. 29-18/19 – 2018-2019 Gateway to College
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 \$50,000 to the budget.

Background Narrative:

The Riverside Community College District's Riverside City College has received additional funding for the 2018-2019 Gateway to College Program in the amount of \$50,000 from the Gateway College and Career Academy. The funds will be used for benefits and other operational expenses of the program.

Prepared By: Irving Hendrick, Interim President, Riverside City College
FeRita Carter, Vice President of Student Services (RCC)

Attachments:

[12112018_Resolution No. 29-18/19 – Gateway to College](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 29-18/19

2018-2019 Gateway to College

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$50,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on December 11, 2018.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT**

Resolution No. 29-18/19
2018-2019 Gateway To College

Year	County	District	Date	Fund
19	33	07	12/11/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
12	D00	1190	0	0000	0364	8890	50,000	00	REVENUE
									EXPENDITURES
12	DCW	1190	0	6020	0364	3420	5,074	00	Health and Welfare
12	DCW	1190	0	6020	0364	4710	2,000	00	Food
12	DCW	1190	0	6020	0364	4555	1,000	00	Copying and Printing
12	DCW	1190	0	6020	0364	5045	1,000	00	Postage
12	DCW	1190	0	6020	0364	4590	500	00	Other Supplies
12	DCW	1190	0	6020	0364	5740	200	00	Advertising
12	DCW	1190	0	6020	0364	5890	40,226	00	Other Services
							50,000	00	TOTAL REVENUE
							50,000	00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-g)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-g)
Subject	Resolution No. 30-18/19 – 2018-2019 Upward Bound TRIO Patriot HS
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 \$17,655 to the budget.

Background Narrative:

The Riverside Community College District's Riverside College has received additional funding for the 2018-2019 Upward Bound TRIO Patriot HS Program in the amount of \$17,655 from the U.S. Department of Education. The funds will be used for salaries and other operating expenses.

Prepared By: Irving Hendrick, Interim President, Riverside City College
FeRita Carter, Vice President of Student Services (RCC)
Jose Diaz, Director, Upward Bound

Attachments:

[12112018_Resolution No. 30-18/19 – Upward Bound TRIO Patriot HS](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 30-18/19

2018-2019 Upward Bound TRIO Patriot HS

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$17,655 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on December 11, 2018.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 30-18/19
 2018-2019 Upward Bound TRIO Patriot HS

Year	County	District	Date	Fund
19	33	07	12/11/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0041	8120	17,655 00	REVENUE
								EXPENDITURES
12	DZG	1190	0	6450	0041	2129	7,792 00	CL Sal Perm Part Time
12	DZG	1190	0	6450	0041	2369	6,015 00	Short-Term Substitutes
12	DZG	1190	0	6450	0041	5910	3,848 00	Indirect Charges
							17,655 00	TOTAL REVENUE
							17,655 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-h)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-h)
Subject	Resolution No. 31-18/19 – 2018-2019 Upward Bound TRIO Jurupa Valley
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 \$18,537 to the budget.

Background Narrative:

The Riverside Community College District's Riverside College has received additional funding for the 2018-2019 Upward Bound TRIO Jurupa Valley Program in the amount of \$18,537 from the U.S. Department of Education. The funds will be used for salaries, benefits, and other operating expenses.

Prepared By: Irving Hendrick, Interim President, Riverside City College
FeRita Carter, Vice President of Student Services (RCC)
Jose Diaz, Director, Upward Bound

Attachments:

[12112018_Resolution No. 31-18/19 – Upward Bound TRIO Jurupa Valley](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 31-18/19

2018-2019 Upward Bound TRIO Jurupa Valley

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$18,537 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on December 11, 2018.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 31-18/19
 2018-2019 Upward Bound TRIO Jurupa Valley

Year	County	District	Date	Fund
19	33	07	12/11/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0042	8120	18,537 00	REVENUE
								EXPENDITURES
12	DZG	1190	0	6450	0042	2129	10,000 00	CL Sal Perm Part Time
12	DZG	1190	0	6450	0042	3120	1,270 00	State Teachers Retirement
12	DZG	1190	0	6450	0042	3320	10 00	FICA
12	DZG	1190	0	6450	0042	3420	2,701 00	Health and Welfare
12	DZG	1190	0	6450	0042	5310	504 00	Memberships
12	DZG	1190	0	6450	0042	5890	2,679 00	Other Services
12	DZG	1190	0	6450	0042	5910	1,373 00	Indirect Charges
							18,537 00	TOTAL REVENUE
							18,537 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-i)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-i)
Subject	Resolution No. 32-18/19 – 2018-2019 CalWorks Set-Aside Agreement
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 \$100,000 to the budget.

Background Narrative:

The Riverside Community College District's Riverside City College has received funding for the 2018-2019 CalWorks Set-Aside Agreement from the California Community College Chancellor's Office in the amount of \$100,000. The funds will be used for salaries, benefits, travel and meeting cost reimbursements as approved by the State Chancellor's Office.

Prepared By: Irving Hendrick, Interim President, Riverside City College
Chip West, Vice President, Business Services (RCC)

Attachments:

[12112018_Resolution No. 32-18/19 – CalWorks Set-Aside](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 32-18/19

2018-2019 CalWorks Set-Aside Agreement

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$100,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on December 11, 2018.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 32-18/19
 2018-2019 CalWorks Set-Aside Agreement

Year	County	District	Date	Fund
19	33	07	12/11/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0360	8267	100,000 00	REVENUE
								EXPENDITURES
12	DCW	1190	0	6020	0360	2119	1,000 00	Classified FT
12	DCW	1190	0	6020	0360	2349	500 00	Classified Overtime
12	DCW	1190	0	6020	0360	3220	155 00	Employee Benefits
12	DCW	1190	0	6020	0360	3320	62 00	
12	DCW	1190	0	6020	0360	3325	22 00	
12	DCW	1190	0	6020	0360	3460	3 00	
12	DCW	1190	0	6020	0360	3520	1 00	
12	DCW	1190	0	6020	0360	3620	15 00	↓
12	DCW	1190	0	6020	0360	5211	20,000 00	Meeting Expenses
12	DCW	1190	0	6020	0360	5219	70,000 00	Travel Expenses
12	DCW	1190	0	6020	0360	5910	8,242 00	Indirect Charges
							100,000 00	TOTAL INCOME
							100,000 00	TOTAL EXPENDITURES

Agenda Item (VI-B-5-a)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Funding Allocation and Agreement for Moreno Valley College Comprehensive Master Plan Update with the DLR Group
College/District	Moreno Valley
Funding	Measure C
Recommended Action	It is recommended that the Board of Trustees approve: 1) allocation of \$373,000 from Measure C Funds for the Moreno Valley College Comprehensive Master Plan Update; and 2) consulting services agreement with the DLR Group in the amount of \$373,000.

Background Narrative:

In 2015, MVC completed its first comprehensive master plan. Since that time, there have been several significant external and internal changes and circumstances creating a strong impetus for updating the 2015 MVC Comprehensive Master Plan. These include but are not limited to the following:

- Currently the College is in the process of developing a new Integrated Strategic Plan (ISP 2023).
- RCCD is also developing a new strategic plan, which is anticipated to be completed by the end of 2018
- Further, the California Community College's Board of Governors established six goals for the system to achieve by 2022 as part of its Vision for Success: Strengthening the California Community Colleges to Meet California's Needs Plan
- In 2017, MVC appointed a new President and in 2018, RCCD appointed a new Chancellor
- New projects are being implemented that were not envisioned/included in the 2015 master plan such as: Student Services Welcome Center project, BCTC Correction Platform, iMake Innovation Center
- The 2010 infrastructure and utilities plan is outdated and needs to be revised to reflect the campus development envisioned by the new Comprehensive Master Plan
- New state funding programs and priorities: Guided Pathways, College Promise Initiatives, Strong Workforce, Student Centered Funding Formula, Student Success, Equity and Achievement Programs Integration, and an On-line College
- Opportunity for expansion of the campus with the possible land parcel acquisition from the City of Moreno Valley

The 2018-19 MVC Comprehensive Master Plan Update (CMP) project will entail the development of a 10-year plan that consists of both an educational master plan and facilities master plan. The CMP should result in evidence-based recommendations regarding academic program mix, student enrollment growth targets, type and nature of needed student support and administrative services, as well as the amount and type of space/facilities, grounds, parking and utilities. The CMP will also result in a proposed implementation plan that will guide capital invest in the College that support alignment with MVC's mission and strategic plan; ultimately creating an aesthetically pleasing, highly functional, and comprehensive community college campus that serves well our diverse local community.

The selection of the DLR Group was based on a competitive Request for Proposal and Interview process. Key selection criteria included:

1. Firm experience, Profile, and References
2. Community College/Education and Facilities Master Planning Experience
3. Competitiveness of Fee Proposal
4. Project Approach, Philosophy, and Work Plan

Attached is the service agreement between Riverside Community College District and DLR Group for the Moreno Valley College Comprehensive Master Plan Update.

Prepared By: Robin Steinback, President, Moreno Valley College
Aaron Brown, Vice Chancellor, Business and Financial Services
Nathaniel Jones, Vice President, Business Services (MVC)
Carlos Lopez, Interim Vice President, Academic Affairs
Dyrell Foster, Vice President, Student Services (MVC)
Majd Askar, Director of Business Services

Attachments:

[12112018_Agreement with DLR Group](#)

**AGREEMENT
BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT
And
DLR GROUP**

THIS AGREEMENT is made and entered into on the twenty-sixth-day of November, 2018, made by and between the DLR Group, hereinafter referred to as "CONSULTANT" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District" for the **Moreno Valley College Comprehensive Master Plan Update Consultant Services RFQ 2018/19-9**.

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Exhibit I will primarily be conducted at Consultant's office(s), and on site at Moreno Valley College.
3. The services rendered by the Consultant are subject to review by the President of Moreno Valley College or her designee.
4. The term of this agreement shall be from December 11, 2018, to the estimated completion date of August 31, 2019, with the provision that the President of Moreno Valley College or her designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$373,000 including reimbursable expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Moreno Valley College's Vice President of Business Services, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Exhibit I, have been satisfactorily completed, as determined by the President.
6. All data prepared by Consultant hereunder specific only to this project, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at District's sole risk, and provided further, that Consultant shall be indemnified and defended against any damages resulting from such use. In the event the Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall make the request in writing through the office of the Vice Chancellor for Business and Financial Services, who will obtain approval from the Board of Trustees before releasing the information requested.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon any adjudicated negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its Trustees, officers, agents, employees and independent contractors or consultants, in any legal actions based upon such actual negligence, recklessness or willful misconduct and only in proportion thereto. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon any adjudicated negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such actual negligence, recklessness, or willful misconduct and only in proportion thereto. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain insurance coverage as follows:
Comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant's activities as well as District's activities under this contract, in the amount of \$1,000,000 per person and \$3,000,000 per occurrence; such amount may be satisfied by a combination of primary and excess coverage.

Professional liability/errors and omission insurance in the amount of \$1,000,000; and Workers' Compensation insurance in accordance with the laws of the State of California.

Such insurance except Professional Liability shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Contractor shall provide District with the required Certificate of Insurance within 10 days of signing this Agreement.
11. District may terminate this Agreement for convenience at any time upon written notice to

Consultant, in which case District will pay Consultant in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Consultant, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.

12. Consultant shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. Contractor understands that harassment of any student or employee of Riverside Community College District with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.
13. Consultant is an independent contractor and no employer-employee relationship exists between Consultant and District. Any and all local, state or federal taxes that would be associated with the payment under this Agreement is to be paid solely by Consultant.
14. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
15. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
16. This Agreement will be governed by and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

DLR Group



Leigh Anne Jones
Principal CA#33062
1650 Spruce Street, Suite 300
Riverside, CA 92507

Riverside Community College District

Aaron S. Brown
Vice Chancellor, Business and Financial Services
3801 Market Street, 3rd Floor
Riverside, CA 92501

Date: 11/27/18

Date: _____

Exhibit I

A. PROJECT SCOPE

The MVC Comprehensive Master Plan Update project will be a 10-year plan that consists of the following tasks and responsibilities:

Education Master Plan Update

Use a combination of RCCD provided (see attached list of data & information to be provided by RCCD-MVC) and consultant obtained data and information to inform the update and enhancement to the existing Education Master Plan. This effort should result in evidence-based recommendations regarding the following:

- Campus enrollment growth target,
- Growth potential of existing academic programs,
- New academic and student success services and/or programs,
- Strategic program priorities,
- Administrative support services needs and requirements aligned with campus population, academic and student support programs and services,
- Student support services needs and requirements aligned with enrollment targets and recommended academic program mix and student demographic characteristics,
- Expansion of existing and/or development of new strategic partnerships, and
- Educational and administrative Information Technology systems and services.

Facilities Master Plan Update

- Update the Facilities Master Plan to ensure that campus sites, infrastructure/utilities and facilities support the instructional, student success and support services and operational needs informed by the revised Education Master Plan. This effort should result in recommendations that would lead to the development of a comprehensive college campus that meets the current and emerging needs of its local community and the state indicating new facilities, expansion of and/or modifications to campus infrastructure/utilities, removal and/or renovation of existing facilities, efficient and effective alignment and grouping of functions and services, strategies for energy efficiency, sustainability, and security;
- Ensure that all major initiatives and current capital (state and locally funded) projects are included within the updated Facilities Master Plan;
- Evaluate viability of existing parking resources, along with potential parking opportunities to support the College's vision and growth objectives; examine current and future vehicular and pedestrian circulation opportunities and strategies including issues of access/ADA, wayfinding, and paths of travel;
- Provide estimated Master Plan budget and recommend methodology to maximize state funding through the discrete sequencing of campus building planning, in collaboration with the District Facilities Office and District's State Specialist;
- Recommend methodology to plan for and maximize the competitiveness of the IPP and FPP process at the CCCCO;
- Recommend and provide sequencing for long-term capital sustainable programs and initiatives;
- Recommended demolition schedule of outdated/inefficient facilities;

- Recommended renovation schedule of facilities needing structural, mechanical, and technological upgrades;
- Recommended new facility sites based on community feedback and educational master plan outlining future physical growth of the campus;
- Plan for creatively and feasibly addressing topography constraints;
- Facility Master Plan design standard recommendations;
- Facility Master Plan diagrams and renderings as required to convey concepts to the campus community; and
- Facility Master Plan sequencing matrix update recommendations, coordinated with District and College goals, as well as maximizing the District's strategic leverage of State funding.

Agenda Item (VI-B-5-b)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-b)
Subject	Agreement for Norco College 2019-2024 Facilities Master Plan with the DLR Group
College/District	Norco
Funding	General Fund
Recommended Action	It is recommended that the Board of Trustees approve the consulting services agreement for Norco College's 2019-2024 Facilities Master Plan with the DLR Group in the amount of \$267,000.

Background Narrative:

In 2013, Norco College completed its most recent Facilities Master Plan (FMP). Since that time, there have been several significant external and internal changes and circumstances creating a strong impetus for updating the expiring 2013-18 Norco College FMP. These include, but are not limited to the following:

- The college is currently in the process of developing a new Education Master Plan and Integrated Strategic Plan
- RCCD is also developing a new strategic plan, with anticipated completion by the end of 2018
- The California Community College Board of Governors established six goals for the system to achieve by 2022 as part of its Vision for Success: Strengthening the California Community Colleges to Meet California's Needs plan
- In 2017, Norco College appointed a new President and in 2017, RCCD appointed a new Chancellor
- The College's prospective growth, Education Master Plan, and Integrated Strategic Plan intend to guide the new Facilities Master Plan development
- The College's new Facilities Master Plan aims to be informed by sustainable practices and the State's direction towards Zero-Net Energy facilities
- New State funding programs and priorities: Guided Pathways, College Promise Initiatives, Strong Workforce, Student Centered Funding Formula, Student Success, Equity and Achievement Programs Integration
- Opportunity for expansion of the campus

The Norco College 2019-2024 Facilities Master Plan project will include the development of a five-year initial plan with a ten and twenty-year prospective view. The new Facilities Master Plan should result in evidence-based guide for future college development, and provide a quantitative and qualitative description of the College's strategy to support educational program needs, address the long-range forecast for enrollment, and maximize funding opportunities. The new Facilities Master Plan will be guided by the College's new 2018 Education Master Plan, providing a framework for future development, including the construction of new facilities, the renovation and repurposing of existing facilities, and implementation of a number of College-wide site improvements.

The College's constituency-based evaluation team assessed and scored the proposals according to a consistent rubric, scoring each firm utilizing the criteria listed below. The top three firms were invited for interviews which included a short campus tour, interactive presentations, and a standard question-and-answer period.

1. Qualifications, Experience and References

2. Work Plan and Schedule

3. Competitiveness of Fee Proposal

4. Other Related Factors (exceptions/deviations, certifications and affidavits, completeness of proposal, adherence to RFP instructions).

Attached is the service agreement between Riverside Community College District and DLR Group for the Norco College 2019-2024 Facilities Master Plan.

Prepared By: Bryan Reece, President Norco College
Aaron Brown, Vice Chancellor, Business and Financial Services
Sam Lee, Vice President, Academic Affairs
Michael Collins, Vice President, Business Services (NC)
Majd Askar, Director of Business Services

Attachments:

[12112018_Agreement with DLR Group for Norco College](#)

AGREEMENT
BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT
And
The DLR Group

THIS AGREEMENT is made and entered into on the **11th day of December 2018**, between **The DLR Group** hereinafter referred to as "CONSULTANT" and **RIVERSIDE COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as the "District" for the Norco College Master Plan Facilities Update Consultant Services RFQ 2018/19-05.

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Exhibit I will primarily be conducted at Consultant's office(s), and on site at Norco College.
3. The services rendered by the Consultant are subject to review by the President of Norco College or his/her designee.
4. The term of this agreement shall be from December 11, 2018, to the estimated completion date of June 30, 2019, with the provision that the President of Norco College or his/her designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$267,000.00 including reimbursable expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Vice President of Business Services, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Exhibit I, have been satisfactorily completed, as determined by the President.
6. All data prepared by Consultant hereunder specific only to this project, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at District's sole risk, and provided further, that Consultant shall be indemnified and defended against any damages resulting from such use. In the event the Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall make the request in writing through the office of Facilities Planning and Development, who will obtain approval from the Board of Trustees before releasing the information requested.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon any adjudicated negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorney's fees (attorney to be selected by District), District, its Trustees, officers, agents, employees and independent contractors or consultants, in any legal actions based upon such actual negligence, recklessness or willful misconduct and only in proportion thereto. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon any adjudicated negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such actual negligence, recklessness, or willful misconduct and only in proportion thereto. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain insurance coverage as follows:
Comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant's activities as well as District's activities under this contract, in the amount of \$1,000,000 per person and \$3,000,000 per occurrence; such amount may be satisfied by a combination of primary and excess coverage.

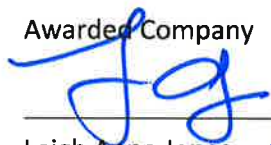
Professional liability/errors and omission insurance in the amount of \$1,000,000; and
Workers' Compensation insurance in accordance with the laws of the State of California.

Such insurance except Professional Liability shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Contractor shall provide District with the required Certificate of Insurance within 10 days of signing this Agreement.

11. District may terminate this Agreement for convenience at any time upon written notice to Consultant, in which case District will pay Consultant in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Consultant, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Consultant shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. Contractor understands that harassment of any student or employee of Riverside Community College District with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.
13. Consultant is an independent contractor and no employer-employee relationship exists between Consultant and District. Any and all local, state or federal taxes that would be associated with the payment under this Agreement is to be paid solely by Consultant.
14. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
15. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
16. This Agreement will be governed by and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Awarder Company



Leigh Anne Jones *CH33062*
Principal in Charge, DLR Group
1650 Spruce St Suite #300
Riverside, CA 92507
Date: 11/26/18

Riverside Community College District

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Exhibit I

A. OVERVIEW

Norco College is seeking qualified Facilities Master Planning consultant firms that can assist the College and RCCD staff in providing a Norco College Facilities Master Plan 2024.

- The existing Norco College Strategic Plan is available for download and review at:
<https://www.norcocollege.edu/about/president/strategic-planning/Documents/Norco-Strategic-Plan-2013-2018.pdf>
- The existing Norco College Facilities Master Plan is available for download and review at:
<https://www.norcocollege.edu/about/president/strategic-planning/Documents/PlanningDocs/NorcoCollege-FMP-Final.pdf>

B. PROJECT DESCRIPTION AND BASIC SERVICES

This project will consist of developing the 2024 Facilities Master Plan in an effort to:

- Integrate a newly developed Educational Master Plan with a 2024 Facilities Master Plan;
- Ensure that all major educational initiatives and current capital (state and locally funded) projects are included within the updated Facilities Master Plan;
- Incorporate Norco College's Strategic Plan, RCCD Strategic Plan, and established collegial governance and decision-making processes into the development of the Facilities Master Plan;
- Incorporate a strategic energy plan that takes into consideration local environmental analysis and maximum sustainability and reduces reliance on traditional energy providers;
- Evaluate viability of existing facilities resources, along with potential parking opportunities to support the College's vision and growth objectives; examine current and future vehicular circulation opportunities and strategies;
- Evaluate existing pedestrian pathways and circulation; recommend opportunities for improving circulation including access, signage, and paths of travel;
- Evaluate and assess current building infrastructure; recommend replacement and mitigation strategies for physical resources to sustainably support future demands at Norco College;
- Evaluate current instructional, athletic, student/community engagement areas and centers to support the College's guided pathways, and student activities/services facilities infrastructure; recommend replacement and mitigation strategies for physical resources to sustainably support future demands of these programs at Norco College;
- Recommend strategy to add short term, school-based classroom lecture and lab space to accommodate projected and potential growth in the next three years; do so in consideration of long term goals;
- Provide detailed class/lab utilization analysis to understand capacity loads, projections, and both current and future facility space needs;
- Recommend methodology to maximize state funding through the discrete sequencing of campus building planning, in collaboration with the District Facilities Office and District's State Specialist;
- Recommend methodology to plan for and maximize the competitiveness of the IPP and FPP process at the CCCC;

- Recommend and provide sequencing for long-term capital sustainable programs and initiatives;
- Recommend land acquisitions and/or future resources, including potential strategies for public-private partnerships; provide research/strategies for demolition of structures no longer needed within the College’s portfolio.

In addition, it is anticipated that this project would include the following components:

- Recommended demolition schedule of outdated/inefficient facilities;
- Recommended renovation schedule of facilities (on or near campus) needing structural, historical preservation, mechanical, and technological upgrades;
- Recommended new facility sites based on community feedback and educational master plan outlining future physical growth of the campus;
- Short (5-10 year) and long range (10+) parking solutions;
- Short (5-10 year) and long range (10+) pedestrian solutions;
- Short (5-10 year) and long range (10+) sustainable initiatives and programs as part of an energy master planning document;
- Plan for addressing topography constraints in a creative way;
- Facility Master Plan design standard recommendations;
- Facility Master Plan diagrams and renderings as required to convey concepts to the campus community;
- Facility Master Plan sequencing matrix update recommendations, coordinated with District and College goals, as well as maximizing the District’s strategic leverage of State funding.

In addition, this project would be delivered in the following file formats:

- Full-color printed format of complete Facilities Master Plan update
- Full-color printed format of Executive Summary of Facilities Master Plan (no more than 12 pages)
- Web version of complete Facilities Master Plan—to be integrated and available on the Norco College website;

Anticipated Facility Master Plan Phases:

- Phase I 2019-2024
- Phase II 2025-2030
- Phase III 2030-2040

Contract Award	December 2018
Kick-off meeting with College leadership, data acquisition, planning	December 2018
Campus Visioning and Listening Sessions (estimated 8-12 sessions)	January/February 2019
Preliminary thoughts/information review with Norco College Leadership Team	March 2019
Draft Report/Presentation	March 2019
Norco College Institutional Strategic Planning Council Presentation	April 2019
Final Report/Presentation to Norco College Institutional Strategic Planning Council and Committee of the Whole	May 2019
District Strategic Planning Review	May 2019
Board of Trustees Approval	June 2019

Agenda Item (VI-B-5-c)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-c)
Subject	Purchase Swimming Pool Chemicals and Supplies, Utilizing the Los Angeles Unified School District Contract Number 4400006668
College/District	Riverside
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase of swimming pool chemicals and supplies from Waterline Technologies, Inc., utilizing the Los Angeles Unified School District Contract Number 4400006668.

Background Narrative:

Los Angeles Unified School District (LAUSD) has awarded a competitively bid contract to Waterline Technologies, Inc for the purchase of swimming pool chemicals and supplies. Community College District governing boards have the authority to piggyback on bid proposals properly advertised and awarded by other public entities, per Public Contract Code Section 20652.

Riverside Community College District utilizes multiple vendors to purchase pool chemicals and supplies for the Riverside City College Aquatics Complex. Staff recommends use of the Los Angeles Unified School District (LAUSD) awarded contract number 4400006668, to purchase swimming pool chemicals and supplies from Waterline Technologies, Inc. The term for the LAUSD contract number 4400006668 is November 1, 2018 through October 31, 2021. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that this contract best meet the needs of the District.

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

Attachments:

None.

Agenda Item (VI-B-5-d)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-d)
Subject	Bid Award for the Site Accessibility Improvements Project
College/District	Riverside
Funding	State Scheduled Maintenance
Recommended Action	It is recommended that the Board of Trustees award Bid Number 2018/19-13, Site Accessibility Improvements Project, in the total amount of \$790,000 to ABNY General Engineering, Inc.

Background Narrative:

On November 26, 2018, the District received bids in response to an Invitation for Bid solicitation for the Site Accessibility Improvements project at Riverside City College. The project consists of the remediation of ADA barriers at various site and building locations at Riverside City College.

See the attached Lowest Responsive and Responsible Bidders summary, exercising Additive Alternates 2 - 8, for the Site Accessibility Improvements project.

References for ABNY General Engineering, Inc. were checked by District staff and found to be satisfactory.

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

Attachments:

[12112018_Lowest Responsive and Responsible Bidders Summary](#)

**Lowest Responsive and Responsible Bidders
 Site Accessibility Improvements**

Contractor	Location	Base Bid	Add/Alt No. 1 (15.1)	Add/Alt No. 2 (15.2)	Add/Alt No. 3 (15.3)	Add/Alt No. 4 (16.1)	Add/Alt No. 5 (16.2)	Add/Alt No. 6 (16.2)	Add/Alt No. 7 (16.3)	Add/Alt No. 8 (16.4)	Base Bid + Add/Alt. No.'s 2 - 8
ABNY General Engineering, Inc.	Glendora	\$120,000	\$60,000	\$90,000	\$60,000	\$110,000	\$25,000	\$180,000	\$90,000	\$115,000	\$790,000
Roadway Engineering & Contracting, Inc.	Mira Loma	\$823,400	\$19,100	\$22,100	\$26,000	\$42,200	\$8,000	\$73,100	\$33,000	\$26,000	\$1,053,800

Agenda Item (VI-B-5-e)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-e)
Subject	Bid Award for the Data Room Fire Suppression System Upgrade Project
College/District	Riverside
Funding	State Scheduled Maintenance
Recommended Action	It is recommended that the Board of Trustees award Bid Number 2018/19-10, Data Room Fire Suppression System Upgrade Project, in the total amount of \$149,750 to Torga Electrical.

Background Narrative:

On November 29, 2018, the District received bids in response to an Invitation for Bid solicitation for the Data Room Fire Suppression System Upgrade project at Riverside City College. The project consists of the removal and replacement of the existing fire suppression system in the Information Services Network Operations Center at Riverside City College.

See the attached Lowest Responsive and Responsible Bidders summary for the Data Room Fire Suppression System Upgrade project.

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

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

Attachments:

[12112018_Lowest Responsive and Responsible Bidders Summary_Torga Electrical](#)

Lowest Responsive and Responsible Bidders Data Room Fire Suppression System Upgrade at RCC

<u>Contractor</u>	<u>Location</u>	<u>Total Bid</u>
Torga Electrical	San Bernardino, CA	\$149,750
Marjani Builders, Inc.	Mission Viejo, CA	\$189,000

Agenda Item (VI-B-5-f)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-f)
Subject	Purchase Software Applications and Educational Resources Utilizing the Foundation for California Community Colleges negotiated agreement number RFQ #13-003
College/District	Riverside
Funding	California Community Colleges Chancellor's Office- SSSP Set Aside Agreement
Recommended Action	It is recommended that the Board of Trustees approve the purchase software applications and educational resources from ThinkEDU, LLC, utilizing the Foundation for California Community Colleges negotiated agreement number RFQ #13-003.

Background Narrative:

Riverside City College is the fiscal agent for the California Community Colleges Chancellor's Office for the purpose of coordinating the disbursement of contract C16-0043 funds – Student Success and Support Program (SSSP) Set Aside Agreement. These set-aside funds support various Statewide SSSP operations, training and consulting activities throughout the California Community Colleges. The California Community Colleges Chancellor's Office in partnership with the Foundation for California Community Colleges and ThinkEDU, are offering wifi access to a segment of our student population with significant challenges to online connectivity and access. This project aims to provide 1,000-3,000 foster youth access to 12-months of uninterrupted internet service to support and encourage students to reap the benefits of internet connectivity, online education, research resources, and personal development.

The Foundation for California Community Colleges (Foundation), a nonprofit organization, serves as the official foundation supporting the Board of Governors, Chancellor's Office, and the entire California Community College system.

The Foundation operates CollegeBuys, a cooperative purchasing program designed to leverage the buying power of the 72 community college districts. CollegeBuys secures the most advantageous pricing from enterprise level vendors using system-wide agreements. Public Contract Code Section 20661 authorizes California Community Colleges to piggyback on contracts awarded by the Chancellor of the California Community Colleges.

Staff recommends use of the Foundation awarded agreement number RFQ #13-003 to purchase software applications and educational resources from ThinkEDU, LLC. The term of agreement number RFQ #13-003 is through January 15, 2019. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that this contract best meet the needs of California Community College Foster Youth Students.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Director of Business Services
Chip West, Vice President, Business Services (RCC)

Attachments:

None.

Agenda Item (VI-B-5-g)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-g)
Subject	Purchase and Warranty of Furniture Products and Accessories, Utilizing the California Multiple Award Schedules (CMAS) Contract Number 4-13-71-0110B
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase and warranty of furniture products and accessories, from Computer Comforts, Inc., utilizing CMAS contract number 4-13-71-0110B.

Background Narrative:

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

Riverside Community College District utilizes multiple vendors to purchase office furniture products and accessories. Staff recommends use of the CMAS awarded contract number 4-13-71-0110B, as one source for the purchase and warranty of furniture products and accessories, from Computer Comforts, Inc. The term for CMAS contract number 4-13-71-0110B is May 26, 2017 through February 28, 2022. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that these contracts best meet the needs of the District.

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

Attachments:

None.

Agenda Item (VI-B-6-a)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Contracts and Agreements Report Less than \$90,200 – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$369,252 for the period of November 1, 2018 through November 25, 2018.

Background Narrative:

On September 11, 2007, the Board of Trustees authorized delegating authority to the Chancellor to enter into contractual agreements and the expenditure of funds pursuant to the Public Contract Code Section 20650 threshold, currently set at \$90,200. The attached listing of contracts and agreements under \$90,200 requested by college and District staff has been reviewed and verified that budgeted funds are available in the appropriate categories of expenditure. The contracts and agreements have been executed pursuant to the Board's delegation of authority and are presented on this agenda for ratification.

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

Attachments:

[12112018_Contracts and Agreements Less than \\$90,200 Report \(November\)](#)

Contracts and Agreements Report-All District Resources
\$90,200 and Under
11/01/18 thru 11/25/18

PO#	Department	Vendor	Business Location	Description	Amount
C0006248	Admissions & Records - Moreno Valley	Card Integrators	Los Alamitos	Repairs - Service	\$ 2,016
C0006250	Academy / Criminal Services	Mike Brown Grandstand, Inc.	Irwindale	Rents and Leases	3,275
C0006251	Disabled Student Services - Moreno Valley	Purple Communications Inc.	Rocklin	Interpreting Services	16,480
C0006252	Information Services	Insight Public Sector, Inc.	Tempe, AZ	Network Infrastructure Assessment	35,149
C0006253	Performing Arts - Riverside	OD Music, Inc.	Woodland Hills	Paymaster Services for 'The Crucible'	8,111
C0006254	Open Campus	Rise Interpreting, Inc.	Riverside	Meeting Expenses	142
C0006255	Science and Kinesiology - Norco	Fitness Fix	Corona	Repairs - Service	1,500
C0006256	Student Services - Norco	Insidetrack, Inc.	Portland, OR	Student Success Team Consultant	45,000
C0006257	Disabled Student Services - Norco	Rapid Caption, LLC	Mentone	Live Captioning	50,000
C0006259	Applied Technology - Riverside	US Foods	Corona	Rents and Leases	959
C0006260	Performing Arts - Riverside	Staged Cinema Wardrobe Rentals	Fullerton	Rents and Leases	930
C0006261	Campus Police	Riverside County	Riverside	Rents and Leases	7,448
C0006262	Academy / Criminal Services	Quin, Carol Lynelle	Palm Springs	Consulting Fees for Title V Corrections Grant	6,000
C0006263	Chancellor's Office	Granicus, LLC	St. Paul, MN	Peak Agenda Management Software	8,070
C0006264	Grants & Contract Services - Riverside	Lifton, Sarah	Encinitas	Grant Writing Consultant	15,000
C0006265	Career & Tech Ed. Projects	Marriott	Hesperia	Meeting Expenses	7,000
C0006266	English and Media Studies - Riverside	Mission Inn	Riverside	Conferences	14,730
C0006267	Applied Technology - Riverside	M. K. Smith Chevrolet	Chino	2019 Chevrolet Bolt	42,560
C0006268	Facilities Planning & Development	Westberg + White, Inc.	Tustin	Architect's Fees - ADA Project	10,600
C0006269	Facilities Planning & Development	Westberg + White, Inc.	Tustin	Architect's Fees - ADA Project	17,500
N/A	Facilities	Butte-Glenn Community College District	Oroville	Library Services Platform	No Cost
N/A	Career & Tech Ed. Projects	PSAV	Rancho Mirage	AV Services	No Cost
N/A	Human Resources	Blue Shield of California	San Francisco	Shared Advantage Plus	No Cost
N/A	Customized Solutions	Wayfair	Perris	Training Services	No Cost
N/A	Dental Assistant Program	Grisella Angarita, DDS	Ontario	Clinical Rotation Site	No Cost
N/A	Dental Assistant Program	Phuong Huynh, DDS	Riverside	Clinical Rotation Site	No Cost
N/A	Student Financial Services	The Regents of the University of California	Riverside	Federal Work Study Site	No Cost
N/A	Student Financial Services	Riverside Unified School District	Riverside	Federal Work Study Site	No Cost
N/A	Student Financial Services	Val Verde Unified School District	Perris	Federal Work Study Site	No Cost
N/A	Student Health	Minnesota Multistate Contracting Alliance for Pharmacy	St. Paul, MN	MMCAP Membership	No Cost
N/A	Purchasing	Office Depot	San Bernardino	Automatic Toner Replenishment	No Cost
N/A	Gateway to College	Riverside Gateway to College ECHS	Riverside	Administration Services	No Cost
N/A	Student Services	Jurupa Unified School District	Riverside	Transitional Assistance and Resources	No Cost
N/A	Chancellor's Office	Growing Inland Achievement	Rancho Cucamonga	Grant Planning Activities	No Cost
N/A	President's Office - Norco	Corona-Norco Unified School District	Corona	Facilities Use Application & Permit	No Cost
N/A	Business Services - Riverside	Board of Governors California Community Colleges	Sacramento	CalWorks Set Aside	No Cost
Additions to Approved/Ratify Contracts of \$90,200 and Under					
C0005186	Information Services	CCS Disaster Recovery Services, LLC	Tustin	Backup Equipment	3,420
C0005443	Information Services	Network Consulting Services, Inc.	Bountiful, UT	Software Support	21,271
C0005492	Institutional Effectiveness	International Business Machines Corporation	Armonk, NY	Software License	1,401
C0005767	Educational Services - Moreno Valley	Cell Business Equipment	Irvine	Repairs - Service	200
C0005771	Customized Solutions	Cerritos College	Norwalk	Amend. #2/Increases NTE Amount for Training Services	30,000
C0005790	Customized Solutions	Sweet, Barbara	Azusa	Curriculum Design/Training Services	3,650
C0005871	Business Services	California State University Fullerton	Fullerton	Amend. #1/Extends Emerging Leaders RFP to 12/31/18	No Cost
C0005978	Business Services	El Camino Community College District	Hawthorne	Amend. #1/Redistributes Funding on HBCU Agreement	No Cost
C0006120	Facilities - Riverside	J Kim Electric Inc.	Fullerton	Pathway Lighting Upgrades Bid	4,360
C0006187	Career and Technical Ed - Riverside	In-N-Out Burger	Baldwin Park	Food	500
C0006192	Career & Tech Ed. Projects	Westin	Rancho Mirage	Meeting Expenses	595
C0006224	Disabled Student Services - Moreno Valley	Spearin, Mark J	Riverside	Captioning Services	1,485
C0006225	Disabled Student Services - Moreno Valley	Rapid Caption, LLC	Mentone	Captioning	9,900
N/A	School of Nursing	Office of Statewide Health Planning & Development	Sacramento	Amend. #1/Changes Budget Line Items & Representative	No Cost

Contracts and Agreements Report-All District Resources
 \$90,200 and Under
 11/01/18 thru 11/25/18

PO#	Department	Vendor	Business Location	Description	Amount
N/A	Student Services	Corona Norco Unified School District	Corona	Amend. #1/Addrs Hybrid School of Innovation	No Cost
N/A	Human Resources	Blue Shield of California	San Francisco	Amend. #1/Changes Funding Method	No Cost
				Total	<u>\$ 369,252</u>

Agenda Item (VI-B-6-b)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Agreement Amendment with Interact Communications for the Strong Workforce Program Inland Empire/Desert Regional Consortium
College/District	Norco
Funding	Strong Workforce Program (SWP) Inland Empire/Desert Regional Consortium
Recommended Action	It is recommended for the Board of Trustees to approve the agreement amendment extension for the period of January 1, 2019 through August 31, 2019.

Background Narrative:

The District has been designated as the Fiscal Agent for the Strong Workforce Program (SWP) Inland Empire/Desert Regional Consortium. A regional marketing campaign is an integral component of the regional plan. As Fiscal Agent, staff engaged in a Request for Proposal (RFP) process for the purpose of selecting a marketing firm to develop a comprehensive plan to rebrand and market the career and technical education programs at community colleges throughout the region.

On August 15th, 2017 the Board of Trustees approved the agreement with Interact Communications to provide marketing and rebranding services on behalf of the Strong Workforce program, RFP#2016/17-27, for the period of August 23rd, 2017 – August 31st 2018. The contract allowed for up to two additional one-year contract extensions.

The attached amendment will extend the current contract for the period of 01/01/2019 – 08/31/2019. The contract extension will continue and expand the scope of services as outlined in Exhibit 1.

Prepared By: Bryan Reece, President Norco College
Ashley Etchison, Director, Strategic Communications & Marketing

Attachments:

[Agreement Amendment Interact Communications](#)

AMENDMENT TO AGREEMENT BETWEEN

RIVERSIDE COMMUNITY COLLEGE DISTRICT
and
INTERACT

This document amends the original agreement for the Inland Empire/Desert Regional Consortium (IE/DRC) CTE Rebranding and Marketing Campaign – RFP #2016/17-27 between the Riverside Community College District and Interact, which was approved by the Board of Trustees on August 15, 2017.

The agreement is hereby amended as follows:

Paragraph 5 – Renew current contract for the period of 01/01/2019-08/31/2019. Total contract amount for this period will be \$300,000. The contract extension will continue and expand the scope of services in RFP #2016/17-27 as outlined in Exhibit 1.

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.

Interact

Riverside Community College District

Cheryl Broom
President

Aaron S. Brown
Vice Chancellor
Business & Financial Services

Date: _____

Date: _____

interact

INLAND EMPIRE/DESERT REGIONAL CONSORTIUM

**Career Education Rebranding
and Marketing Campaign:
January 2019-August 2019**

Prepared by
Cheryl Broom, President

November 6, 2018

TABLE OF CONTENTS

COVER LETTER 3

SCOPE OF WORK 4

Advertising Campaign & Collateral Materials 4

 Collateral Development 4

 Conversion Campaign 4

Media Buying & Administrative Fees 5

 Media Buying 5

 Administrative: Project Management & Support Costs 6

FEE PROPOSAL 7

SIGNATURE: 8

COVER LETTER

November 6, 2018

Interact Communications
550 Seagaze Drive, #L118
Oceanside, CA 92054

Interact Communications, Inc., a full-service marketing and communications company, is pleased to submit this preliminary proposal to the Inland Empire/Desert Regional Consortium for Year Two of the Career Education Rebranding and Marketing Campaign. This second year of the campaign will continue to build upon the momentum established during the first year, while also expanding the reach of the campaign to a wider audience throughout the region, and also focus on converting applicants into enrollees.

As a communications company, we bring a single-minded focus on the marketing and enrollment needs of colleges, as well as complete, in-house research, marketing, strategic and creative services. Interact Communications' offices in La Crosse, WI and Oceanside, CA have the availability of staff and resources to perform all services described in the original RFP. Founded in 1996, Interact is now in its 22nd year as one of the only full-service marketing agencies in the country that works *solely* with two-year colleges. We have developed and implemented marketing plans and brands for colleges nationwide. Some of our current clients include the California Community Colleges Chancellor's Office, Los Angeles Community College District, Long Beach City College, Grossmont-Cuyamaca Community College District, Mt. San Antonio College, Oakland Community College, Seattle Central College, and the Michigan Community College Association.

Interact Communications is aware that payments will not be made in advance of services or products. The company is financially strong and has the capability to carry campaign costs for up to 90 days. We are in good standing with the State of California for conducting business.

We appreciate your consideration of this proposal, and look forward to the opportunity to continue to serve the Inland Empire/Desert Regional Consortium.

Regards,



Cheryl Broom, M.A.
President, Interact Communications
(760) 698-3194
Cheryl.broom@interactcom.com
www.interactcom.com

SCOPE OF WORK

Advertising Campaign & Collateral Materials

Collateral Development

In this stage of the project, Interact Communications will update marketing materials for the 2019 campaigns based on previously defined marketing research and approved campaign messaging and strategy. This is an expansion of campaign materials in order to keep your campaign fresh and relevant, and only includes those media that would benefit from a refresh. Up to two presentations of campaign materials will be given for feedback, review, and approval. Ads can be developed in Spanish or English.

- 5 radio spots for use in broadcast and digital radio
- 53 digital/social media ads (8 new digital ads, resized for all mediums (6 sizes), plus 5 digital ads to accompany Pandora or digital radio spots)
- 10 Snapchat advertisements
- Repurposing of previous campaign videos for use on social media, including Snapchat. This includes resizing for each platform and the addition of social-media-style captioning.
- 2 photography-based videos, with animations, for use in advertising campaign

What it Costs: \$15,000

Timeline for Completion:

- Radio spots: March 2019
- Digital/social ads: February 2019 & May 2019
- Snapchat ads: January 2019
- Campaign video repurposing: January-February 2019
- Photography-based videos: February & May 2019

Conversion Campaign

National data shows that nearly half of new community college applicants do not subsequently enroll in classes. While the reasons behind this failure to appear are numerous, Interact's extensive research with community colleges nationwide has turned up evidence that a lack of empowering and supportive communications is often a primary culprit.

Proposal: To assist with Summer and Fall 2019 enrollment, Interact Communications and IEDRC will develop a college-specific, consortium-wide conversion campaign. The conversion campaign will utilize lists, provided by each college, of students' personal emails. Interact Communications has performed this work for other college districts in California and will sign a nondisclosure agreement to protect this data. These email addresses will be utilized in an email campaign and also linked up to social media accounts (Facebook, Instagram and YouTube), from which advertisements encouraging enrollment will be delivered. In addition, a pixel code will be given to colleges for placement on their websites so that students who visit the sites are retargeted with digital ads for the length of the campaign.

This campaign will allow the individual colleges to retain their unique brands while still capitalizing on the success of the regional Ready campaign; gives potential students a more direct link to their individual colleges, via customized websites and phone numbers; and allows for analysis as to which college applicants responded best to the marketing strategy.

Role of the Consortium and Colleges: Each consortium college will need to provide its logo and brand style guides. Colleges will agree to grant Interact Communications access to social media channels for the purposes of serving approved ads. In addition, colleges will place a campaign pixel code on their websites to enable tracking.

Beginning in mid-May, 2019, each college will provide Interact Communications with weekly email lists of students who have applied and not enrolled for Spring 2019, Summer 2019 and Fall 2019 semesters. Each college will be managed separately, so that all emails sent are designed with the particular college logo and brand style, sent on

behalf of that individual college, and distributed only to that college's specific list. All social media and digital advertising will come from (and point to) individual colleges and their websites.

Previous Successes:

In summer 2018, all nine colleges at the Los Angeles Community College District participated in a similar campaign. As part of the campaign, the district sent Interact student lists each Monday. Interact developed and sent 8 campaign emails for each of the 9 colleges (for a total of 72 emails). The emails performed well above industry standard with a cumulative 28 percent open rate. (Higher education industry standard is 13.39 percent.) Click-through rates on emails hovered consistently around 1.8 percent. The Facebook & Instagram campaigns all ran excellently as well, costing less than 1 cent for each impression generated, and sent more than 25,000 visits to the college websites. In addition, the new Snapchat campaign sent more than 31,000 clicks to the colleges' landing pages, while YouTube videos garnered more than 7,500 completed video views, beating industry averages. Colleges were given access to all this collateral and trained on implementation so that they could recreate the campaign in the future.

The cumulative webpage visits following this campaign reached nearly 90,000. This campaign was supplemented by a remarketing campaign targeted to individuals who landed on one of the LACCD's nine college websites/landing pages. Digital advertisements "followed" these potential students around their browsers on both desktop and mobile devices.

Each week the district provided Interact Communications with a new list of students. This way, Interact could add new enrollees to the campaign while also removing students who had already enrolled. These new lists were used for both the email campaign as well as the social media campaign. Interact Communications kept track of how many students enrolled beginning with the social media campaign and following each email.

Timing & Strategy: Interact will develop all materials during the Spring 2019 semester and launch the campaign in June 2019. Funding for the campaign to continue past June 2019 will be covered by a new contract.

Deliverables:

- 144 professionally-designed, engaging emails (12 versions for 12 colleges).
- 48 social media ads (2 versions for 12 colleges, each sized for Instagram and Facebook).
- 96 social media posts (organic; 8 versions for 12 colleges).
- 24 digital and mobile display ads (2 versions for 12 colleges) for remarketing.
- 12, :30 second YouTube spots based on photography and graphics (no filming) (1 version for 12 colleges). Spots will be repurposed for digital and social use.
- 12 postcards (1 version for 12 colleges). Colleges would be responsible for postcard distribution.
- A half-day training session to explain the campaign and train each college on the campaign and its implementation.

Cost:

\$71,000 for campaign strategy and plan, writing, graphics and implementation
(\$35,000 flat fee, plus an additional \$3,000 per college)

\$48,000 for one month (June) of social media/digital display advertising and emails—direct cost only.
(\$4,000 per college)

\$119,000 total

Media Buying & Administrative Fees

Media Buying

Message, media, target, tactics, and budget all come together to create a comprehensive approach to your integrated marketing and communications campaign. At this stage, we will implement your full plan and book your media. We will monitor the spend monthly and make any and all necessary adjustments to ensure the most successful campaign possible.

What it Costs: \$150,000

Timeline for Completion: January 1, 2019-June 30, 2019

Administrative: Project Management & Support Costs

Interact Communications will provide all administrative and project management and support, including News Center and website hosting and updates. In addition, Interact will oversee all media buying placement, measurement and evaluation. Interact Communications will provide a monthly update, which can be made in person, remotely, or in writing.

What it Costs: \$16,000

Timeline for Completion: January 1, 2019-June 30, 2019

FEE PROPOSAL

Element	Free for Service
Advertising Campaign & Collateral Materials	\$15,000
Plan Implementation and Media Buying Implement the marketing plan, including all media buying	\$150,000
Conversion Campaign	\$119,000
Administrative: Project Management & Support Costs	\$16,000
TOTAL:	\$300,000

SIGNATURE:

This agreement contains the entire agreement and understanding between the parties with respect to the subject matter herein.

Any other services outside of the stated parameters of this contract will be furnished at our best client pricing. Any changes to the contract will be noted and will require signed authorization in the form of a change order.

This agreement contains the entire agreement and understanding between the parties with respect to the subject matter herein.

Agreed to on behalf of:

Agreed to on behalf of:

Inland Empire/Desert Regional Consortium

Interact Communications, Inc.

Name/Title Cheryl Broom, President

Signature



Date

November 6, 2018

Agenda Item (VI-B-6-c)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Agreements for Automated Teller Machines and Student Identification Cards with Wells Fargo Bank
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve professional service agreements with Wells Fargo Bank to provide automated teller machines and student identification cards.

Background Narrative:

On September 18, 2012, the Board of Trustees awarded a five year (5) agreement for the District-Wide Automated Teller Machines (ATMs) and ID Card Services contract to Wells Fargo Bank. In July 2018, a committee was formed to engage in a Request for Proposal (RFP) process to renew services for only the ATM portion of the agreement, at which time the committee decided to forgo the student identification card segment of the agreement. The committee included District and College administrators, faculty and student representatives.

A Request for Proposal (RFP) was issued and advertised in the Press Enterprise. Four (4) vendors requested copies of the RFP. One proposal was received from Altura Credit Union. The committee evaluated Altura's proposal and recommended award at the May 2018 Board of Trustees meeting. Subsequent to the award, Wells Fargo Bank inquired about continuing their existing ATM and student ID services with the District. They informed us that they could continue to offer ATM services, if they could also maintain the exiting ID card services as well. The committee reviewed Wells Fargo Bank's proposal and concluded that the services, financial incentives, convenience and option of multiple banking institutions would benefit students, faculty and staff. The non-exclusive agreements, for both Altura Credit Union and Wells Fargo Bank, permitted an arrangement of multiple banking options.

Wells Fargo Bank guarantees the following:

- One-time royalty payment ("signing bonus") of \$40,000
- Royalty Payments for linked Campus Cards contingent on the number of accounts opened with a minimum annual payment is \$30,000
- Up to \$15,000 annually for card plastic reimbursement
- up to \$1.00 of the actual cost of the plastic card stock, up to \$15,000.00
- \$15,000 (soft dollars) in marketing services annually
- ATM Rental fee of \$19,800 annually for three (3) ATMs

The Contract Review Committee recommends Wells Fargo Bank provide Automated Teller Machines (ATMs) and Student Identification (ID) cards to Riverside City College, Norco College and Moreno Valley College for a contract term of five (5) years, beginning December 12, 2018 through September 1, 2023.

Attached are the service agreements between Riverside Community College District and Wells Fargo Bank for the automated teller machines and student identification cards.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Director of Business Services
Nathaniel Jones, Vice President, Business Services (MVC)
Chip West, Vice President, Business Services (RCC)
Michael Collins, Vice President, Business Services (NC)

Attachments:

[12112018_Wells Fargo ATM Lease Agreement](#)
[12112018_Wells Fargo Campus Debit Card Agreement](#)

ATM LEASE AGREEMENT

(Walk-up)

(Riverside Community College District)

(Riverside City College; Norco College; and Moreno Valley College)

(BE #105730, 105791, 105792)

THIS ATM LEASE AGREEMENT (this "**Lease**") is entered into by **WELLS FARGO BANK, NATIONAL ASSOCIATION**, a national banking association ("**Tenant**") and **RIVERSIDE COMMUNITY COLLEGE DISTRICT**, A California Community College District ("**Landlord**"), as of the date this Amendment is executed by the last to sign of Landlord and Tenant as shown on the signature page(s) attached hereto ("**Effective Date**").

Tenant and Landlord are currently parties to that certain ATM Lease Agreement dated November 27, 2012, as amended by, among other documents, a Second Amendment to Lease Agreement dated June 4, 2018, which extended the term of the Lease on a month-to-month basis until terminated by either party (the 2012 ATM Lease Agreement and all amendments, collectively, the "**Existing Lease**"). The parties agree that as of the commencement of this Lease, the Existing Lease shall automatically terminate and be replaced by this Lease.

The parties agree as follows:

1. **Premises.**

1.1 Location. Landlord is the owner of certain improved real property commonly known as (1) Norco College located at 2001 Third Street, Norco, CA 91706-2600 ("**Norco College**");(2) Moreno Valley College located at 16130 Lasselle Street, Moreno Valley, CA 92551-2045 ("**Moreno Valley College**"), and (3) Riverside City College located at 4800 Magnolia Avenue, Riverside, CA 92506-1299 ("**Riverside City College**"); (collectively, the "**Real Property**").

1.2 Premises. Landlord hereby leases to Tenant and Tenant hereby leases from Landlord certain space within the Real Property, for the installation, operation, and maintenance of an ATM Facility (as defined in Section 4 below) containing one automated teller machine and related equipment, each consisting of approximately 40 square feet (approximately 10 feet by 4 feet): (1) those premises at Norco College shown on Exhibit A-1; (2) those premises at Moreno Valley College as shown on Exhibit A-2, and (3) those premises at Riverside City College, in a relocated space to be determined, as further set forth in Section 35 below (collectively, the "**Premises**").

1.3 Access. Tenant, its customers, invitees, agents, employees and contractors may access the Premises during normal business hours, or during special events held on the Premises, for purposes of installing, using, inspecting, maintaining, servicing, repairing, replacing, protecting or removing the ATMs. At all times, Landlord shall provide uninterrupted access to the Premises. In the event of any construction, remodeling or other activity by Landlord at the Real Property, Landlord shall undertake such activities so as to permit access to the Premises to the fullest extent possible and so as to prevent the closure of the ATM. Tenant shall have the right to abate in full Monthly Rent on a pro rata basis for every day that access to the Premises is materially impeded.

1.4 Parking. Tenant shall have the nonexclusive right to use the parking areas of the Real Property in common with other tenants, licensees, invitees and occupants of the Real Property using the appropriate parking permits, which permits Landlord shall issue to Tenant and Tenant's contractors at no cost upon Tenant's request.

1.5 Delivery Condition. Landlord shall deliver the Premises to Tenant in its current as-is condition, provided, however, that Landlord shall deliver the Premises free of any hazardous or toxic materials.

2. Term.

2.1 Initial Term. The term of this Lease ("**Term**") shall commence on December 1, 2018 ("**Rent Commencement Date**") and expire at midnight at the end of November 30, 2023 ("**Termination Date**").

2.2 Options to Extend. Tenant may renew the Lease for up to five (5) additional one-year periods (if exercised, each a "**Renewal Term**"), by sending written notice of renewal by no later than the first day of September 2023 for the first Renewal Term, and by September 1 of each year for each additional subsequent exercised Renewal Term(s).

2.3 Anticipated Delivery of Possession. Tenant currently occupies and operates its ATM in the Premises.

2.4 Holding Over. Subject to Section 25 below, any holding over with Landlord's consent after the expiration of the Term or any Renewal Term, as the case may be, shall be construed to be a month-to-month agreement on the same terms and conditions, terminable by either party upon thirty (30) days prior written notice.

3. Rent.

Commencing upon the Rent Commencement Date (as defined in Section 2.1 above), during the Initial Term and any exercised Renewal Term, Tenant's Monthly Rent shall be Three Hundred Seventy-Five Dollars (\$375.00) per month per each Premises location. Tenant is not responsible for Monthly Rent for the Riverside City College Premises during the period of relocation (as described in Section 35 below), and therefore, total Monthly Rent due from Tenant to Landlord will be Seven Hundred Fifty Dollars (\$750.00) for Norco College and Moreno Valley College, until the Riverside City College Premises Rent Commencement Date (as described in Section 35 below), at which time the total of Tenant's Monthly Rent shall be One Thousand One Hundred Twenty-Five Dollars (\$1,125.00) per month for all three locations. All rent must be paid without demand, deduction, set-off or counter claim, in advance, on the first day of each calendar month during the Term, and in the event of a partial rental month, rent will be prorated on the basis of a thirty (30) day month. Tenant's Monthly Rent shall include all of Tenant's common area maintenance charges and Tenant shall not pay Landlord any other charges in connection with this Lease.

Landlord shall provide to Tenant a completed IRS W-9 form. Landlord acknowledges that Tenant must have a current and complete W-9 from Landlord to process the payment of rent. Tenant shall not be subject to any late charges/interest or in default for non-payment of rent prior to receipt of an accurate and complete W-9 form from Landlord.

4. **Operation of ATM Facility.**

4.1 **ATM Facility.** Tenant may operate and maintain at each Premises, at Tenant's sole cost and expense, one or more freestanding automated teller machines (individually an "ATM" or collectively the "ATMs"), together with such additional equipment or features as Tenant shall deem appropriate, including without limitation, (a) a telephone or other support system for such equipment, (b) trash receptacles, (c) a branch computer terminal, with all supporting telecommunications equipment; (d) a customer service phone; (e) a merchant depository; (f) utility lines and conduits; and/or (g) such other equipment and accessories as are or become normally provided by Tenant in connection with the operation of an ATM facility. Tenant may bolt its ATMs or otherwise securely attach the ATMs to the surface of the Premises. Landlord agrees to cooperate in good faith to facilitate Tenant's installation activities. In addition, Landlord shall provide Tenant with access to perform the necessary site preparation (including the removal or rearrangement of equipment, and the installation of the conduit to provide electrical power and telephone lines to the ATM). Notwithstanding anything in this Agreement to the contrary, Tenant may change the ATMs by removing, replacing, or adding, from time to time, some or all of the equipment and features offered.

4.2 **Type of ATM.** Notwithstanding the foregoing, Tenant shall operate and maintain a full service ATM at the Riverside City College and a cash-dispensing only ATM at each of the Norco College and Moreno Valley College. Each ATM shall accept ATM cards from at least three of the following ATM networks: Star, Cirrus, Plus, Instant Cash, Pulse, and Maestro; and credit cards issued by Visa, Master Card, American Express, and Discover/Novus.

4.3 **Tenant's Property.** The ATMs and all of Tenant's trade fixtures and personal property shall be and at all times remain the property of Tenant.

4.4 **Lighting and Security.** Tenant shall have the right to install and maintain all lighting fixtures necessary to comply with California Financial Code Section 13,000 et seq. (i.e., "AB244" or the "ATM Lighting Law") and to install other fixtures and make alterations to the Premises required to comply with any laws governing the operation of ATMs. Landlord shall reasonably cooperate with Tenant in Tenant's efforts to comply with the ATM Lighting law. Landlord shall provide lighting in the common areas consistent with lighting provided at comparable projects in the vicinity of the Real Property. Tenant may, at its own expense, install its own security system in the Premises to protect the Premises and Tenant's employees, customers and other invitees. Tenant shall be solely responsible, at Tenant's sole expense, for the monitoring, operation and removal of such security system. Any security system installed by Tenant will be for the sole benefit of Tenant and its employees, customers and other invitees and Landlord will have no right to rely on any such security system. Landlord shall establish and follow its own security standards for the common areas and the balance of the Real Property.

5. **Signage and Trademarks.**

5.1 **General.** Tenant may place and maintain its standard ATM signage on its ATMs at the Premises, subject to Landlord's approval, which shall not be unreasonably withheld, and subject to all applicable laws. At its discretion, Tenant may enclose its ATMs on the Premises with a kiosk structure and may place its signage on the kiosk structure. All of Tenant's signage

shall (a) be fabricated, installed and maintained by Tenant at Tenant's sole expense, (b) be consistent with the then-current signage standards at the Premises and (c) at all times remain the property of Tenant. Subject to any applicable governmental laws, rules and regulations, and subject to Landlord's approval (which approval may not be unreasonably withheld, conditioned or delayed), Tenant may change its signage at any time provided, however, that Landlord's consent shall not be required to change signage based upon a change in Tenant's standard corporate signage, name or logo as long as all changes to Tenant's signage comply with all applicable laws and Tenant's signage is not increased in size. At any time, without Landlord's consent, Tenant may replace its standard ATM signage with generic, unbranded signage, so long as such new replacement signage is no larger than, and is installed in the same locations, as provided above.

5.2 **Permits.** Tenant shall obtain, at Tenant's sole expense, all permits, variances, or similar governmental approvals necessary to allow Tenant's installation of its signs. Landlord shall cooperate with Tenant in obtaining such approvals, and Tenant shall reimburse Landlord for any actual out-of-pocket costs incurred by Landlord in connection with such cooperation. Should Tenant be unable to obtain the necessary approvals and permits to install exterior signage acceptable to Tenant, then Tenant may, at its option, terminate this Agreement.

5.3 **Directional Signage.** Landlord shall permit Tenant to place signs identifying Tenant's operations in the Premises and in the vicinity of the Premises. Such signs shall be of such dimensions and at such locations as are permitted by any applicable governmental laws, rules and regulations.

5.4 **Trademarks.** Tenant may operate its ATMs under any trademark, logo or service mark permitted by law. Notwithstanding anything in this Agreement to the contrary, Landlord and Tenant shall each at all times retain prior written approval rights of any marketing or promotional advertisement by the other party which bears its name, logo or trademark or any of its fictitious business names. Tenant and Landlord acknowledge and agree that each party's trademarks and trade names are solely the property of such party, respectively, and that this Agreement does not in any way grant to the other party the right to use same.

6. **Maintenance.**

6.1 **Maintenance of ATMs.** Tenant shall maintain the ATMs in good condition and good working order. Once installed, Tenant shall use reasonable efforts to operate the ATMs 24 hours per day, seven days a week. Tenant shall have the right, however, to suspend operation for security reasons, periodic maintenance inspections, balancing adjustments, servicing operations or other maintenance purposes. Landlord acknowledges that despite Tenant's reasonable efforts, any ATM may be rendered inoperative for various periods of time due to breakdowns, operations failures or other reasons. Tenant shall have the right to service the ATM at all times; provided, however, that Tenant shall attempt, to the extent practicable, to service the ATMs between the hours of 8:00 a.m. and 5:00 p.m. Landlord shall provide Tenant with all necessary vehicular and pedestrian access and all authorizations, and other assistance necessary to permit Tenant to service the ATM without prior notice to Landlord. Tenant may engage an independent contractor to perform Tenant's maintenance obligations hereunder. If Landlord becomes aware of the need for a repair or maintenance at an ATM, Landlord shall notify Tenant in writing of such need.

6.2 **Maintenance of Real Property**. Subject to Section 13 below, Landlord shall maintain the Real Property surrounding the Premises in conformance with Landlord's current standards of maintenance.

7. **Removal of ATMs.**

Upon the expiration or sooner termination of this Agreement, Tenant shall remove the ATM and related equipment, Tenant's signs (not including Landlord's directional signs) and Tenant's other trade fixtures and personal property from the Premises, at Tenant's sole expense. Such removal shall occur not more than thirty (30) days after the expiration or sooner termination of this Agreement. Tenant shall, at its sole expense, reasonably repair any damage to the Premises caused by such removal. Landlord acknowledges that any repairs or cuts in any paved areas, walls or other improvements made during the removal of the ATMs will be made in a good and workmanlike manner so as to match as nearly as practicable the surrounding area. This does not mean, however, that any such repairs will be completely invisible.

8. **Services and Utilities.**

8.1 **Utility Services at the Premises.** Landlord, at its sole expense, shall: (a) stub electric and telephone lines to the Premises and ensure that electricity and telephone services are available as may be needed to operate the ATMs, and (b) install a telephone backboard for such telephone service as may be needed to operate the ATMs. Landlord shall be responsible for all costs for all electricity needed to operate the ATM Facilities and all approved signage. Tenant shall pay for all telephone, data lines, and other utility services dedicated to Tenant's operation of the ATMs.

8.2 **Interruption of Service.** Landlord shall not permit any person or entity to tamper with Tenant's telephone, data lines or other telecommunications wiring, panels or equipment without Tenant's express prior written consent, which consent may be withheld in Tenant's sole discretion. Any deliberate interruption of power to the ATM's caused by Landlord or any employee, agent, representative or contractor of Landlord shall not last more than twenty-four (24) consecutive hours and shall be subject to Tenant's express prior written consent, which consent may be withheld in Tenant's sole discretion. Tenant shall be permitted to post notices of any scheduled interruption to Tenant's customers at least twenty-four (24) hours in advance of any interruption of service. Except for any interruption of power or telephone service caused by any act of God or casualty event, Tenant's Monthly Rent payable hereunder shall be abated on a per diem basis (based on a thirty (30) day month) for any day during which the power and/or service from telephone or data lines is shut off to the ATM Facility (unless Tenant causes the power or service to be shut off to the ATM Facility, as applicable). Except for any interruption of power or telephone service caused by any act of God or casualty event, Landlord shall reimburse Tenant for any costs and expenses Tenant incurs in making the ATM Facility fully operational as a result of any interruption of services, data transmission or utilities to the ATM Facility caused by or within the reasonable control of Landlord or its agents and contractors.

9. **Marketing Table.**

Tenant shall have the right from time to time to set-up and staff a table in the immediate vicinity of each ATM for the purposes of distributing materials describing products and services offered by Tenant (except for credit cards, which shall not to be advertised at the Premises) and opening new accounts. Tenant shall conduct its marketing activities in a first class manner in compliance with all applicable laws and covenants, conditions and restrictions and shall not pursue individuals who do not wish to speak to Tenant's representatives. When setting-up any such table, Tenant shall contact the Dean of Student Services at each Premises location and shall not block walkways or access to other tenants' space.

Tenant understands that in addition to allowing it to be on Landlord's premises for this purpose, under Free Speech laws, District must allow other financial institutions to be on Landlord's premises for the purpose of marketing their products to students and employees. Said marketing by other financial institutions would NOT include an RCCD ID Card or any similar ID card other than that which would be the financial institution's own ATM/Debit Card. Landlord will make every effort to avoid scheduling other financial institutions on Landlord's premises at the same dates/times that Tenant will be on the premises for marketing purposes.

10. **Insurance.**

10.1 **Property Insurance.** During the Lease Term, Landlord shall, at Landlord's expense, maintain, or cause to be maintained, Commercial Property insurance ("**CP Insurance**") that insures the Real Property and Landlord's personal property on the Real Property on a replacement cost basis, and Tenant shall maintain CP Insurance that covers the Premises and the ATM Facility on a replacement cost basis. Each CP Insurance policy shall, at a minimum, insure against the perils included in the ISO special causes of loss form CP 10 30 and any amendments or "all-risk" coverage, including but not limited to loss or damage due to fire and the risks normally included in extended coverage (e.g., flood, windstorm, earthquake, and terrorism).

10.1 **Waiver of Subrogation (Property Insurance).** Tenant and Landlord hereby waive and release each other of and from any and all rights of recovery, claims, actions, or causes of action against each other, by way of subrogation or otherwise, including their respective employees, officers, directors, subsidiaries, affiliates, agents, representatives, and assigns, for any loss or damage that may occur to the Real Property, Landlord's personal property, the ATM, and Tenant's personal property by reason of fire or other casualty, regardless of cause or origin. Landlord and Tenant shall obtain a waiver of subrogation from their respective insurers and shall endorse their CP Insurance policy to reflect the waiver of subrogation. The above waiver of subrogation applies whether or not there are any deductibles or self-insurance and in the absence of any CP Insurance.

10.2 **Liability Insurance.** During the Lease Term, Landlord and Tenant shall maintain commercial General Liability insurance ("**CGL Insurance**") with limits of liability not less than \$1,000,000 per occurrence with a general aggregate of not less than \$2,000,000 covering liability arising from each party's operations at the Real Property or Premises, as applicable, independent contractors, product-completed operations, personal injury, and advertising injury, and contractual liability that includes this Lease as an insured contract. Tenant shall maintain Worker's Compensation insurance as required by law.

10.3 **Waiver of Subrogation (Liability Insurance).** Tenant and Landlord hereby waive and release each other of and from any and all rights of recovery, claims, actions, or causes of action against each other, including their respective employees, officers, directors, subsidiaries, affiliates, agents, or representatives to the extent covered by CGL Insurance. The CGL Insurance policy must be endorsed to reflect the insurer's acceptance of this waiver of subrogation. The waiver of subrogation applies whether or not there are any deductibles or self-insured retentions and in the absence of any Liability Insurance.

10.4 **Ratings, Certificates.** With respect to CGL Insurance, Tenant shall name Landlord as an additional insured with respect to Tenant's negligence for any claims arising out of Tenant's operations in or upon the Premises, and Landlord shall name Tenant, its employees, officers, directors, subsidiaries, affiliates, partners, or sublessees, as additional insureds with respect to Landlord's negligence for any claims arising out of operations of Landlord or Landlord's agents or contractors in or upon the Real Property or Premises. In addition, the CGL Insurance: (i) must be endorsed to be primary and non-contributory, rather than excess, with respect to each party's additional insured status; (ii) endorsed to provide cross-liability coverage if they do not contain a standard ISO separation of insureds provision; (iii) shall not contain any endorsement or provision that states the limits of the policy will not stack, pyramid or be addition to any other limits provided by that insurer, and (iv) have no cross suits exclusion, or any similar exclusion that excludes coverage for claims brought by an additional insured under the policy against another insured under the policy. All insurance policies required by this Section 10. (i) must be issued by insurance companies having an "A" rating or better by Standard and Poor's, and if not rated by Standard & Poor's, then a rating of "A" by A.M. Best Company, and (ii) may be satisfied by a primary policy or combination of primary and umbrella policies. The insurance provisions set forth in this Section 10 set forth the minimum amounts and scopes of coverage to be maintained by Landlord and Tenant and are not to be construed in any way as a limitation on each party's liability under this Lease. Tenant may satisfy any or all of the above insurance requirements by use of self-insurance, deductible, and/or a captive insurance company. The responsibility to fund any financial obligation for self-insurance, the election not to insure, and/or deductibles shall be assumed by, for the account of, and at the sole risk of each party. The application of coverage within this self-insurance, election not to insure, and/or deductible shall be deemed covered in accordance with the policy forms set forth in this Section 10. Each party shall furnish Certificates of Insurance to the other party evidencing all of the above-described insurance policies prior to or upon execution of this Lease and annually thereafter, but not later than ten (10) business days after the expiration of each policy. All policies shall endeavor to provide that not less than thirty (30) days prior written notice of cancellation, modification, or non-renewal shall be given to the other party.

11. **Indemnifications and Risk of Loss.**

11.1 **Tenant Indemnification of Landlord.** Tenant shall indemnify and hold Landlord harmless from and against any and all fines, penalties, claims, damages, expenses, liabilities, or fees of any nature whatsoever, including reasonable attorneys' fees, asserted against or incurred by Landlord arising out of: (i) the negligence, gross negligence or willful misconduct of Tenant or any employee, agent, representative or contractor of Tenant for whom Tenant is legally liable; or (ii) the operation of the ATMs unrelated to the operation of the Real Property, except to the extent caused by the negligence, gross negligence or willful misconduct of Landlord or any employee, agent, representative or contractor of Landlord for whom Landlord is legally liable.

11.2 **Landlord Indemnification of Tenant.** Landlord shall indemnify and hold Tenant harmless from and against any and all fines, penalties, claims, damages, expenses, liabilities, or fees of any nature whatsoever, including reasonable attorneys' fees, asserted against or incurred by Tenant arising out of: (i) the negligence, gross negligence or willful misconduct of Landlord or any employee, agent, representative or contractor of Landlord for whom Landlord is legally liable; or (ii) the operation of the Real Property unrelated to the ATMs, except to the extent caused by the negligence, gross negligence or willful misconduct of Tenant or any employee, agent, representative or contractor of Tenant for whom Tenant is legally liable.

11.3 **Risk of Loss.** Tenant shall bear all risk of loss to the ATMs, its equipment, and cash inside the ATMs resulting from vandalism, theft, or any criminal acts and Landlord shall not be responsible for any losses suffered by Tenant from such causes.

12. **Taxes.**

Tenant shall be liable for all taxes assessed by any taxing authority, (including sales taxes) which are attributable to Tenant's operations at the ATMs and shall pay all personal property taxes assessed on Tenant's fixtures, equipment and machinery. Landlord shall be liable for all taxes and/or assessments assessed by any taxing authority (including sales taxes) which are related to Landlord's occupancy or use or ownership of the Real Property, including, without limitation: (a) personal property, fixtures or equipment taxes assessed against Landlord's property; (b) franchise taxes assessed against Landlord; (c) taxes on Landlord's gross rents or profits; (d) inheritance, state, gift, income, transfer or excess profit taxes assessed against Landlord; (e) sales taxes payable by Landlord; and (f) real property taxes and assessments, including, but not limited to, any fees, interest and penalties arising from any such tax or assessment, assessed against all or any portion of the Real Property and the improvements located thereon, including, but not limited to, any such taxes and assessments attributable to the Premises or any portion thereof.

13. **Damage or Destruction.**

Should the Premises or the Real Property (or any portions thereof) be damaged or destroyed, Landlord shall, at Landlord's cost and expense, promptly repair the same, to the extent Landlord's insurance proceeds are made available to Landlord therefore and provided that (a) such repairs, in Landlord's reasonable good faith opinion, can be made within 120 days from the date of such damage or destruction (without payment of overtime or other premiums) and (b) the cost of such repairs, in Landlord's reasonable good faith opinion, will not exceed fifty (50%) percent of the then replacement cost of the Real Property. If Landlord is not required hereunder to repair such damage or destruction, then Landlord shall, within thirty (30) days from the date of such damage and destruction, either (i) notify Tenant in writing of Landlord's election to repair such damage or destruction, in which event Landlord shall promptly repair the same; or (ii) notify Tenant in writing of Landlord's election to immediately terminate this Agreement, in which event this Agreement shall be so terminated effective as of the date of such damage or destruction. During any time that repairs to the Premises are being made by Landlord, the rent payable by Tenant hereunder shall be abated to the extent that Tenant is unable to occupy or use the Premises. Notwithstanding the foregoing, Tenant may terminate this Agreement, effective as of the date of any damage and destruction, if (A) Tenant reasonably determines in its good faith

opinion that such damage or destruction substantially impairs the satisfactory operation of the ATMs by notifying Landlord in writing of Tenant's election to terminate no later than thirty (30) days after the date of such damage or destruction; or (B) Landlord fails to complete the repairs described in this Section 13 within 120 days from the date of such damage or destruction by notifying Landlord in writing of Tenant's election to terminate no later than thirty (30) days after such failure, provided, however, that if Landlord can reasonably complete such repairs within a reasonable time after notice from Tenant, then such 120-day period shall be extended by no more than thirty (30) days; or (C) Tenant is not able to obtain permits to restore the Premises without payment of unusual fees or costs or the satisfaction of unusual conditions, or Tenant is prevented from restoring the Premises by events or conditions beyond its reasonable control, by notifying Landlord in writing of Tenant's election to terminate no later than 30 days after Tenant's determination that it cannot obtain permits or that it is prevented from restoring the Premises.

14. **Eminent Domain.**

Should any of the Premises (or any portions thereof) be taken under the power of eminent domain, Tenant may terminate this Agreement as to the affected Premises by providing written notice of termination not later than thirty (30) days after the date of such taking. If Tenant does not elect to so terminate this Agreement, Landlord shall, at Landlord's cost and expense, promptly restore the Premises, and the rent payable by Tenant hereunder shall be abated to the extent that Tenant is unable to occupy and use such Premises. All damages and compensation awarded or paid because of such taking (other than compensation for the loss of Tenant's good will and improvements installed by Tenant at Tenant's expense, and Tenant's relocation expenses) shall belong to Landlord. All damages and compensation awarded or paid because of a taking of any improvements installed by Tenant at Tenant's expense shall belong to Tenant.

15. **Assignment and Subletting.**

Tenant shall not assign or transfer all or any part of its interest under this Agreement without the prior written consent of Landlord, which consent shall not be unreasonably withheld, conditioned or delayed. Notwithstanding the foregoing, Landlord hereby consents to the assignment of this Agreement to any present or future wholly owned subsidiary or parent of Tenant or to any successor in interest of the entire business of Tenant as a result of the merger, consolidation, purchase, assignment, or by operation of law, provided such assignee has sufficient financial strength and will continue to perform the obligations of Tenant. Tenant shall give Landlord immediate notice of any merger, consolidation, purchase or name change.

16. **Default.**

16.1 **Events of Default.** The occurrence of any one or more of the following events shall constitute an Event of Default under this Agreement:

(i) The failure of Tenant to pay Monthly Rent or any other amount payable hereunder, where such failure shall continue for a period of ten (10) days after written notice thereof by Landlord.

(ii) The failure of either party to observe or perform any of the covenants, conditions or other provisions of this Agreement required to be observed or performed by such

party, where such failure shall continue for a period of thirty (30) days after written notice thereof by the other party hereto. Notwithstanding the above, if the cure of any such default cannot reasonably be completed within such thirty (30) day period, there shall be no Event of Default so long as the defaulting party shall have commenced to cure such default within said thirty (30) day period and diligently prosecutes said cure to completion.

(iii) The making by either party of any general assignment or general arrangement for the benefit of creditors; or the filing by or against either party of a petition to have such party adjudged a bankrupt, or a petition for reorganization or arrangement under any law relating to bankruptcy, unless, in the case of a petition filed against such party, the same is dismissed within sixty (60) days; or the appointment of a trustee or a receiver to take possession of, or the attachment, execution or other seizure of substantially all of such party's assets located at Premises or the Real Property, as the case may be, or of such party's interest in this Agreement, where such possessions, attachment, execution or other seizure is not restored to such party, as the case may be, within thirty (30) days.

16.2 **Remedies on Default.** In the event of any Event of Default by either party, then, in addition to any other remedies available to the other party hereto at law or in equity, such other party may:

(i) Continue this Agreement in effect and thereby be entitled to enforce all rights and remedies under this Agreement; or

(ii) Terminate this Agreement by providing written notice to the defaulting party of such intention and recover from such defaulting party any amount necessary to compensate such other party for all detriment negligently or willfully caused by such defaulting party's failure to perform its obligations under this Agreement.

17. **Control of ATM; Confidentiality.**

17.1 **Control.** Landlord acknowledges that the operation of the ATMs shall be governed by the policies and procedures developed or to be developed by Tenant from time to time. In that regard, except as expressly set forth herein to the contrary, Tenant shall have the right to control and manage the ATMs, the operation and maintenance thereof and all business and transactions conducted thereat, including without limitation, the functions and features provided, the development of products, and pricing of services (including without limitation, surcharges on Tenant's customers or non-customers). Tenant agrees that it shall not charge its own customers for withdrawing cash from the ATMs and shall not charge non-customers of Tenant more than \$2.00 per transaction for withdrawing cash from the ATMs. Tenant reserves the right to charge its customers and non-customers fees for other services provided through the ATMs.

17.2 **Confidentiality.** In the course of its performance under this Agreement, Tenant may deliver to Landlord certain oral and written information, and plans and drawings regarding Tenant's ATMs, and the operation thereof, which information is proprietary in nature (the "Tenant Materials"). Landlord agrees (i) to keep the Tenant Materials and the existence and contents of this Agreement confidential, (ii) to make such information available to its officers, directors and employees only on a need to know basis, and (iii) not to disclose such information

to any person or entity without the prior written consent of Tenant. In the event that this Agreement is terminated, all Tenant Materials and any copies thereof shall be returned to Tenant, and if this Agreement is terminated in part, such materials relating to the Premises so terminated shall be returned to Tenant, in any event without making notes pertaining thereto. Landlord agrees that it shall not, directly or indirectly, use the Tenant Materials in its business or in its dealing with any other person or entity.

18. **Notices.**

All notices, demands, consents, approvals and other communications which may or are required to be given by either Landlord or Tenant to the other under this Agreement will be given in writing, addressed to Landlord or Tenant with copies as directed at their respective addresses as indicated below, or at such other place as Landlord or Tenant may from time-to-time designate in writing, and (a) personally delivered, (b) deposited with a commercially recognized national courier service, or (c) sent by registered or certified mail, postage prepaid. All notices hereunder will be deemed given upon receipt, if personally delivered, or upon the date shown for delivery or attempted delivery if sent by national courier service or registered/certified mail.

If to Landlord:

Riverside Community College District
4800 Magnolia Ave
Riverside, CA 92506-1299
Attn: Aaron Brown, Vice Chancellor,
Business & Financial Services

(With a copy to General Counsel
At same address)

If to TENANT:

Wells Fargo Corp Properties Group
Attn: Lease Mgmt (BE 105730, 105791, 105792)
MAC D1116-L10
1525 West W.T. Harris Blvd.
Charlotte, NC 28262
F: 704-590-0436
E: PropertyAdmin@wellsfargo.com

Either party hereto may by written notice to the other party hereto specify a different address or addresses for notice purposes.

19. **Attorneys' Fees.**

In the event of any litigation between Landlord and Tenant in connection with this Agreement, the prevailing party shall be entitled to recover from the other party hereto, in addition to such other relief as may be granted, such reasonable attorneys' fees incurred by the prevailing party in instituting or defending such litigation, together with such reasonable costs and expenses of litigation as may be allowed by the court.

20. **Subordination.**

20.1 This Agreement will be subject and subordinate to the lien of all mortgages and deeds of trust securing any amount or amounts whatsoever which may now exist or hereafter be placed on or against the Real Property, or on or against Landlord's interest or estate therein, provided that in the event of a foreclosure of any such mortgage or deed of trust or any other action or proceeding for the enforcement thereof, or of any sale thereunder, this Agreement will not be terminated or extinguished, nor will the rights and possession of Tenant hereunder be

disturbed, if Tenant is not then in material default under this Agreement beyond any notice and cure periods. Tenant will attorn to the person who acquires Landlord's interest hereunder through any such mortgages or deeds of trust.

20.2 If as of the date of execution of this Agreement, the Real Property or Landlord's interest or estate therein, or any portion thereof, is subject to any existing mortgages or deeds of trust, Landlord shall, prior to the Premises delivery date, obtain and deliver to Tenant a non-disturbance agreement from each holder of such mortgages or deeds of trust.

21. **Hazardous Materials.**

21.1 **Definitions.** For the purposes of this Agreement, the following terms have the following meanings:

(a) "Environmental Law" means any law, statute, ordinance or regulation pertaining to health, industrial hygiene, Hazardous Materials, or the environment including, without limitation CERCLA (Comprehensive Environmental Response, Compensation and Liability Act of 1980) and RCRA (Resources Conservation and Recovery Act of 1976).

(b) "Hazardous Materials" means petroleum, asbestos, polychlorinated biphenyls, formaldehyde, radioactive materials, radon gas, mold, or any chemical, material or substance now or hereafter designated, classified or regulated as being "toxic" or "hazardous" or a "pollutant" or words of similar import, under any federal, state or local law, regulation or ordinance or any byproduct or constituent element of any of the foregoing.

21.2 **Compliance.** To the best knowledge of Landlord, there are no Hazardous Materials located on, under, or about the Premises. Tenant and Landlord will each handle, treat, deal with and manage any Hazardous Materials in, on, under or about the Premises, in the case of Tenant, and the Real Property, in the case of Landlord, in compliance with all Environmental Laws and prudent industry practices regarding Hazardous Materials. Neither Landlord nor Tenant will use any Hazardous Materials in the Real Property or the Premises, respectively, except as necessary in the ordinary course of business and in full compliance with all Environmental Laws. Landlord will use its best efforts to cause any other tenants of Landlord at the Real Property to comply with all Environmental Laws and to not allow any other tenant to use any Hazardous Materials except as necessary in the ordinary course of business and in compliance with all Environmental Laws. Tenant will promptly notify Landlord of any release or presence of any Hazardous Material in the Premises of which Tenant becomes aware and Landlord will promptly notify Tenant of any release or presence of any Hazardous Material in any area where Tenant's customers, employees, agents, or contractors may be likely to be present.

21.3 **Remediation.** If Hazardous Materials were placed on the Premises by Tenant, its agents, employees, or contractors, then Tenant shall have sole responsibility for the removal and/or remediation of any Hazardous Materials, in compliance with all Environmental Laws to the extent required by governmental authorities. Landlord shall have sole responsibility for the removal and/or remediation of any Hazardous Materials, in compliance with all Environmental Laws, discovered in, on or about the Premises, regardless of the date of its discovery, unless such

Hazardous Materials were placed on the Premises by the Tenant, its agents, employees, or contractors to the extent required by governmental authorities.

21.4 **Indemnification.** Tenant shall indemnify, defend, protect and hold Landlord harmless from and against any and all claims, actions, suits, proceedings, loss, liabilities, damages, fines, costs or expense (including reasonable attorneys' fees, consultants' fees, investigation and laboratory fees, court costs and litigation expenses), which arise from the presence of Hazardous Materials in the Premises caused by Tenant or its agents, employees or contractors. Landlord shall indemnify, defend, protect and hold Tenant harmless from and against any and all claims, actions, suits, proceedings, loss, liabilities, damages, fines, costs or expense (including reasonable attorneys' fees, consultants' fees, investigation and laboratory fees, court costs and litigation expenses), which arise from the presence of Hazardous Materials in the Premises unless such presence was caused by Tenant or its agents, employees or contractors.

22. **Entire Agreement.**

This Agreement constitutes the entire agreement between the parties hereto with respect to the lease of the Premises, and no prior agreement or understanding pertaining to any such matter shall be effective for any purpose. No provision of this Agreement may be amended except by an agreement in writing executed by the parties hereto.

23. **Quiet Enjoyment.**

Landlord covenants and agrees that so long as Tenant has not committed an Event of Default under the terms of this Agreement, Tenant shall have quiet and peaceful possession of the Premises and shall enjoy all of the rights herein granted without interference by Landlord or anyone claiming by, through, or under Landlord or by the lessor under any master lease of the Real Property.

24. **Compliance with Laws.**

24.1 Each party represents and warrants that it shall in every manner of its business related to this Agreement obey and conform to all federal, state and local laws, regulations and directives. Any breach of said warranty and representation or claim of breach shall be the sole responsibility of the breaching party and the breaching party will, for said breach or claim of breach, hold the non-breaching party completely safe and harmless. Tenant shall be responsible for compliance with the American with Disabilities Act and other disabled access laws and regulations (collectively "ADA") by the ATMs and the Premises. Landlord shall be responsible for compliance with the ADA by the common areas. Landlord shall reasonably cooperate with Tenant in connection with Tenant's efforts to comply with the ADA and other applicable laws. Notwithstanding the foregoing, Landlord recognizes and agrees that many of Tenant's covenants and obligations hereunder, including, but not limited to, the establishment, closure, and relocation of the ATM, are subject to Tenant's obtaining the consent or approval of all regulatory agencies (including, without limitation, the Comptroller of Currency) now or hereafter empowered to regulate Tenant and its business operations, and such regulations shall supersede the terms and conditions of this Agreement.

24.2 Tenant agrees not to discriminate in its recruiting, hiring, promotion, demotion or termination practices on the basis of race, religious creed, national origin, ancestry, sex, age, mental disability, medical conditions, marital status, or physical handicap except as provided in Section 12940 of the Government Code in the performance of this Agreement and to comply with the provisions of the State Fair Employment Practices as set forth in Part 7 of Division 2 of the California Labor Code; the Federal Civil Rights Act of 1964, as set forth in Public Law 88352, and all amendments thereto; Executive Order 11246, and all administrative rules and regulations issued pursuant to such acts and order.

25. **Force Majeure.**

The performance of both parties (except for the payment of monies earned and/or accrued) shall be excused during the period and to the extent that such performance is rendered impossible, impracticable or unduly burdensome due to “force majeure events”. The term “force majeure” shall mean acts of God, strikes, lockouts, or labor difficulty; unavailability of parts, equipment or materials through normal supply sources; or the failure of any utility to supply its services; or any other reasons beyond the control of the party whose performance is to be excused.

26. **Choice of Law.**

This Agreement shall be construed in accordance with and governed by the laws of the State of California (the “State”), as such laws would be applied to residents of the State engaged in a transaction to be performed solely within the State. The parties mutually consent and submit to the personal jurisdiction of the state and federal courts located in the State and agree that any action, suit or proceeding concerning this Agreement shall be brought only in the federal or state courts located in the State. The parties mutually acknowledge and agree that they will not raise, in connection with any such suit, action or proceeding brought in any federal or state court located in the State, any defense or objections based upon lack of personal jurisdiction, improper venue, inconvenience of forum or the like.

27. **Construction.**

If any provision of this Agreement or the application thereof to any person or circumstances shall to any extent be invalid, the remainder of this Agreement shall not be affected thereby and each provision of this Agreement shall be valid and enforced to the fullest extent permitted by law. Both parties hereto have assisted in the drafting of this Agreement and any ambiguities herein shall not be construed against either party.

28. **Brokers.**

Each party represents and warrants to the other that it has had no dealings with any real estate broker, agent or finder in connection with the negotiation of this Agreement and that it knows of no real estate broker or agent entitled to any commission or finder’s fee in connection with this Agreement. Each party agrees to indemnify the other party and to hold the other party harmless from and against any and all claims, demands, losses, liabilities, lawsuits, judgments, costs and expenses (including, without limitation, attorneys’ fees and costs) with respect to any

leasing commission, finder's fee, or equivalent compensation alleged to be owing on account of the indemnifying party's dealings with any real estate broker, agent or finder.

29. **Third Party Approvals.**

Landlord represents and warrants to Tenant that Landlord has the full right, power and authority to enter into this Agreement without the necessity of obtaining any third party approvals (other than those already obtained by Landlord), and that the terms of this Agreement do not violate any lease, loan, condition, covenant, restriction, exclusive, or any other agreement or provisions which existed prior to the date of this Agreement.

30. **Student ID Cards.**

Landlord and Tenant have contracted under separate agreement (the "**ID Card Agreement**") for Tenant to supply multi-purpose identification cards to Landlord's employees and all enrolled students. In the event this Agreement expires or is terminated for any reason, then Tenant has the right to terminate the ID Card Agreement upon thirty (30) days' notice to Landlord.

31. **Waivers.**

No waiver of either party hereto of any provision of this Agreement shall be deemed a waiver of any other provision hereof or of any subsequent breach by such party of the same or any other provision.

32. **Time of Essence.** Time is expressly declared to be the essence of this Agreement.

33. **Waiver of Jury Trial.**

TO THE EXTENT NOW OR HEREAFTER PERMITTED BY LAW, LANDLORD AND TENANT EACH HEREBY VOLUNTARILY AND INTENTIONALLY WAIVES ANY RIGHTS IT MAY HAVE TO A TRIAL BY JURY WITH RESPECT TO ANY CLAIM, DISPUTE OR LITIGATION ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE PREMISES, OR ANY COURSE OF CONDUCT, COURSE OF DEALING, STATEMENTS (WHETHER VERBAL OR WRITTEN), OR ACTIONS OF EITHER LANDLORD OR TENANT. THIS PROVISION IS A MATERIAL INDUCEMENT TO THE PARTIES EXECUTING THIS LEASE.

34. **Resolution & Recovery.**

Tenant, as a national financial services company, is required by applicable federal requirements, including the Dodd-Frank Act, to restate federal insolvency law in the Lease and to ensure that Tenant has the continuing right to use the Premises during an insolvency related event (e.g., the appointment of a receiver pursuant to federal law) (a "**Resolution Event**"), Therefore, notwithstanding anything set forth in the Lease or applicable law to the contrary, if a Resolution Event occurs, and Tenant or an Affiliate (defined below) continues to pay all rent and other charges under the Lease timely and continues to abide by the other material terms of the Lease (e.g., insurance, maintenance and repair, etc.), Landlord shall not terminate or modify the Lease; recapture the Premises; prevent renewal of the Lease pursuant to a right to renew set forth

in the Lease (if any); suspend any services provided to Tenant, an Affiliate, or the Premises under the Lease; or otherwise exercise remedies under or in respect of the Lease arising from (i) any event of default by Tenant or any Affiliate occurring as a result of a Resolution Event or (ii) any failure or delay by Tenant or any Affiliate to make any payment or perform any other obligation under the Lease accrued or due before the commencement of a Resolution Event that is cured within a reasonable period following the commencement of such Resolution Event. In addition, but only in connection with a Resolution Event, Landlord hereby irrevocably and unconditionally consents to (x) any change of control of Tenant or any Affiliate in connection with a Resolution Event and (y) to the assignment, delegation, novation, or transfer of any or all of Tenant's rights and obligations under the Lease, in whole or in part, to any entity that is or becomes (or, as of immediately prior to the Resolution Event, was) an Affiliate or a successor to the whole or a part of the business of Tenant or an Affiliate. Notwithstanding anything set forth in this Section to the contrary, Landlord is not required, even during a Resolution Event, to allow Tenant or an Affiliate to occupy the Premises after the final expiration date of the Lease, "Affiliate" has the meaning given such term in Section 2(k) of the Bank Holding Company Act of 1956, as amended from time to time (12 U.S.C. § 1841(k)) (i.e., "any company that controls, is controlled by, or is under common control with another company.").

35. **Relocation of Riverside City College ATM.**

Tenant removed its ATM and vacated its former location at Riverside City College on October 15, 2018. Tenant has no Monthly Rent or other obligations with respect to the original premises that it occupied at Riverside City College. Subject to the terms of this Section 35, Tenant will relocate its ATM facility (including any signage, trade fixtures, and personal property) to a mutually agreeable location at Riverside City College.

Commencing on the Effective Date, Tenant shall have a thirty (30) day period (the "**Inspection Period**") to inspect and investigate the mutually agreeable relocation premises and perform soil, groundwater, and other tests thereon, if applicable, and review and evaluate title, surveys, and other matters related to the use and occupancy of the proposed relocation premises. Landlord shall provide Tenant with true, correct, and complete copies of all studies, tests, reports, plans, drawings, surveys, agreements, and documents requested by Tenant, to the extent available to Landlord, with respect to the relocation premises. Tenant may, at its option without penalty, terminate all sections of this Lease with respect to the Riverside City College Premises only, for any reason, by sending written notice of termination to Landlord on or before 5:00 p.m. on the last day of the Inspection Period, in which event the parties have no further rights or liabilities hereunder with respect to the Riverside City College Premises (all sections of this Lease will still remain in effect for the other two locations).

Commencing on the Effective Date, Tenant shall have a one hundred twenty (120) day period (the "**Permit Period**") to obtain, at Tenant's sole expense, all signage, construction, utility, and operating permits, approvals, and consents required from the applicable governmental authorities (collectively, "**Permits**") to install the ATM facility in the relocation premises. Landlord shall cooperate with Tenant in obtaining such Permits. If Tenant is unable to obtain the Permits necessary to install the ATM facility in the relocation premises at Riverside City College by the expiration of the Permit Period, then Tenant may, at its option without penalty, terminate all sections of this Lease with respect to the Riverside City College Premises only by sending written notice of termination to Landlord on or before the expiration of the Permit Period, in which event the parties have no further rights or liabilities hereunder with respect to the Riverside City College Premises (all sections of this Lease will still remain in effect for the other two locations).

Commencing on the date that Landlord delivers the relocation premises to Tenant ready for Tenant's installation of Tenant's ATM (the "**Riverside City College Premises Commencement Date**"), the Riverside City College Premises shall mean the relocation premises, and Landlord and Tenant will execute an amendment to this Lease memorializing the location at Riverside City College. Tenant shall pay Monthly Rent for the Riverside City College Premises at the same rate set forth above, commencing on the earlier of (i) the date that the relocated ATM facility becomes fully operational and available for use by Tenant's customers, or (ii) ninety (90) days after the later to occur of (A) the delivery date of the relocated premises by Landlord and (B) Tenant's receipt of all required permits to install the ATM in the relocated premises (the "**Riverside City College Premises Rent Commencement Date**").

Landlord shall be responsible for all costs for all electricity to operate the ATM Facility in the Riverside City College Premises. Landlord grants Tenant the right to connect its ATM equipment to Landlord's house meter at no additional fee.

36. **Right to Relocate or Modify the ATM.**

Upon no less thirty (30) days' prior notice from Tenant to Landlord, Tenant shall have the right, at Tenant's cost and expense, to relocate its ATM at the Norco College Premises and/or the Moreno Valley College Premises to a location acceptable to both parties within that campus. Such a relocation will not terminate or otherwise affect or modify the Lease, except, in the case of Norco College, to change the Premises described and shown on Exhibit A-1, and in the case of Moreno Valley College, to change the Premises described and shown on Exhibit A-2. Payment of Monthly Rent for the applicable ATM(s) will be suspended during any time when that ATM is not in service during relocation.

Tenant shall have the right to remove its branded ATM and replace it with an ATM USA machine if Tenant cannot find a suitable relocation space at Norco College or Moreno Valley College, provided that Tenant continues to observe all other terms of this Lease, including payment of Monthly Rent.

37. **CASp Inspection.**

Pursuant to California Civil Code § 1938, Landlord represents that the Premises have not undergone inspection by a Certified Access Specialist ("**CASp**") (as defined in California Civil Code § 55.52). A CASp can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the premises.

[Remainder of Page Left Blank Intentionally –
Signatures on Following Page(s)]

IN WITNESS WHEREOF, Landlord and Tenant have executed this Agreement as of the date first above written.

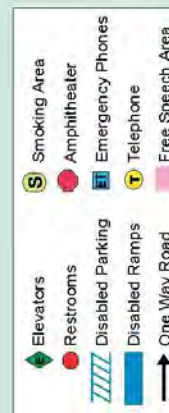
<p>WELLS FARGO BANK, NATIONAL ASSOCIATION, a national banking association</p> <p>By: _____</p> <p>Name: _____ Title: _____</p> <p>By: _____</p> <p>Name: _____ Title: _____</p> <p>Date: _____</p>	<p>RIVERSIDE COMMUNITY COLLEGE DISTRICT, a California Community College District</p> <p>By: _____</p> <p>Name: _____ Title: _____</p> <p>By: _____</p> <p>Name: _____ Title: _____</p> <p>Date: _____</p>
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EXHIBIT A-1

LOCATION OF THE PREMISES AT NORCO COLLEGE

NORCO COLLEGE
 Riverside Community College District
 2001 Third Street
 Norco, CA 92860-2600

ATTACHMENT "B"

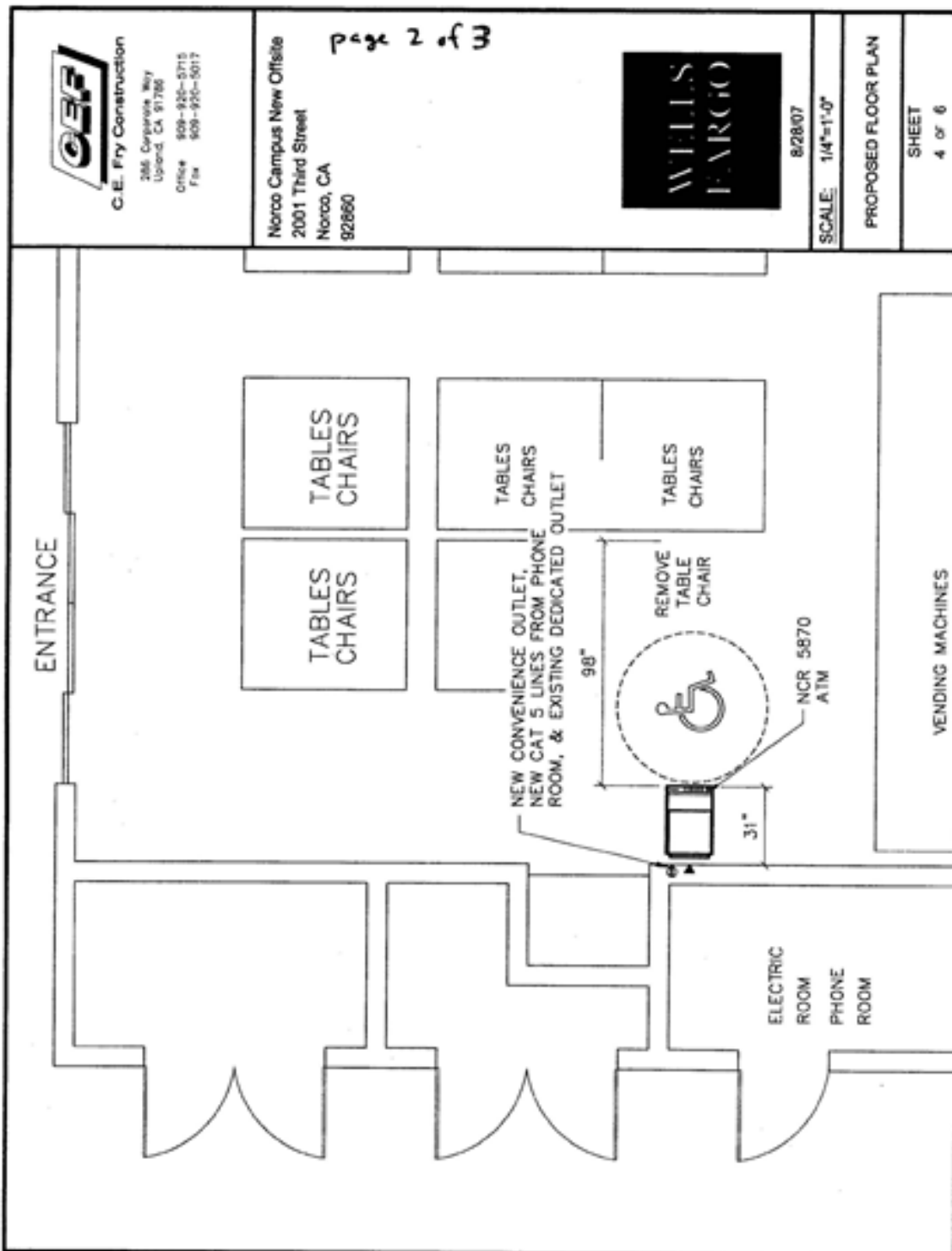


- J Early Childhood Education Center - (ECEN)
- K Center for Applied and Competitive Technologies (CACT)
- L West End Quad - (WEO)
- M1 Facilities
- N Applied Technology - (ATEC)
- O JFK Middle College High School - (JFK)
- P Portables A & B
- Q Industrial Technology (IT)
- R Sports Complex
- S Center for Student Success (CSS)
- S The Corral (Cafeteria and Dining Room)
- A Student Services - (SSV)
- B Science & Technology - (ST)
- C Theater - (THTR)
- D Humanities - (HUM)
- E College Safety and Police
- F Central Plants
- G Wilfred J. Alrey Library - (LIBR)
- H Head Start
- I Bookstore

updated 8/11




(Riverside City College; Norco College; and Moreno Valley College)

EXHIBIT A-1 (continued)



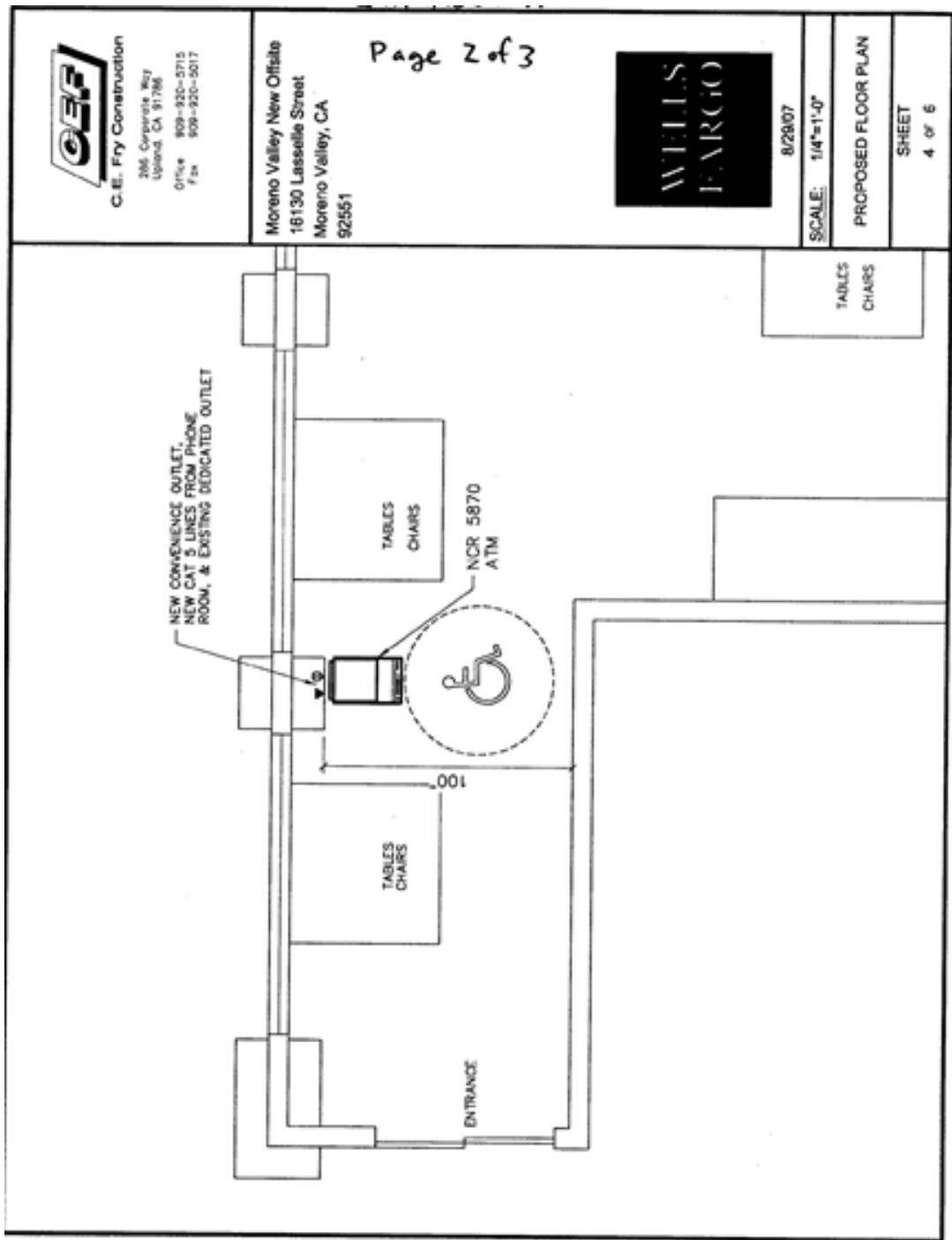
(Riverside City College; Norco College; and Moreno Valley College)

EXHIBIT A-1 (continued)

 <p>C.E. Fry Construction 265 Corporate Way Irvine, CA 92714 Office 909-920-0715 Fax 909-920-5017</p>	<p>Page 3 of 3</p> <p>Norco Campus New Offsite 2001 Third Street Norco, CA 92860</p>		8/28/07	SCALE: NTS	ELEVATION	SHEET 6 of 6
						


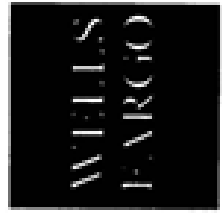
(Riverside City College; Norco College; and Moreno Valley College)

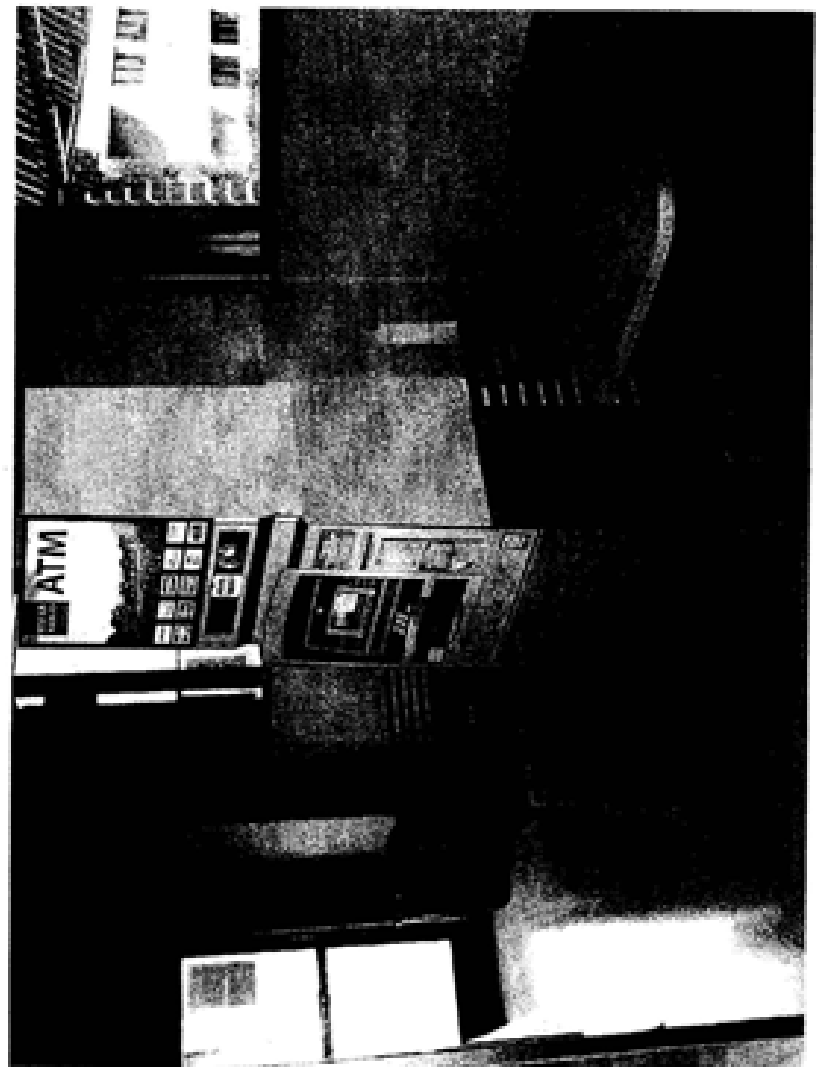
EXHIBIT A-2 (continued)



(Riverside City College; Norco College; and Moreno Valley College)

EXHIBIT A-2 (continued)

 <p>C.E. Fry Construction 388 Corporate Way Upland, CA 91786 Office 909-930-0715 Fax 909-930-5017</p>	<p>Norco Campus New Offsite 16130 Lasselle Street Moreno Valley, CA 92551</p>	<p>Page 3 of 3</p>		<p>8/28/07</p>	<p>SCALE: NTS</p>	<p>ELEVATION</p>	<p>SHEET 6 of 6</p>
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CAMPUS ATM/PIN-BASED DEBIT CARD AGREEMENT

THIS AGREEMENT (herein "Agreement") is made and entered into effective as of November 5, 2018 ("Effective Date") by and between the Riverside Community College District (herein "District") and Wells Fargo Bank, National Association (herein "Bank").

WHEREAS, District offers a multi-purpose identification card ("RCCD ID CARD") to all enrolled students in good standing and to all faculty and staff (collectively the "Eligible District Community Members") that is used to access a variety of District facilities and on-campus services; and

WHEREAS, District desires Bank to provide checking account, ATM, PIN-based debit, and deposit transfer services among other banking and financial services to Eligible District Community Members in association with and accessed through the RCCD ID CARD, all as more particularly described herein; and

WHEREAS, Bank seeks to establish new account relationships through its affiliation with District, including but not limited to checking accounts with linked RCCD ID CARDS (each such checking account referred to herein as "RCCD ID CARD Bank Account").

NOW, THEREFORE, for valuable consideration, the parties agree as follows:

1. Term and Options to Extend. The Term of this Agreement shall commence on December 1, 2018 or as of the date indicated by the last to sign as of the time this Agreement is fully executed as shown on the signature page and shall terminate on November 30, 2023 ("Termination Date"), unless otherwise terminated as provided in Section 25 (the "Term") or unless both parties elect to renew the Agreement for up to five (5) additional one-year periods. District agrees to give Bank notice by the first day of September 2023 that it desires to extend the Term and upon mutual agreement, the Term shall be extended for a one (1) year period. This extension procedure shall likewise be applicable with respect to the four additional one-year periods. The Amendment dates as of May 9, 2018 shall automatically terminate as of the commencement of this Agreement.

2. Grant to Use District Name and Marks. District hereby grants Bank during the Term an exclusive, non-assignable, and irrevocable world-wide license to use, display, reproduce, and otherwise exploit the various logos and other identifying property and marks set forth on Exhibit "A" of this Agreement (collectively, the "District Marks") for the sole purpose of offering and promoting the financial products and services to Eligible District Community Members through the RCCD ID CARD program. All applications of the District Marks by the Bank must conform to Exhibit "A," along with any specifications established by the District which

specifications may be amended from time to time. Bank will make no other use of the District Marks or any other trademark or tradename owned by or associated with the District without, in each case, District's prior explicit written consent. Bank shall deliver all RCCD ID CARD designs and all promotional and informational materials prepared by Bank that contain any District Mark to District prior to publication for District's prior written consent which consent shall not be unreasonably withheld or unduly delayed. District also grants Bank authority to use published RCCD ID CARD marketing materials as examples for prospective Bank clients or within Bank Campus Card marketing materials. Such examples will only be used if material has been previously used with the public such as printed brochures, flyers, banners and the like.

Bank acknowledges and agrees that District is the owner of the District Marks, that the limited right hereunder to use the District Marks does not confer upon Bank any license or right of ownership of the District Marks, and all use of the District Marks by Bank will inure to the benefit of District. Accordingly, Bank's limited right to the use of the District Marks for any purpose is solely by reason of this Agreement, and Bank shall not raise or cause to be raised any questions concerning, or objections to the validity of, or the right to the use of, the District Marks or the right of the District thereto, on any grounds whatsoever, or file any application for any mark, or obtain or attempt to obtain ownership of a mark or trade name, in any country of the world, which refers to or is confusingly similar to the District Marks or any mark, design or logo intended to identify the District. Upon expiration or termination of this Agreement for any reason, Bank will immediately cease any and all use of the District Marks or any variation of the District Marks on promotional and informational materials prepared by Bank in connection with this Agreement.

District does not make, and hereby disclaims, any representations or warranties with respect to the District Marks, or with respect to whether the District Marks infringe the rights of any other party, or with respect to the existence of any state or federal registration of the District Marks or design as a tradename, trademark or mark. If there is any claim against District or Bank that the District Marks or any modifications thereof, as authorized by District, infringe the rights of another party, District will, at its own expense, defend Bank's right to use of the District Marks as authorized under this Agreement. In the event any such claim is resolved adversely to District or Bank, or in the event District agrees to discontinue its use of the subject mark(s) in order to resolve any such claim, which it shall have the right to do in its sole discretion, then District agrees to indemnify Bank against any expenses Bank incurs in discontinuing use of the marks and adopting use of alternative non-infringing marks, subject to the limitation of liability set forth in Section 19. District further agrees to indemnify Bank against all liabilities Bank incurs to third parties (including, without limitation damage awards obtained by such third parties against Bank), together with Bank's reasonable costs of defending against such liabilities (including reasonable attorney fees), arising from Bank's use of the District Marks, when such usage is in accordance with the terms of this Agreement. Subject to the foregoing, if requested by the District, Bank agrees to immediately discontinue the use of any District Marks where

there has been a claim of infringement and the claim has been resolved adversely to District or Bank, or where District agrees to discontinue use of the marks in order to resolve the claim.

3. Grant to Use Bank Name and Marks. Bank hereby grants District during the Term a non-exclusive right and license to use the marks set forth on Exhibit "B" of this Agreement (collectively, the "Bank Marks") on all RCCD ID CARDS linked to a RCCD ID CARD Bank Account and all promotional and informational materials prepared by District in connection with the RCCD ID CARD under this Agreement. District will make no other use of Bank Marks without Bank's prior written consent. District agrees that all products and/or services offered in connection with the RCCD ID CARD program shall be of a nature and quality commensurate with the nature and quality of the District's RCCD ID CARD program. District shall deliver all RCCD ID CARD designs and all promotional and informational materials prepared by District that contain any Bank Mark to Bank prior to publication for Bank's prior written consent.

District acknowledges and agrees that Bank is the owner of the Bank Marks, that the limited right hereunder to use the Bank Marks does not confer upon District any license or right of ownership of the Bank Marks and all use of the Bank Marks will inure to the benefit of Bank. Accordingly, District's limited right to use of the Bank Marks for any purpose is solely by reason of this Agreement, and upon expiration or termination of this Agreement for any reason, District will immediately cease any and all use of the Bank Marks or any variation of the Bank Marks on RCCD ID CARDS issued after the effective date of such expiration or termination.

Bank does not make, and hereby disclaims, any representations or warranties with respect to the Bank Marks, or with respect to whether such Bank Marks infringe upon the rights of any other party, or with respect to the existence of any state or federal registration of the Bank Marks or design as a tradename, trademark or service mark. If there is any claim against Bank or District that the Bank Marks or any modifications thereof, as authorized by Bank, infringe the rights of another party, Bank will, at its own expense, defend District's right to use of the marks as authorized under this Agreement. In the event any such claim is resolved adversely to Bank or District, or in the event Bank agrees to discontinue its use of the marks in order to resolve any such claim, which it shall have the right to do in its sole discretion, then Bank agrees to indemnify District against any expenses District incurs in discontinuing use of the marks and adopting use of alternative noninfringing marks, subject to the limitation of liability set forth in Section 19. Bank further agrees to indemnify District against all liabilities District incurs to third parties (including, without limitation damage awards obtained by such third parties against District), together with District's reasonable costs of defending against such liabilities (including attorney fees), arising from District's use of the Bank Marks, when such usage is in accordance with the terms of this Agreement. Subject to the foregoing, if requested by Bank, District agrees to immediately discontinue the use of any Bank Marks where there has been a claim of infringement and the claim has been resolved adversely to Bank or District, or where Bank agrees to discontinue use of the marks in order to resolve the claim.

Except as set forth in this section, any change by Bank in the specifications for any of Bank's Marks will apply only to RCCD ID CARD issued or reissued after notice of the change is given to District. District shall be permitted to issue RCCD ID CARDS using stock which is already on order with the supplier as of the time Bank notifies District of desired changes without regard to the lapse of time between ordering and receipt of the card stock, provided that District determines that such use is needed to permit its RCCD ID CARD program to continue without interruption. Notwithstanding any provision of the Agreement to the contrary, if Bank desires to make changes to the Bank Marks or to eliminate the Bank Marks on cards already issued, on order, or in stock with District, Bank shall pay all of District's costs related to such changes. District shall have no obligation to reissue RCCD ID CARDS with new Bank Marks solely because Bank assigns this Agreement, merges with another institution, changes its name, or is purchased by another entity, or upon expiration or termination of this Agreement.

4. Royalties to District. In consideration of the license and grant of rights from the District given to the Bank and more particularly described in the balance of this Agreement, Bank will make royalty payments to the District as follows:

a. Initial Royalty Payment.

Bank will pay \$40,000.00 within sixty (60) days of the commencement of this Agreement.

b. Account Royalty Payment.

Bank will pay District for each eligible RCCD ID CARD Bank Account linked to the RCCD ID CARD for the purpose of ATM/PIN-based debit functionality and owned by an Eligible District Community Member.

The number of District RCCD ID CARD Bank Accounts, for purposes of the Account Royalty computation, will be determined by Bank, based upon the number of eligible RCCD ID CARD Bank Accounts which have a linked RCCD ID CARD. Bank will use discrete product and customer identification and will only pay District for one linked RCCD ID CARD Bank Account per Eligible District Community Member. To be considered for payment, the RCCD ID CARD Bank Accounts must be in good standing, funded and owned by an Eligible District Community Member at the time annual computation is computed. Bank will determine computation in conjunction with District provided total enrollment of Eligible District Community Members for the applicable academic school year (e.g., enrolled students).

The annual account royalty payment shall be based on the number of eligible RCCD ID CARD Bank Accounts linked to RCCD ID CARDS as a percentage of total student enrollments for the academic school year. Eligible checking accounts linked to a RCCD ID CARD held by faculty and staff will be included in the numerator of the percentage calculation but not the denominator. Accordingly, faculty and staff are not included in total student enrollment figure.

The annual account royalty payment will be calculated based on the following:

<i>Percentage of Student Enrollment Linked to a RCCD ID CARD Bank Account</i>	<i>Annual Royalty Payment Based on Linked RCCD ID CARD Bank Accounts</i>
0% - 24.9%	\$30,000
25% - 29.9%	\$35,000
30% - 34.9%	\$40,000
35% - 39.9%	\$45,000
40% - 44.9%	\$50,000
45% - 49.9%	\$55,000
50% - 54.9%	\$60,000
55% - 59.9%	\$65,000
60% - 64.9%	\$70,000
65% - 69.9%	\$75,000
70% - 74.9%	\$100,000
75% - 79.9%	\$100,000
80% - 89.9%	\$100,000
90% - 100%	\$100,000

Payments described in this Section 4 shall be deemed paid upon receipt by the District at the address indicated herein for receipt of notices pursuant to Section 28.

Royalty Payment Timeframes.

Initial Royalty Payment

The initial payment to District of \$40,000.00 will be within sixty (60) days of the date the Agreement commences (i.e., payment will be made by February 1, 2019).

Annual Royalty Payments

Payment information is expected as follows:

- The account royalty payment will be calculated annually using June data to ensure accurate payment has been made to District.

- Annual account royalty payments, based on number of linked RCCD ID CARD Bank Accounts, will be calculated from the reported total enrollment of Eligible District Community Members (e.g., enrolled students) received from District as of the last week of May of the current year's Spring semester and provided to Bank in July.
- In the event the Agreement terminates with less than a 12-month period for calculation purposes, the final annual account royalty payment will be prorated accordingly.

Accordingly,

- the initial royalty payment will be paid in February 2019
- Current year Spring Semester total enrollment provided to Bank by District in July 2019 for first account royalty payment calculation and in subsequent years of term.
- the first account royalty payment based on participation would be calculated in July 2019
- the account royalty payment would be made by September 2019.

5. RCCD ID CARD Payments. Bank will pay up to \$1.00 of the actual cost of the plastic card stock, up to \$15,000.00 annually for each year of the Term, for the RCCD ID CARD issued to Eligible District Community Members during the Term of the Agreement.

Bank will not pay for replacement RCCD ID CARDS issued to Eligible District Community Members if they are lost or stolen or requested for other purposes. It is at the District's discretion whether to charge Eligible District Community Members for replacement RCCD ID CARDS.

Payment Date

Bank will pay District within sixty (60) days of receipt of detailed invoice, indicating number of cards issued by District.

Such invoice will be provided annually in September.

6. RCCD ID CARD Bank Account. During the Term, Bank will provide in accordance with this Section 6 a checking account linked to the RCCD ID CARD for RCCD ID CARD holders who have requested such an account and who meet Bank's usual checking account opening underwriting and other requirements, including without limitation a minimum opening deposit of \$25 by the RCCD ID CARD holder. Nothing herein prohibits Bank from closing any RCCD ID CARD Bank Account in accordance with standard deposit account procedures. A "linked" checking account is defined as a RCCD ID CARD Bank Account which has a RCCD ID CARD linked to it within the Bank's system, for the purpose of ATM and PIN-based debit purchase functionality.

- a. Some RCCD ID CARD holders may not be eligible for the RCCD ID CARD Bank Account due to prior negative banking history, or other account opening requirements as Bank may establish from time to time in accordance with applicable law or Bank policy.

- b. Only one checking account per RCCD ID CARD holder shall be considered to be a RCCD ID CARD Bank Account.
- c. Enrolled students may choose the *Wells Fargo Everyday Checking* account, or other product offered by Bank, to which a RCCD ID CARD may be linked. Faculty and staff may select any checking account or package for which they may be eligible to which a RCCD ID CARD may be linked.
- d. The RCCD ID CARD Bank Accounts will be subject to the same terms and conditions (including funds availability) as the terms and conditions generally applicable to accounts of Bank's other customers of the same class, as amended from time to time, except as otherwise expressly provided in this Section 6 of this Agreement.
- e. The RCCD ID CARD can be linked as an access device (e.g., for ATM transactions at ATMs that accept PLUS, Star, and Pulse transactions or PIN-based purchases at merchants where Interlink or Maestro cards are accepted) to a RCCD ID CARD Bank Account.
- f. During the Term, should District decide to process student financial aid refund payments by electronic means, Bank agrees to accept such electronic refund transactions through the ACH System and make these funds available to District students by direct deposit to student's RCCD ID CARD Bank Account or other depository account maintained by the Bank for the student, all without additional deposit-related processing charges or fees to the student.
- g. Should the District request, Bank shall provide at its own expense an informational web page, maintained by Bank on its website, with a customized URL residing on the District website, dedicated to the RCCD ID CARD and the RCCD ID CARD holders, using a design and functionality subject to the approval of the District, which approval shall not be unreasonably withheld or unduly delayed. Bank shall be excused from its failure to perform any obligation under this subsection and shall not be responsible for any delay in such performance, to the extent that such failure or delay is due to the failure of District to provide any required approval. The website shall provide information as mutually agreed by District and Bank, which may include the following features:
 - i Information about various account offerings for RCCD ID CARD holders,
 - ii Information regarding how to report lost/stolen cards including the 24/7 toll-free customer service phone number,
 - iii Link to log-in for secure online banking session, and

- iv Information about and links to other Bank related products and services.
- h. District acknowledges that Bank reviews and revises the terms, conditions, and pricing generally applicable to its deposit accounts from time to time, and agrees that nothing in this Agreement prohibits Bank from making the same changes to the RCCD ID CARD Bank Accounts that it makes generally to its non- RCCD ID CARD Bank Accounts.

7. RCCD ID CARD Bank Account Opening. The RCCD ID CARD Bank Accounts may be opened by Bank using Bank personnel anywhere permitted by applicable law and regulations; provided however, that District shall have the right to determine where, on the District's premises, such accounts may be opened. Bank will make its personnel available when agreed to by the parties, at dates, times and places to be agreed upon by the parties, for the purpose of accepting RCCD ID CARD Bank Account applications from RCCD ID CARD holders. Bank may accept deposits to RCCD ID CARD Bank Accounts anywhere and by any means permitted by law, including without limitation Bank's offices, mobile branches and messengers, and automated teller machines ("ATMs") or other electronic means of accepting deposits.

Bank shall be responsible for obtaining information from the RCCD ID CARD holder in connection with the RCCD ID CARD Bank Account opening. District will not have authority or responsibility to open any accounts or accept any deposits on behalf of Bank.

Bank has the right to refuse to open a RCCD ID CARD Bank Account. Bank personnel shall provide support for the implementation of the financial services associated with the RCCD ID CARD program, including the opening of checking accounts for Eligible District Community Members. Additional Bank personnel will be available and assigned as reasonably needed and as mutually agreed upon to support RCCD ID CARD Bank Account services during peak activity times, such as the initial re-carding process and first year student orientations.

8. RCCD ID CARD Design and Specifications. The RCCD ID CARD that can be linked to a RCCD ID CARD Bank Account shall conform to the following specifications. The front side of the RCCD ID CARD will include the District Mark and design mutually selected by the parties to differentiate the new card from previous RCCD ID CARDS and other CR80 size cards. The front side shall have these minimum requirements:

- i an electronically stored photo of the RCCD ID CARD holder,
- ii the RCCD ID CARD holder's relationship to District (faculty, staff, student),
- iii 16-digit ISO number printed on the card,
- iv the RCCD ID CARD holder's first and last name, and
- v Wells Fargo logo.

The reverse side of the new RCCD ID CARD shall have these minimum requirements:

- i One dedicated magnetic two-track strip encoded to conform with ISO 7812 and 7813 Standards, with the new 16-digit ISO number encoded in track two for banking use,
- ii A second mag strip (two- or three-track) for dedicated campus access use,
- iii Wells Fargo logo,
- iv the appropriate ATM network “bugs” as follows:
 - Plus: 15mm wide X 8.25mm high
- v Visa required language:
 - “ATM and purchase capability requires a linked deposit account.” This copy must appear:
 - Near the Plus Mark
 - In at least 4-point Helvetica type font
- vi instructions for reporting lost or stolen cards,
- vii The Wells Fargo Customer Service 800# and url to main site (wellsfargo.com),
- viii Other card design details to be provided as part of the implementation process.

The RCCD ID CARD will include such design and functionality as is necessary to provide reasonably such District benefits as District may request, such as access pass to District facilities and District provided financial services.

District shall be responsible for any costs associated with a redesign of the RCCD ID CARD. While District shall cooperate with Bank to create a RCCD ID CARD design with the intention of maximizing market potential and having an otherwise attractive appearance, District shall retain the right to disapprove Bank’s design when it finds the design to adversely impact the professional image or reputation of District or to be otherwise disadvantageous to District. Notwithstanding anything in this Agreement to the contrary, any provision contained in this Agreement regarding the design and/or specifications of the RCCD ID CARD shall be subject to approval by Bank, any applicable card association rules and regulations (such as, without limitation, Visa, MasterCard and/or ATM networks) and subject to any other applicable law, rules or orders. No additional marks or logos shall be placed on the Card without prior Bank approval.

It is the District’s responsibility to conduct a trademark/service mark search of the new campus card name (and logo if applicable). Bank will assist District at District’s expense with an initial trademark/service mark search if requested by District. District agrees to indemnify and hold Bank harmless against all claims, liabilities and judgments Bank may incur to third parties in the event that the trademark/service mark search is not conducted or if such search indicates a possible trademark/service mark infringement and District elects to use the name or card design.

9. Issuance of New Cards. Eligible District Community Members will receive the District RCCD ID CARD with the capability to access Bank financial services. District shall cooperate with Bank to market the RCCD ID CARD. Bank and District will work together through

mutually agreed upon communication methods including without limitation communications that the District will initiate such as email, campus newspaper, orientation and acceptance mailings, etc. for the purposes of educating Eligible District Community Members about the RCCD ID CARD program with optional PIN-based debit functionality and marketing the same. Within ten (10) days of the execution of this Agreement, District will furnish the card stock vendor information to Bank for verifying that the vendor's card product will meet industry card production standards.

Eligible District Community Members who receive the RCCD ID CARD can open a Bank checking account through a Bank representative on campus during the enrollment period or visit the local Bank branch. The Eligible District Community Member will need to present the RCCD ID CARD at account opening so that it can be linked in Bank's system to be eligible for ATM/PIN-based debit functionality.

For RCCD ID CARD holders who already have a Bank checking account available for linking to their RCCD ID CARD, once the RCCD ID CARD is encoded with the appropriate 16-digit card number and upon RCCD ID CARD holder's request, Bank will enter the number into Bank's system and link such number to corresponding checking account.

District will have the right to issue replacement RCCD ID CARDS in accordance with the terms of this Agreement to RCCD ID CARD holders, whether or not they have a RCCD ID CARD Bank Account, provided District confirms that the original RCCD ID CARD has been duly reported as lost or stolen to Bank by the RCCD ID CARD holder.

10. Changes to the RCCD ID CARD. District reserves the right to make alterations within a mutually agreed upon time to the RCCD ID CARD program which may require re-issuance of cards, in which case District would be responsible for out-of-pocket and other expenses directly associated with the re-issuance, provided that Bank will dedicate the number of staff necessary to implement and maintain Bank's financial services throughout any re-issuance effort. District agrees that said changes will not diminish the financial services provided by Bank through the RCCD ID CARD program and will notify Bank of proposed alterations within a reasonable time prior to making the alterations.

11. Matters Relating to Lost or Stolen Cards; Fraudulent Use. Should a RCCD ID CARD be lost or stolen, the Bank shall provide for a system to immediately disable, upon notification of the loss or theft, the RCCD ID CARD's capability for processing transactions through the RCCD ID CARD Bank Account. Bank shall provide RCCD ID CARD holders, without cost to the District, a toll-free phone number for the purposes of notifying the Bank of lost and stolen RCCD ID CARDS. Such system of notification and account disablement shall be available twenty-four hours a day, seven days a week. Bank shall also respond to lost/stolen card reports made in-person to Bank representatives during regular Bank business hours.

Bank shall assume financial liability for transactions conducted with lost or stolen linked RCCD ID CARDS in the same manner, pursuant to the same policies and to the same extent as such liability is assumed for Bank's general population of checking account customers located in the state of California.

12. Persons No Longer Eligible District Community Members. Should an individual due to an interruption in an educational program, a separation from employment, or for any other reason cease to qualify for District provided identification benefits of the RCCD ID CARD, District shall in accordance with such policies and procedures as it may establish, terminate the functionality of the RCCD ID CARD and its District identification benefits. However, District shall not be required to collect the RCCD ID CARD; nor shall the RCCD ID CARD holder be required to forfeit the RCCD ID CARD. Bank may or may not discontinue the services of the RCCD ID CARD Bank Account of any individual no longer qualifying as an Eligible District Community Member.

13. Disposition of Cards Upon Termination. Upon the termination or expiration of this Agreement for any reason, outstanding RCCD ID CARDS actively serving as District's multi-function identification card and displaying the Bank Marks may or may not be replaced by District, at the District's sole discretion. Such outstanding RCCD ID CARDS may continue to serve as a District identification card with such District benefits as District may choose, for so long as District desires. Further, upon termination or expiration of this Agreement, Bank shall within a reasonable time thereafter cease identifying the accounts generated under this Agreement as RCCD ID CARD Bank Accounts and shall use reasonable efforts to transfer access to the accounts from the RCCD ID CARDS to alternative access devices at the termination or expiration of this Agreement. The parties shall cooperate with each other in the transition of operations to any successor to the RCCD ID CARD program described in this Agreement, including but not limited providing such information in such format as is reasonably requested and needed by the parties to accomplish the transition.

14. ISO Number Ownership. At all times, District shall be deemed to own the ISO numbers associated with the RCCD ID CARDS issued pursuant to this Agreement.

15. Vendor Support. Bank plans to continue its membership in various ATM network associations, POS network associations, and card associations, or any such successor organizations. District has no responsibility for, and no relationship with, third party vendors accepting the RCCD ID CARD for ATM, PIN-based debit RCCD ID CARD transactions as a result of this Agreement.

16. Compliance with Applicable Law and Regulations. The parties hereto agree to comply with all federal, state and local law to the extent that it is applicable to the performance of this Agreement including all laws and regulations related to the providers of the financial services offered by the Bank and all laws and regulations related to the protection and security of any

personal information gathered by the Bank, such as the Gramm Leach Bliley Act. For purposes of this Agreement, District will be considered the “issuer” of the RCCD ID CARD used as the District ID card, except to the extent the RCCD ID CARD is used to perform electronic funds transfers to or from any RCCD ID CARD Bank Account, in which case Bank will be considered the “issuer.” Bank will not be responsible to District or any RCCD ID CARD holder for any liability arising from District’s “issuer” responsibilities. Bank will be considered the “issuer” of the RCCD ID CARD as it pertains to electronic funds transfers to or from any RCCD ID CARD Bank Account and to the performance of any other financial transactions involving a RCCD ID CARD Bank Account. Bank will be responsible to the RCCD ID CARD holder for any unauthorized or erroneous transaction involving the RCCD ID CARD Bank Account to the extent provided for under federal Regulation E (12 C.F.R. 1005.1, et seq.), to the extent applicable. District will not be responsible to Bank or to any RCCD ID CARD holder for any liability arising from Bank’s issuer responsibilities or for losses to any RCCD ID CARD Bank Account; provided however, that nothing herein will exonerate District from any unauthorized or erroneous transactions or losses involving a RCCD ID CARD Bank Account caused by District. In connection with the direct deposit of guaranteed student loan disbursements and other student financial aid or other District disbursements into the RCCD ID CARD Bank Accounts, if any, District will comply with all applicable laws and regulations.

17. Marketing. Bank and District shall fully cooperate and shall work in conjunction to promote the RCCD ID CARD program through various marketing efforts. Both Bank and District shall approve the content, timing, and use of all promotional initiatives and marketing/advertising materials related to the services contemplated under this Agreement. In cooperation with Bank, District will promote services provided under this Agreement to Eligible District Community Members through various communication channels available to District. District will provide Bank with the opportunity to provide information about the Bank financial services associated with the RCCD ID CARD program to District Cardholders and new incoming District students through various methods, which may include without limitation emails, acceptance and orientation packets, letters, flyers and inserts. District and Bank will mutually agree upon direct mail and email communication strategies, and District will send these communications on Bank’s behalf. District agrees that such marketing materials will include both the Bank Marks and District Marks. District will provide Bank with the opportunity to include inserts funded by Bank in District mailings to District Cardholders and new incoming District students. All mailings shall be mutually agreed on and where appropriate approved by the applicable District department and Bank. In addition, District will communicate during orientation the District RCCD ID CARD program and associated Bank financial services to all parents/guardians and students. The District RCCD ID CARD program and associated Bank financial services will be communicated as the students are issued their identification card. As mutually agreed, Bank will actively participate in student orientations at no additional cost to Bank including but not limited to the presence of Bank representatives and presentations at the orientations. District agrees to cooperate with Bank exclusively in the expansion of financial services available to

current and future RCCD ID CARD holders including but not limited to the above marketing efforts and “tabling” on campus.

Marketing Budget. Bank will provide the marketing services function for marketing and promotion of the RCCD ID CARD program. Bank estimates that its annual marketing budget for the promotion of the RCCD ID CARD will be approximately \$15,000.00 the first year of the program and approximately \$15,000.00 annually thereafter during the Term of this Agreement. This budget includes funding for annual marketing materials including customized/non-customized materials that will highlight the banking features of the new RCCD ID CARD and the benefits of linking it to a RCCD ID CARD Bank Account.

18. Insurance. Bank represents and warrants that at all times during the Term, Bank shall maintain commercial general liability insurance, including coverage for bodily and personal injury, property damage, and products liability, in accordance with Bank operating guidelines. Bank shall also obtain and keep in force workers’ compensation insurance to the extent required by law and furnish proof of such to District upon request. Bank represents that the financial strength, integrity and contractual obligations of Bank provide protection for its customers with respect to risk associated with the products and services to be provided by Bank. Bank further represents that it maintains a Professional Liability policy (also known as an Errors and Omissions policy), a Financial Institutions Bond (also known as a Fidelity Bond), and other policies with coverages and provisions considered within industry standards for similarly situated financial services companies. Bank has the right at any given time to self-insure any of the insurance coverage as long as it is a normal accepted practice for a financial services company of its financial strength.

District represents and warrants that at all times during the Term, District shall maintain through its self-insurance program comprehensive general liability insurance, including coverage for bodily and personal injury, property damage, and products liability, in accordance with its operating guidelines. During business hours following reasonable request, District shall allow Bank to review such documents as are available pursuant to Public Records Laws to verify the existence and funding supporting said self-insurance program.

19. Liability. Bank will exercise reasonable care in providing electronic funds transfer services and other services to RCCD ID CARD holders as contemplated under this Agreement, subject to breakdowns, operational failures, unavoidable delays, or similar causes beyond the party’s reasonable control.

Bank does not control, and, except as provided in Federal Reserve Board Regulation E and state law to the extent applicable, is not responsible to District for any error, act, or omission with respect to ATMs or POS terminals not owned and operated by Bank.

Bank does not undertake to ensure that RCCD ID CARD holders will at all times be able to successfully accomplish transactions with Bank by any electronic means, including but not limited to ATMs, POS terminals, the Internet, or other existing or future technology associated with RCCD ID CARDS, RCCD ID CARD holders' account numbers or personal identification, or otherwise (herein "Electronic Means"). Transactions cannot be processed during off-line periods. When the computer maintaining the on-line files is off-line or rendered inoperable at any time for maintenance or servicing, or due to mechanical failure, strike, lockout, riots, epidemics, war, acts of terror, governmental regulations or other cause beyond Bank's reasonable control, such that no on-line processing of transactions may be possible, no customer transactions will be processed by Electronic Means and Bank will have no liability as a result. Bank will, however, exercise reasonable care to promptly reinstate service.

IN NO EVENT SHALL EITHER PARTY HAVE ANY LIABILITY TO THE OTHER FOR ANY CONSEQUENTIAL, SPECIAL, PUNITIVE OR INDIRECT LOSS OR DAMAGE WHETHER OR NOT ANY CLAIM FOR SUCH DAMAGES IS BASED ON TORT OR CONTRACT OR EITHER PARTY KNEW OR SHOULD HAVE KNOWN THE LIKELIHOOD OF SUCH DAMAGES IN ANY CIRCUMSTANCES.

20. Representations and Warranties; Board Approval. Each party hereby represents and warrants to the other that the party has full right, power and authority to fully perform its obligations under this Agreement, and that it has full right, power and authority to execute and deliver this Agreement, and that the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby have been duly authorized and approved by all necessary corporate action required to be taken on the part of the party including, when necessary, approval thereof by the party's Board of Directors or Board of Regents, as applicable. Each party hereby further represents and warrants to the other that this Agreement constitutes a valid and binding obligation of the party enforceable in accordance with its terms except as the same may be limited by bankruptcy, insolvency, reorganization or other laws relating to or affecting the enforcement of creditors' rights and except as courts of equity may limit certain remedies such as specific performance. Each party further represents and warrants to the other that the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby will not conflict with, or result in the violation of, any laws or regulations applicable to the party, or of the charter, articles of association or bylaws of a party, or any agreement or other instrument to which the party is subject or by which the party or any of its properties or assets are bound.

21. Examinations and Audit. Except to the extent applicable law prohibits such, all records maintained by District pertaining to Bank and its RCCD ID CARD Bank Account customers and relevant to the performance of this Agreement will be available for examination and audit by Bank and/or its regulators. In addition, District will provide Bank or its duly authorized representatives with reasonable access to District's records for the purpose of enabling Bank to confirm District's compliance with the terms of this Agreement. All such records may be

audited by Bank or its designated representative(s) at any time during District's regular working hours upon reasonable notice. Except to the extent applicable law prohibits such, Bank will provide District or its duly authorized representatives with reasonable access to Bank's records for the purpose of enabling District to confirm Bank's compliance with the terms of this Agreement. All such records may be audited by the District or its designated representative(s) at any time during Bank's regular working hours upon reasonable notice. Each party may require persons obtaining access to its records under this Section 21, as a condition to obtaining access, to execute written confidentiality agreements setting forth the matters as addressed in Section 23.

22. Exclusivity. During the term of this Agreement, District will not cause or authorize any District identification card to be used as a device to perform electronic funds transfers to or from an account with a financial institution (including, without limitation, banks, savings banks, savings associations, and credit unions) or as a device for accessing a person's account with a financial institution other than Bank, except as otherwise agreed in writing by Bank. Nothing herein shall prevent RCCD ID CARD holders from using RCCD ID CARDS as stored value cards, declining balance cards or smart cards. In addition, during the Term of this Agreement, District will give Bank exclusive access to market the RCCD ID CARD program and non-exclusive access to market all eligible financial services offered by Bank to Eligible District Community Members, including the marketing efforts indicated in Section 17. For purposes of clarification, the parties agree that this exclusivity provision does not apply to ATM services provided by other financial institutions.

23. Confidentiality. District may be provided certain information concerning Bank and/or its affiliates or customers, or other information Bank deems proprietary (including, without limitation, customer account information, customer lists, business plans, data processing programs, and operating manuals), in connection with the transactions contemplated herein. Likewise, Bank may be provided certain information that District deems proprietary or confidential pursuant to the law or District policy. As a condition to being furnished such information by a party (herein the "Confidential Information"), the other party agrees as follows:

- a. Except for RCCD ID CARD Bank Account application data and RCCD ID CARD Bank Account transaction information, which shall automatically be deemed to be Confidential Information of Bank, all information deemed confidential or proprietary by a party shall be clearly labeled "Confidential Information" or otherwise identified as "Confidential Information" in writing contemporaneous with furnishing such Confidential Information to the other party.
- b. Each party will use the Confidential Information of the other party solely for the purposes expressly authorized in this Agreement or subsequently authorized by the other party in writing.

- c. Each party will keep the Confidential Information of the other party confidential and (except to the extent required by law or legal process) refrain from disclosing the Confidential Information of the other party to any other person or party or using the Confidential Information of the other party for any purpose not expressly authorized under this Agreement or subsequently authorized by the other party in writing. Each party will be fully responsible for the unauthorized use or disclosure of the Confidential Information of the other party by any of its officers, directors, employees or other persons under its control.
- d. In the event a party is requested or legally compelled (by subpoena, warrant, legal process or other civil or criminal law, rule or procedure) to produce, disclose, or provide the Confidential Information of the other party, the party will promptly notify the other party of that fact as soon as reasonably possible, except to the extent such notification is prohibited by law.
- e. The parties agree that, to the extent applicable under the provisions of the Bank Service Company Act, they may be subject to examination by the OCC for the services provided in connection with this Agreement. The parties shall comply with the applicable requirements of 12 C.F.R. Part 30, and any other applicable law or regulation, by implementing and/or maintaining appropriate measures designed to: (1) ensure the security and confidentiality of Bank's Confidential Information; (2) protect against any anticipated threats or hazards to the security or integrity of such information; and (3) protect against unauthorized access to or use of such information that could result in harm or inconvenience to any Bank customer. These confidentiality and security provisions shall survive the termination of this Agreement.
- f. Throughout the Term, Bank shall implement and maintain appropriate safeguards, in conformity with applicable federal law and regulations, for all customer information, if any, owned by the District and delivered to the Bank pursuant to this Agreement. The Bank shall promptly notify the District, in writing, of each instance of (i) unauthorized access to or use of that customer information that could result in substantial harm or inconvenience to a customer of the District or (ii) unauthorized disclosure, misuse, alteration or other compromise of that customer information.

In addition, Bank's customer lists, including names of Eligible District Community Members who are RCCD ID CARD holders and who have RCCD ID CARD Bank Accounts, are Bank's Confidential Information, for which Bank retains exclusive ownership and right during the Term. Therefore, although District is not precluded from using or disclosing the names of its students, faculty members, staff members or other Eligible District Community Members for any purpose it deems appropriate, District would be precluded from using a list comprised of RCCD ID CARD holders who have obtained RCCD ID CARD Bank Accounts from Bank if such use was for a purpose prohibited by this Section 23; provided, however, that District will not be

deemed to be in breach of this Agreement in the event it is legally required (by subpoena, warrant, legal process or other civil or criminal law, rule or procedure) to produce, disclose, or provide such a list, provided it has made reasonable efforts to give Bank the notice required under subsection d., if applicable.

Within fifteen (15) days of the expiration or earlier termination of this Agreement, the parties shall either return if requested or otherwise destroy Confidential Information including documents, data and other information provided to each other in connection with this Agreement. Notwithstanding any provision herein to the contrary, Bank shall be permitted and shall retain such District Confidential Information for so long as: (i) is required by law; or (ii) as may be consistent with its normal business practices not to exceed five years, unless otherwise required by law.

24. Equipment. District is responsible for providing at its cost any equipment and systems programming necessary to implement the new RCCD ID CARD program. Bank is responsible for providing any additional needed data lines and installation at its cost.

25. Termination.

- a. This Agreement may be terminated by either party (the “Non-Defaulting Party”) upon notice to the other party (the “Defaulting Party”) upon the Defaulting Party’s material breach of any provision of this Agreement and failure to cure the breach within 60 days after written notice describing the breach and the action necessary to cure the breach is given by the Non-Defaulting Party to the Defaulting Party. In the event the Defaulting Party is in good faith unable to cure such material breach within 60 days, it shall commence the cure in a commercially reasonable manner and notify the Non-Defaulting Party of the anticipated cure date which in no event shall be later than 120 days from the material breach.
- b. This Agreement may be terminated by either party without notice to the other party in the event a petition in bankruptcy (or similar law providing for the adjustment of debts, debt reorganization or liquidation of the party) is filed by the other party, a petition in bankruptcy (or similar law providing for the adjustment of debts, debt reorganization or liquidation of the party) is filed against the other party and is not dismissed within sixty (60) days, or a conservator or receiver is appointed for the other party or for all or a substantial portion of its assets.
- c. This Agreement may be terminated by either party at any time if: (i) the operation of the RCCD ID CARD program has or threatens to have a material adverse financial impact on Bank or District due to a change in applicable law, regulation, rule or policy applicable to Bank or District or the use of one or more of the RCCD ID CARDS in a fraudulent manner or in a way which does not permit Bank or District to recover funds from the user(s) of

the RCCD ID CARD(s); or (ii) Bank is notified by a regulatory agency, or otherwise becomes aware, that any aspect of the RCCD ID CARD program does not comply with any applicable law, regulation, rule or policy applicable to Bank or District.

- d. This Agreement may be terminated by District upon sixty (60) days' prior written notice to Bank in the event: (i) District receives excessive complaints from students regarding their RCCD ID CARD Bank Accounts and Bank and District are not able to reach an agreement as to how to resolve such complaints; or (ii) District determines, based on its reasonable due diligence, that the fees imposed by Bank on RCCD ID CARD Bank Accounts are, considered as a whole, clearly not consistent with or are above prevailing market rates for similarly-situated financial accounts, and such determination by District is supported by data based on the relevant market, which shall be provided to Bank for review prior to termination.
- e. In the event District terminates the Agreement prior to the Termination Date for any reason other than those stated in subsections a, b, c, or d, or if Bank terminates pursuant to subsection a, b or c, of this Section 25, District shall repay to Bank a percentage of the Initial Royalty Payment described in Section 4.a. of this Agreement. The percentage to be repaid by District shall be calculated as follows:

Agreement Terminated:	Percentage of Initial Royalty Payment to be Repaid
During the first year of the Term	100%
During the second year of the Term	75%
During the third year of the Term	50%
During the fourth year of the Term	33%
During the last year of the Term	0%

26. Assignment. This Agreement may not be assigned by either party in whole or in part, other than by operation of law, without in each event the other party's prior written consent. Any such permitted assignment will not, in any event, release the party from its obligations hereunder. Written consent will not be required for transfers resulting from corporate reorganization, consolidation or name change.

27. Subcontractors. Each party is responsible for the actions of its respective subcontractors used to perform pursuant to this Agreement. The party seeking to engage a third party to perform any material obligation under this Agreement must obtain the advance written consent of the other party. The party intending to use a subcontractor as described herein shall include in the agreement with such subcontractor an acknowledgment that such subcontractor is subject to the applicable terms and conditions of this Agreement. No contractual relationship shall exist between any Bank subcontractor and District unless such is evidenced in a separate contract

independent of this Agreement. Notwithstanding the foregoing, District acknowledges that certain RCCD ID CARD products and services to be provided by Bank may be supplied by or through Bank's parent corporation, entities directly or indirectly owned or controlled by Bank or its subsidiaries, entities affiliated with Bank or owned or controlled by entities affiliated with Bank, or vendors who provide certain card services and in such cases, no written consent or separate written contract shall be required for arrangements made with such entities.

28. Notices. Except as otherwise provided in this Agreement, all notices hereunder must be in writing and will be deemed given when mailed, or when delivered, if notice is given in any other manner, to the address of the party designated below or such other address as the party may designate by written notice to the other party. The date of mailing will be deemed to be the date appearing on the postmark.

If to Bank:

Name Joseph Mishriki
Title Region Bank President
Wells Fargo Bank
Address 500 La Terraza Blvd
Escondido, CA 92025

If to District:

Name: Aaron Brown
Title: Vice Chancellor, Business & Financial Services
Riverside Community College District
Address: 3801 Market St.
Riverside, CA 92501

29. Amendments and Waiver. This Agreement may be amended only in writing signed by both parties. In the event of a default by either party under this Agreement, any delay, waiver or omission by the other party in exercising its rights under this Agreement or applicable law will not result in a waiver of the party's rights with respect to the same or any subsequent breach by the breaching party.

30. Governing Law. The laws of the State of California shall govern this Agreement. Nothing in this section shall be deemed to apply to any aspect of the agreement that is in place between Bank and an Eligible District Community Member regarding a RCCD ID CARD Bank Account.

31. Force Majeure. The parties shall not be considered in default should failure to perform be the result of any circumstances beyond their reasonable control, not occasioned by fault or negligence or due to compliance with any sovereign decrees, orders, acts, instructions or priority requests of any federal, state, or municipal governments or any department or agency thereof, civil or military, acts of God, fires, floods, strikes, lockouts, embargoes, acts or threats of

terrorism, or wars. Upon the happening of any circumstances or causes aforesaid, non-performing party shall notify the other party without delay. Any relief granted shall be limited to an extension of delivery dates or times of performance.

32. Relationship of Parties. No agency, partnership or joint venture is created by this Agreement. The parties disclaim any intent to form such relationships.

33. Entire Agreement. Except as expressly provided herein, this Agreement constitutes the entire agreement with respect to the transactions contemplated herein and supersedes and is in full substitution for any and all prior agreements and understandings between the parties hereto relating to such transactions. Each party disclaims reliance on any prior oral or written representations or undertakings by the other party in entering into this Agreement unless such representations or undertakings are expressly set forth in this Agreement. Wherever the parties agree to discuss a matter, there will be no implied agreement to agree, nor will any other standard be applied in determining a party's performance that is not expressly set forth in the Agreement. However, District and Bank agree that the provisions of account agreements will govern the products and services to be provided by Bank pursuant to this Agreement.

34. Information System General Security.

- a. District and its employees shall comply with all Bank security policies, procedures, and standards, as it may promulgate from time to time, including, without limitation, those governing access to data, computer systems, and facilities and governing the removal of property from Bank's premises.
- b. With regard to any computer system owned, controlled, or used by District or any agent or subcontractor of District, which computer system is now or hereafter physically or logically connected to or able to access any computer system owned, controlled, or used by Bank or which is used to store any Bank's software or data, District shall comply with all Bank's security policies, procedures, and standards governing or related to the connection or access to Bank's computer systems as it may promulgate from time to time so long as District receives notice of such policies, procedures, and standards, and any relevant changes.
- c. In addition, District agrees: (i) not to alter any hardware or software security residing on any Bank's computer system and/or network; and (ii) not to allow unauthorized traffic to pass into Bank's networks. In addition to any other rights Bank may have under this Agreement, Bank may terminate an unauthorized access.

35. Taxpayer Identification Number. District shall provide Bank with a duly dated and executed certification of taxpayer identification number in the form attached as Exhibit C.

36. License to Establish Link to Bank Web Site. District may choose to use the Bank "red box" logo on the District Internet web site as a link to Bank's Internet web site at wells Fargo.com and

has requested Bank's consent.

Bank hereby grants to District a worldwide, non-exclusive right and license to establish a normal (href) text based link on www.rcc.edu to the www.wellsfargo.com home page for the purpose described in the immediately preceding paragraph; provided, however, that District shall not "frame" the Bank web pages inside the District web site. Bank also hereby grants to District a non-exclusive right and license to use the WELLS FARGO "red box" logo ("the Logo") on the District Internet web site located at www.rcc.edu for the exclusive purpose of linking from www.rcc.edu to www.wellsfargo.com. District agrees that nothing herein shall give to it any right, title or interest in the Logo (except the right to use the Logo in accordance with the terms of this Agreement), that the Logo is the sole property of Bank and that any and all uses by District of the Logo shall inure to the benefit of Bank.

District acknowledges that Bank may terminate the above right to link and the right to use the Logo if the content or structure of the District web pages and/or web site changes unless within ten (10) calendar days after receiving written notice of termination from Bank, District removes the materials to which Bank objects or revises the District web pages and/or site to return to the original format or a format that is acceptable to Bank. If the above right to link and use the Logo is terminated, District agrees to remove the link from the District web page to the Bank web page and cease all use of the Logo within ten (10) calendar days of receiving notice.

District agrees that it will not use any Logo design except the camera-ready or downloadable Logo design provided to District by Bank. District agrees that all products and/or services offered by District on its web site in the future shall be of a nature and quality commensurate with the nature and quality of its current products and/or services. Bank may monitor the District use of the Logo on the District web site. District agrees that any District web page featuring banking information must be accompanied by required banking disclosures, including, but not limited to "Wells Fargo Bank, N.A., Member FDIC." District shall deliver all web pages that reference Bank and/or contain the Logo to Bank prior to publication for Bank's consent.

This license to use Logo shall be royalty-free. This license to use Logo and any and all rights granted hereunder are personal in nature to District, are non-transferable by District, do not convey any sublicensing rights to District, and shall not inure to the benefit of any successor in interest of District. This license to use Logo shall be binding upon and inure to the benefit of Bank's successors and assigns. All rights not specifically granted or licensed to District are reserved to Bank.

37. Student Loan Representation and Warranty. District and Bank represent and warrant to one another that the pricing and other terms and conditions for the services provided under the Agreement are unrelated to whether the District refers student loans to Bank and to the amount of any such referrals. The parties further represent and warrant that royalty or other payments

made by Bank to the District in accordance with the terms described herein are wholly unrelated to student loan activities, volumes, referrals or amount of referrals.

38. Title IV Representation and Warranty. District and Bank represent and warrant that RCCD ID CARD Bank Accounts are not being opened by District on behalf of any Eligible District Community Members, District is not establishing a process Eligible District Community Members follow to open RCCD ID CARD Bank Accounts, and District is not in any way assisting Eligible District Community Members in opening RCCD ID CARD Bank Accounts. Further, the RCCD ID CARD program is not being established for the purpose of District's disbursement of Title IV funds and RCCD ID CARD Cards are not issued by Bank for the specific purpose of receiving Title IV funds.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates designated below.

Wells Fargo Bank, National Association

Signature: _____

Name:

Title:

Date:

Riverside Community College District

Signature: _____

Name: Aaron Brown

Title: Vice Chancellor, Business & Financial Services

Date: _____

EXHIBIT A
DISTRICT MARKS

EXHIBIT B
BANK MARKS



(Black box with white letters)



(Red box with gold letters)



(Red box with shading)



(White box with black letters)

EXHIBIT C

DISTRICT TAXPAYER IDENTIFICATION NUMBER

Agenda Item (VI-B-7)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-7)
Subject	Out-of-State Travel
College/District	District
Funding	n/a
Recommended Action	Recommended that the Board of Trustees approve the out-of-state travel.

Background Narrative:

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

Prepared By: Wolde-Ab Isaac, Chancellor

Attachments:

[12112018 Out of State Travel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: December 11, 2018

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

Revision:

- 1) Mr. Lorenzo Harmon, Director, Veterans Resource Center, Norco College, to travel to Orlando, Florida, October 15 through 18, 2018, to attend the National Association of Veterans Program Administrators (NAVPA) Conference. Estimated cost: \$2,032.60. Funding source: Veterans Resource Center Grant funds. (Total cost of the trip increased to \$2,177.28 due to the addition of a rental car.)
- 2) Mr. Kevin Mayse, Associate Professor, Music, Riverside City College, to travel to Chicago, Illinois, December 19 through 22, 2018, to attend the Mid-West International Band and Orchestra Clinic. Estimated cost: \$1,528.86. Funding source: All expenses to be paid by the traveler. (\$628.86 will be paid by the traveler and \$900.00 will be paid with General funds.)

Current:

Moreno Valley College

- 1) Ms. Maria del Rocio Pacheco, Professor, Counseling, to travel to Barcelona, Spain, February 25 through May 18, 2019, for a faculty-led semester abroad Spring 2019. Estimated cost: \$8,995.00. Funding source: No cost to the District; all expenses paid by CAPA Study Abroad Program.
- 2) Dr. Robin Steinback, President, President's Office, to travel to Washington, D.C., February 9 through 14, 2019, to attend the 2019 Association of Community College Trustees (ACCT) Annual Legislative Summit. Estimated cost: \$3907.75. Funding source: General funds.

Norco College

- 1) Ms. Kimberly Bell, Counselor, Disability Resource Center, to travel to Lake Buena Vista, Florida, January 2 through 6, 2019, to attend the 2019 Student Veterans of America Leadership Conference. Estimated cost: \$1,516.99. Funding source: Veterans Grant funds.
- 2) Mr. Zachary Emorey, Outreach and Recruitment Specialist, Veterans Resource Center, to travel to Lake Buena Vista, Florida, January 2 through 6, 2019, to attend the 2019 Student Veterans of America Leadership Conference. Estimated cost: \$1,516.99. Funding source: Veterans Grant funds.
- 3) Mr. Lorenzo Harmon, Director, Veterans Resource Center, to travel to Lake Buena Vista, Florida, January 2 through 6, 2019, to accompany eight (8) students to the 2019 Student Veterans of America Leadership Conference. Estimated cost: \$11,909.92. Funding source: \$9,488.70 to be paid from Equity funds and \$2,421.22 to be paid from Associated Students Norco College funds.
- 4) Mr. James Reeves, Interim Program Director, Strategic Development, to travel to Alexandria, Virginia, December 12 through 13, 2018, to attend the Advance Technological Education

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: December 11, 2018

Leadership Caucus. Estimated cost: \$1,339.60. Funding source: National Center for Supply Chain Automation funds.

Riverside City College

- 1) Dr. Thatcher Carter, Associate Professor, English, to travel to Barcelona, Spain, February 25 through May 18, 2019, to accompany twenty-three (23) students on the Spring 2019 Study Abroad Program. Estimated cost: \$215,880.00. Funding source: No cost to the District; \$8,995.00 paid by CAPA Study Abroad Program and \$206,885.00 paid by the students.
- 2) Dr. Mary Margarita Legner, Professor, Mathematics, to travel to Baltimore, Maryland, January 15 through 20, 2019, to attend the 2019 Joint Mathematics Meeting. Estimated cost: \$2,071.59. Funding source: Transformation Grant funds.
- 3) Mr. Garth Schultz, Counselor, Counseling, to travel to Orlando, Florida, January 2 through 6, 2019, to accompany five (5) students to the NatCon 2019 Student Veterans of America 11th Annual National Conference. Estimated cost: \$9,183.13. Funding source: General funds.

Riverside Community College District

- 1) Mr. Nassef Girgis, Assistant to the Coordinator, RCCD Study Abroad, to travel to Egypt, January 2 through 21, 2019, to accompany twelve (12) participants on the Study Abroad Egypt Tour. Estimated cost: \$46,150.00. Funding source: All expenses paid by the travelers.
- 2) Dr. Wolde-Ab Isaac, Chancellor, Chancellor's Office, to travel to Washington, D.C., March 22 through 27, 2019, to attend the 2019 Workforce Development Professionals Conference. Estimated cost: \$3,880.66. Funding source: General funds.
- 3) Ms. Tracey Vackar, President, Board of Trustees, to travel to Washington, D.C., February 8 through 16, 2019, to attend the 2019 Association of Community College Trustees (ACCT) Annual Legislative Summit. Estimated cost: \$3,998.11. Funding source: \$3,459.00 to be paid with General funds and \$539.11 to be paid by the traveler.

Agenda Item (VI-B-8-a)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	Project Savings Reconciliation to Adjust Measure C Project Budgets
College/District	District
Funding	Measure C
Recommended Action	It is recommended that the Board of Trustees approve the adjusted budgets for the projects identified on the Project Savings Reconciliation report and return the project savings totaling \$3,689,245 to the originating college/district/fund.

Background Narrative:

A Project Savings Reconciliation (PSR) report is presented for the Board's review and consideration. The PSR is intended to reconcile Board of Trustees approved Measure C project budgets with actual completed project expenditures. The net project savings shown on the PSR is \$3,689,245. Action on this item will permit unused project funds to be returned to each of the college/district/funds identified on the PSR and will become available for future projects.

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

Attachments:

[12112018_Project Savings Reconciliation Report](#)

PROJECT SAVINGS RECONCILIATION BY COLLEGE/DISTRICT - MEASURE C PROJECTS											
Project Title	Approved Project Budget	State and Local Funding	Measure C Funding	Measure C Expenditures	Measure C Project Savings (Shortfall)	Notes	MVC	NC	RCC	DISTRICT	CENTRALLY CONTROLLED FUNDS
RIVERSIDE CITY COLLEGE PROJECTS											
RCC Cellular Repeater Booster System 889	\$ 25,000	\$ -	\$ 25,000	\$ 18,879	\$ 6,121	Project Complete			\$ 6,121		
Student Services Bldg. - Ph. I and Ph. II 876	\$ 25,925,000	\$ -	\$ 25,925,000	\$ 22,301,844	\$ 3,623,156	Project Complete			\$ 3,623,156		
TOTAL RCC					\$ 3,629,277		\$ -	\$ -	\$ 3,629,277	\$ -	\$ -
DISTRICT PROJECTS											
Electronic Contract Document Storage 873	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	Project Cancelled	\$ 10,550	\$ 10,150	\$ 26,350	\$ 2,950	
TOTAL DISTRICT					\$ 50,000		\$ 10,550	\$ 10,150	\$ 26,350	\$ 2,950	\$ -
CENTRALLY CONTROLLED PROJECTS											
District Design Standards 875	\$ 355,000		\$ 355,000	\$ 345,032	\$ 9,968	Project Complete - funds go back to Program Contingency					\$ 9,968
TOTAL CENTRALLY CONTROLLED					\$ 9,968		\$ -	\$ -	\$ -	\$ -	\$ 9,968
TOTAL PROJECT SAVINGS					\$ 3,689,245		\$ 10,550	\$ 10,150	\$ 3,655,627	\$ 2,950	\$ 9,968

Agenda Item (VI-B-8-b)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
Subject	Signature Authorization
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees certify the verified signatures of each Trustee and authorize designated District administrators to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, investment and brokerage accounts, purchase orders, change orders, and grant documents.

Background Narrative:

Education Code Section 85233 specifies that the Board of Trustees certify the verified signatures of each member of the governing board and file with the Riverside County Superintendent of Schools.

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

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

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

Attachments:

[12112018_Signature Authorization](#)

SIGNATURE AUTHORIZATION
December 11, 2018

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

Wolde-Ab Isaac	Chancellor
Aaron S. Brown	Vice Chancellor, Business and Financial Services
Terri L. Hampton	Vice Chancellor, Human Resources and Employee Relations
Susan R. Mills	Vice Chancellor, Educational Services and Strategic Planning
Melissa Elwood	Controller
Majd Askar	Director, Business Services
Michael W. Simmons	Director, Risk Management, Safety and Police Services

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

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



Division of Administration and Business Services
 District Fiscal Services

County Use Only:
 Date Received: _____
 Approved By: _____

Certification of Signatures

District: _____

Date of Meeting: _____

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

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

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

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

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

Signature: _____



District: _____

Date of Meeting: _____

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

Agenda Item (VI-B-8-c)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-c)
Subject	Surplus Property
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find the property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.

Background Narrative:

Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes; is deemed to be unsatisfactory or not suitable for school use; or if it is being disposed of for the purposes of replacement.

Education Code section 81452 permits surplus property to be sold at private sale, without advertising, if the total value of the property does not exceed \$5,000. The District has determined that the property on the attached list does not exceed the total value of \$5,000. To help defray disposal costs and to generate a nominal amount of revenue, the staff proposes that we consign the surplus property identified in the attachment to The Liquidation Company for disposal.

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

Attachments:

[12112018_Surplus Property List](#)

SURPLUS EQUIPMENT
December 11, 2018

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	APPLE	COMPUTER, DESKTOP	M5183 (G4-500)	XB01413GJ2S	015977
1	APPLE	MONITOR, CRT	STUDIO DISPLAY	WR0091W0HOE	015978
1	APPLE	MONITOR, CRT	N/A	S13158RCE04	006707
1	HP	PRINTER, INKJET, COLOR	C8963A	SG43031112	NONE
1	HP	PRINTER, INKJET, COLOR	C8969A	MY7399R457	036617
1	FLUKE	MULTIMETER, DIGITAL, HANDHELD	MD73AS3	81130095	NONE
1	DELL	COMPUTER, DESKTOP	PRECISION T3400	DH4KBK1	038083
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 9020	5XGFFZ1	051840
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 7010	CD78QW1	052273
1	GATEWAY	COMPUTER, DESKTOP	GT4023E	CCH65A1002403	032741
1	DELL	COMPUTER, DESKTOP	OPTIPLEX GX280	5W8RM71	030156
1	DELL	COMPUTER, DESKTOP	OPTIPLEX GX280	F09RM71	030206
1	DELL	MONITOR, LCD	1704FPPT	CN0Y42997161854PANC4	030228
1	DELL	MONITOR, LCD	1704FPPT	CN0Y42997161854PALR0	030220
1	DELL	MONITOR, LCD	1704FPPT	CN0Y42997161854RAL9W	031113
1	DELL	MONITOR, LCD	1704FPPT	CN0Y42997161854PANGL	030226
1	DELL	MONITOR, LCD	1704FPPT	CN0Y42997161854PAN2Z	030224
1	DELL	MONITOR, LCD	E173FPT	CN0D54287287254S9VKL	044805
1	GATEWAY	MONITOR, LCD	FPD1965	MW882B0H01309	037339
1	GATEWAY	MONITOR, LCD	FPD1530	QS5333900193	018639
1	HP	PRINTER, LASER, MONO	C4111A	JHB3065609	018096
1	HP	PRINTER, LASER, MONO	Q5933A	CBG1D26800	026719
1	XEROX	SCANNER, FLATBED, DOCUMENT, COLOR	DOCUMATE 515	2146BJ0543	052422
1	HOLMES	AIR PURIFIER	HAP725	NONE	NONE
1	BLUAIR	AIR PURIFIER	455EB	K455EB142G10802	NONE
1	APC	UNINTERRUPTIBLE POWER SUPPLY (UPS)	SMART-UPS 750	AS1137213236	NONE
1	APC	UNINTERRUPTIBLE POWER SUPPLY (UPS)	SMART-UPS 1500	AS0615222029	NONE
1	HP	FAX MACHINE, LASER, COLOR	FAX 1250	CN7B6GN1G7QB095A	NONE
1	IBM	TYPEWRITER, ELECTRIC	WHEELWRITER 3	043086011289P	000186
1	PARAGON	TOWEL WARMER	HC-82	NONE	NONE
1	SONY	PROJECTOR, LCD	VPL-PX15	54170	023179
1	GATEWAY	COMPUTER, LAPTOP	E475M	0004487194	036798
1	APPLE	PRINTER, LASER, MONO	M5890	F13042J60AR	006709
1	PANASONIC	FAX MACHINE, THERMAL, MONO	KXFP270	351030290	000248

SURPLUS EQUIPMENT
December 11, 2018

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	MONITOR, LCD	EV910B	19016B159527	014597
1	IBM	TYPEWRITER, ELECTRIC	WHEELWRITER 3	081586010181P	000422
1	APPLE	COMPUTER, DESKTOP	M1205	F13144XRCC1	006708
1	GATEWAY	COMPUTER, LAPTOP	E265M	0004487195	036799
1	DELL	COMPUTER ACCESSORY, DOCKING STATION	PRO9S	CN0KJ410129617AP2 061	NONE
1	IBM	TYPEWRITER, ELECTRIC	WHEELWRITER 2	NONE	NONE
1	IDEAL	SHREDDER, CROSS-CUT, INDUSTRIAL	DESTROYIT 3102	2144083	017417
1	LANIER	COPIER/PRINTER, LASER, MFP, MONO	LD330	M1076000321	037306
1	DELL	MONITOR, LCD	P190S	CN0RNMH6744450B RB14L	043749
1	DELL	MONITOR, LCD	P2017HB	CN02MVD56418064B 00DT	065771
1	DELL	MONITOR, LCD	1704FPTT	CN0Y42997161854P	031206
1	LENOVO	COMPUTER, DESKTOP, WORKSTATION	30A0S0CTO	MJ003BNB	065041
1	LENOVO	COMPUTER, LAPTOP	2436CTO	R9VKT7D1	052109
1	LENOVO	COMPUTER, LAPTOP	20AUS0FH00	R900FEYH	051984
1	DELL	COMPUTER, LAPTOP	LATITUDE E4310	JW2Y1Q1	044575
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	4G0J5R1	A02707
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	1XZH5R1	A02693
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	291J5R1	A02689
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	5H1J5R1	A02711
1	CANON	PRINTER, INKJET, MFP, COLOR	PIXMA MX882	ACEC18940	044079
1	EPSON	PRINTER, INKJET, MFP, COLOR	C481D	BKMFA01BC481D	060346
1	HP	PRINTER, LASER, MONO	CB368A	CNB9L08372	034410
1	HP	PRINTER, INKJET, MFP, COLOR	OFFICEJET	CN5575MORD	061634
1	VENDNET	VENDING MACHINE	3536 (WS 7000)	130175712270	NONE
1	MONTEL	LIBRARY MOBILE SHELVING STORAGE	N/A	NONE	NONE
1	LENOVO	COMPUTER, DESKTOP, AIO	10BBS0GA00	MJ021NBL	061281
1	LENOVO	COMPUTER, DESKTOP, AIO	10BBS0GA00	MJ021NCD	061270
1	LENOVO	COMPUTER, DESKTOP, AIO	10BBS0GA00	MJ021NC8	061237
1	LENOVO	COMPUTER, DESKTOP, AIO	10BBS0GA00	MJ021NC1	061236

SURPLUS EQUIPMENT
December 11, 2018

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	LENOVO	COMPUTER, DESKTOP, AIO	10BBS0GA00	MJ021NB6	061257
1	LENOVO	COMPUTER, DESKTOP, AIO	30AK000NUS	MJ017MUA	060571
1	LENOVO	MONITOR, LCD	4424HB6	V6C4976	040555
1	DELL	COMPUTER, DESKTOP, WORKSTATION	PRECISION T1600	H47FYQ1	044027
1	DELL	COMPUTER, LAPTOP	LATITUDE E5400	28PKBK1	039923
1	TEAC	RADIO, TABLE, AM/FM WITH IPOD DOCK	SR-LXI	7500834-17	NONE
1	LENOVO	COMPUTER, LAPTOP	7659CTO	L3LP520	039431
1	LENOVO	COMPUTER, LAPTOP	T500	L3A5414	039908
1	LENOVO	COMPUTER, LAPTOP	7659CTO	L3LP516	039416
1	LENOVO	COMPUTER, LAPTOP	7659CTO	L3LP503	039432
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8PNVN2	042110
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8PNVMO	042103
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8PNVM7	042106
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8PNVN9	042125
1	LENOVO	COMPUTER, DESKTOP	7483CTO	L3A0980	038576
1	LENOVO	COMPUTER, DESKTOP	6075CTO	LKMNYDD	038032
1	GATEWAY	COMPUTER, DESKTOP	E6100	0032661699	022862
1	LENOVO	COMPUTER, DESKTOP	OPTIPLEX 780	DJGFGQ1	044671
1	LENOVO	COMPUTER, DESKTOP, WORKSTATION	4157CTO	MJMHPGY	048330
1	LENOVO	COMPUTER, DESKTOP	1782CTO	MJLPHCR	048255

Agenda Item (VI-B-8-d)

Meeting	12/11/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-d)
Subject	Notice of Completion
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees 1) accept the project listed on the attachment as complete, and 2) approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works).

Background Narrative:

Facilities Planning & Development staff reports that the project listed on the attachment is now complete.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Mehran Mohtasham, Director, Facilities (RCC)
Majd Askar, Director of Business Services

Attachments:

[12112018_Notice of Completion](#)

COMPLETED PROJECT

December 11, 2018

Project

Electrical Distribution Replacement in Auto Technology Building at RCC

Contractor

Torga Electric

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

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

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 3801 Market Street, Riverside, CA 92501
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 12/11/2018. The work done was:
Electrical Distribution Replacement in Auto Technology Building
- The name of the contractor, if any, for such work of improvement was _____
Torga Electric
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(If no street address has been officially assigned, insert "none")

Dated: 12/11/2018

Riverside Community College District
 President, Board of Trustees

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

VERIFICATION

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

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

Executed on December 12, 20 18, 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 (VII-A)

Meeting 12/11/2018 - Regular
Agenda Item Consent Agenda Information (VII-A)
Subject Capital Program Executive Summary Report –November 2018
College/District District
Information Only

Background Narrative:

See the attached monthly Capital Program Executive Report (CPES) as of November 30, 2018. The CPES report reflects Measure C proceeds, income, project commitments, and available balances.

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

Attachments:

[12112018_CPES Report \(November 2018\)](#)

**Riverside Community College District
 Measure C - Capital Program Executive Summary Report
 As of November 30, 2018**

	Moreno Valley College	Norco College	Riverside City College	District	Centrally Controlled			
					Approved Projects	Program Reserve	Program Contingency	Total
Original Measure C Allocation Split	\$ 69,200,000	\$ 66,300,000	\$ 173,100,000	\$ 19,200,000	\$ 19,300,000	\$ 24,000,000	\$ 10,000,000	\$ 381,100,000
Redistribution of Specific Donations/Rebates	\$ (1,086,934)	\$ (975,883)	\$ 3,293,229	\$ (326,040)	\$ -	\$ (642,104)	\$ (262,268)	\$ 1
Income Distribution Through June 30, 2017	\$ 521,247	\$ 1,126,959	\$ 2,097,765	\$ 133,834	\$ -	\$ 263,789	\$ 107,745	\$ 4,251,338
Additional Allocation from Centrally Controlled	\$ 1,655,460	\$ 3,182,687	\$ 14,256,756	\$ 5,624,050	\$ (18,349)	\$ (19,510,166)	\$ (5,190,438)	\$ -
Total Measure C Allocation	\$ 70,289,773	\$ 69,633,763	\$ 192,747,750	\$ 24,631,844	\$ 19,281,651	\$ 4,111,519	\$ 4,655,039	\$ 385,351,339
Project Commitments	\$ (58,161,557)	\$ (72,124,688)	\$ (188,756,291)	\$ (21,910,351)	\$ (18,633,211)	\$ -	\$ -	\$ (359,586,098)
Remaining Uncommitted Funds	\$ 12,128,216	\$ (2,490,925)	\$ 3,991,459	\$ 2,721,493	\$ 648,440	\$ 4,111,519	\$ 4,655,039	\$ 25,765,241

Riverside Community College District
Measure C - Capital Program Executive Summary Report
As of November 30, 2018

MORENO VALLEY COLLEGE					
Description	Total Project Budget	Measure C Budget	Non-Measure C Budget	Additional Measure C Budget	Measure C Allocation
					\$ 69,200,000
Redistribution of College Specific Donations/Rebates Included in Original Allocation				\$ (1,086,934)	\$ 68,113,066
Distribution of Interest, Donations/Rebates Income from original allocation through June 30, 2017				\$ 521,247	\$ 68,634,313
APPROVED PROJECTS					
<i>Certificates of Participation (93 & 01 Refunding)</i>	\$ 2,635,830	\$ 2,635,830	\$ -	\$ -	\$ 65,998,483
<i>CO Bond Issuance Related Expenditures</i>	\$ 1,026,409	\$ 1,026,409	\$ -	\$ -	\$ 64,972,074
District Phone & VM upgrade	\$ 73,639	\$ 73,639	\$ -	\$ -	\$ 64,898,435
ECS Secondary Effects	\$ 286,227	\$ 286,227	\$ -	\$ -	\$ 64,612,208
Emergency Phone Project	\$ 88,318	\$ 88,318	\$ -	\$ -	\$ 64,523,890
Long Range Master Plans	\$ 289,985	\$ 289,985	\$ -	\$ -	\$ 64,233,905
Hot Water Loop System & Boiler Replacement	\$ 869,848	\$ 869,848	\$ -	\$ -	\$ 63,364,057
Logic Domain- CMP System	\$ 45,022	\$ 45,022	\$ -	\$ -	\$ 63,319,035
Infrastructure Projects (IT Upgrade)	\$ 102,211	\$ 102,211	\$ -	\$ -	\$ 63,216,824
Utility Retrofit Project (NORESCO)	\$ 1,388,503	\$ 1,388,503	\$ -	\$ -	\$ 61,828,321
Modular Redistribution Projects	\$ 3,945,332	\$ 3,939,832	\$ -	\$ -	\$ 57,888,489
Scheduled Maintenance Match (Historical)	\$ 351,322	\$ 351,322	\$ 635,669	\$ -	\$ 57,537,167
ECS Bldg. Upgrade	\$ 252,296	\$ 252,296	\$ -	\$ -	\$ 57,284,871
District Computer/Network System Upgrade	\$ 211,433	\$ 211,433	\$ -	\$ -	\$ 57,073,438
Safety & Site Improvement Project	\$ 919,827	\$ 719,827	\$ 200,000	\$ -	\$ 56,353,611
Food Services Remodel (& Int facilities)	\$ 2,654,335	\$ 2,649,606	\$ 28,000	\$ -	\$ 53,704,005
Network Operations Center	\$ 3,524,082	\$ 2,896,858	\$ -	\$ -	\$ 50,807,147
Learning Gateway Building & Lions Lot	\$ 5,269,307	\$ 4,984,261	\$ -	\$ -	\$ 45,822,886
Student Academic Services-Phase III	\$ 21,080,265	\$ 5,917,791	\$ 14,036,000	\$ -	\$ 39,905,095
Science Lab Remodel (Phase I&II)	\$ 500,000	\$ 302,804	\$ -	\$ -	\$ 39,602,291
<i>Feasibility/Planning/Mngmnt/Staffing</i>	\$ 1,716,212	\$ 1,716,212	\$ -	\$ -	\$ 37,886,079
Scheduled Maintenance (2010+) (\$640Kx5 years)	\$ 1,080,320	\$ 603,460	\$ 72,430	\$ -	\$ 37,282,619
Nursing Portables	\$ 705,338	\$ 705,338	\$ -	\$ 705,338	\$ 37,282,619
A/V & Lighting Hum 129 & SS 101	\$ 200,000	\$ 134,457	\$ -	\$ -	\$ 37,148,162
MVC Master Plan Update	\$ 504,500	\$ 504,500	\$ -	\$ 186,000	\$ 36,829,662
Electronic Contract Document Storage	\$ 10,550	\$ 10,550	\$ -	\$ -	\$ 36,819,112
Dental Education Center	\$ 10,700,181	\$ 9,873,530	\$ -	\$ 373,349	\$ 27,318,931
Adm Move to Humanities	\$ 25,990	\$ 25,990	\$ -	\$ -	\$ 27,292,941
Mechanical Upgrade Projects	\$ 875,000	\$ 660,245	\$ -	\$ -	\$ 26,632,696
2013 FPP/IPP	\$ -	\$ -	\$ -	\$ -	\$ 26,632,696
Emergency Phone Repairs	\$ 450,000	\$ 341,582	\$ -	\$ 341,582	\$ 26,632,696
Physician Asst Lab Remodel	\$ 120,000	\$ 49,191	\$ -	\$ 49,191	\$ 26,632,696
MVC Student Services Welcome Center	\$ 14,000,000	\$ 14,000,000	\$ -	\$ -	\$ 12,632,696
Health Science Center - MVC	\$ 164,971	\$ 164,971	\$ -	\$ -	\$ 12,467,725
BCTC Center	\$ 84,500	\$ 84,500	\$ -	\$ -	\$ 12,383,225
Center for Human Performance	\$ 112,009	\$ 112,009	\$ 30,350,000	\$ -	\$ 12,271,216
Library Learning Center	\$ 143,000	\$ 143,000	\$ 27,578,000	\$ -	\$ 12,128,216
Remaining Measure C Funds					\$ 12,128,216
	\$ 76,406,762	\$ 58,161,557	\$ 72,900,099	\$ 1,089,773	
5 YEAR CCP					
BCTC Center	\$ 10,999,000	\$ 10,999,000	\$ -		

Measure C Summary

Original Measure C Allocation	\$ 69,200,000
Additional Measure C Allocation	\$ 1,089,773
Total Measure C Allocation	\$ 70,289,773

Riverside Community College District
Measure C - Capital Program Executive Summary Report
As of November 30, 2018

NORCO COLLEGE					
Description	Total Project Budget	Measure C Budget	Non-Measure C Budget	Additional Measure C Budget	Measure C Allocation
					\$ 66,300,000
From Centrally Controlled - Program Contingency				\$ 500,000	\$ 66,800,000
Redistribution of College Specific Donations/Rebates Included in Original Allocation				\$ (975,883)	\$ 65,824,117
Distribution of Interest, Donations/Rebates Income from original allocation through June 30, 2017				\$ 1,126,959	\$ 66,951,076
APPROVED PROJECTS					
Certificates of Participation (93 & 01 Refunding)	\$ 2,535,893	\$ 2,535,893	\$ -	\$ -	\$ 64,415,183
CO Bond Issuance Related Expenditures	\$ 987,493	\$ 987,493	\$ -	\$ -	\$ 63,427,690
District Phone & Voicemail Upgrades	\$ 70,847	\$ 70,847	\$ -	\$ -	\$ 63,356,843
Room Renovations	\$ 100,019	\$ 100,019	\$ -	\$ -	\$ 63,256,824
Emergency Phone Project	\$ 102,773	\$ 102,773	\$ -	\$ -	\$ 63,154,051
Long Range Master Plans	\$ 362,670	\$ 362,670	\$ -	\$ -	\$ 62,791,381
Logic Domain- CPM System	\$ 43,315	\$ 43,315	\$ -	\$ -	\$ 62,748,066
Infrastructure Project (IT Upgrade)	\$ 98,336	\$ 98,336	\$ -	\$ -	\$ 62,649,730
Utility Retrofit Project (NORESCO)	\$ 1,587,401	\$ 1,587,401	\$ -	\$ -	\$ 61,062,329
Modular Redistribution Project	\$ 2,109,572	\$ 2,109,572	\$ -	\$ -	\$ 58,952,757
Scheduled Maintenance Match (Historic)	\$ 180,850	\$ 180,850	\$ 362,942	\$ -	\$ 58,771,907
ECS Building Upgrade	\$ 137,265	\$ 137,265	\$ -	\$ -	\$ 58,634,642
Industrial Technology Facility-PhaseII	\$ 28,800,284	\$ 9,715,350	\$ 18,990,000	\$ -	\$ 48,919,292
District Computer Network/Systems Upgrade	\$ 203,417	\$ 203,417	\$ -	\$ -	\$ 48,715,875
Soccer Field Turf/Locker Rooms	\$ 3,904,973	\$ 3,879,314	\$ -	\$ -	\$ 44,836,561
Site & Safety Improvements-3rd St	\$ 967,442	\$ 967,442	\$ -	\$ -	\$ 43,869,119
Center for Student Success	\$ 15,635,918	\$ 15,633,873	\$ -	\$ -	\$ 28,235,246
Norco Operations Center (PBX/M&O)	\$ 11,775,000	\$ 11,277,010	\$ -	\$ -	\$ 16,958,236
Secondary Effects project (SSC & ITB)	\$ 16,044,292	\$ 16,028,180	\$ -	\$ 35,288	\$ 965,344
Groundwater Mont Wells Disposition	\$ 517,660	\$ 211,149	\$ 16,696	\$ 211,149	\$ 965,344
Feasibility/Planning/Mngmnt/Staffing	\$ 1,651,142	\$ 1,651,142	\$ -	\$ -	\$ (685,798)
Scheduled Maintenance (2010+) \$640Kx5 yrs	\$ 580,580	\$ 580,580	\$ 72,430	\$ -	\$ (1,266,378)
Master Plan Update	\$ 178,300	\$ 178,300	\$ -	\$ -	\$ (1,444,678)
Electronic Contract Document Storage	\$ 10,150	\$ 10,150	\$ -	\$ -	\$ (1,454,828)
Central Plant Boiler Replacement	\$ 161,847	\$ 161,847	\$ -	\$ -	\$ (1,616,675)
2013 IPP/FPP	\$ -	\$ -	\$ -	\$ -	\$ (1,616,675)
Self Generating Inc. Program (Fuel Cell)	\$ 3,110,000	\$ 3,110,000	\$ -	\$ 2,436,250	\$ (2,290,425)
Center for Human Perf & Kinesiology	\$ 86,500	\$ 86,500	\$ 33,869,000	\$ -	\$ (2,376,925)
Multimedia & Arts Center (MAC)	\$ 114,000	\$ 114,000	\$ -	\$ -	\$ (2,490,925)
Remaining Measure C Funds					\$ (2,490,925)
	\$ 92,057,939	\$ 72,124,688	\$ 53,311,068	\$ 3,333,763	
5 YEAR CCP					
Multimedia & Arts Center (MAC)	\$ 69,457,000	\$ 1,629,000	\$ 67,828,000		
Secondary Effects of MAC	\$ 200,000	\$ 200,000	\$ -		

Measure C Summary

Original Measure C Allocation	\$ 66,300,000
Additional Measure C Allocation	\$ 3,333,763
Total Measure C Allocation	<u>\$ 69,633,763</u>

Riverside Community College District
Measure C - Capital Program Executive Summary Report
As of November 30, 2018

RIVERSIDE CITY COLLEGE					
Description	Total Project Budget	Measure C Budget	Non-Measure C Budget	Additional Measure C Budget	Measure C Allocation
					\$ 173,100,000
Redistribution of College Specific Donations/Rebates Included in Original Allocation				\$ 3,293,229	\$ 176,393,229
Distribution of Interest, Donations/Rebates Income from original allocation through June 30, 2017				\$ 2,097,765	\$ 178,490,994
APPROVED PROJECTS					
<i>Certificates of Participation (93 & 01 Refunding)</i>	\$ 6,583,329	\$ 6,583,329	\$ -	\$ -	\$ 171,907,665
<i>CO Bond Issuance Related Expenditures</i>	\$ 2,563,591	\$ 2,563,591	\$ -	\$ -	\$ 169,344,074
Bridge Space	\$ 1,175,132	\$ 1,175,132	\$ -	\$ -	\$ 168,168,942
District Phone and Voicemail Upgrades	\$ 183,923	\$ 183,923	\$ -	\$ -	\$ 167,985,019
MLK Renovation	\$ 8,010,091	\$ 1,010,614	\$ 6,999,477	\$ -	\$ 166,974,405
Swing Space (Lovekin)	\$ 4,273,734	\$ 4,273,734	\$ -	\$ -	\$ 162,700,671
Wheelock Field (Phase I)	\$ 4,516,435	\$ 4,516,435	\$ -	\$ -	\$ 158,184,236
Parking Structure (Phase II)	\$ 20,940,662	\$ 20,940,662	\$ -	\$ -	\$ 137,243,574
Emergency Phones	\$ 178,626	\$ 178,626	\$ -	\$ -	\$ 137,064,948
PBX Building	\$ 428,119	\$ 428,119	\$ -	\$ -	\$ 136,636,829
Long Range Plans	\$ 786,422	\$ 786,422	\$ -	\$ -	\$ 135,850,407
Logic Domain/PM system	\$ 112,449	\$ 112,449	\$ -	\$ -	\$ 135,737,958
Infrastructure (IT Upgrade)	\$ 255,286	\$ 255,286	\$ -	\$ -	\$ 135,482,672
Utility Retrofit (NORESCO)	\$ 3,205,284	\$ 3,205,284	\$ -	\$ -	\$ 132,277,388
Stokoe ILC (Phases I & II)	\$ 9,844,137	\$ 7,399,505	\$ 2,444,632	\$ -	\$ 124,877,883
Modular Redistribution	\$ 2,376,458	\$ 2,376,458	\$ -	\$ -	\$ 122,501,425
Scheduled Maintenance Match (Past)	\$ 2,387,444	\$ 870,873	\$ 1,516,571	\$ -	\$ 121,630,552
Quad Modernization	\$ 21,725,807	\$ 9,171,807	\$ 12,554,000	\$ -	\$ 112,458,745
Bradshaw Bldg Electrical (Emergency)	\$ 366,353	\$ 366,353	\$ -	\$ -	\$ 112,092,392
District Computer Network System Upgrades	\$ 528,081	\$ 528,081	\$ -	\$ -	\$ 111,564,311
Wheelock Gym, Seismic Retrofit	\$ 190,631	\$ 190,631	\$ -	\$ -	\$ 111,373,680
Food Services Remodel & Interim Facilities	\$ 1,015,705	\$ 987,705	\$ -	\$ -	\$ 110,385,975
Nursing, Science & Math Complex	\$ 63,712,000	\$ 16,347,203	\$ 45,439,400	\$ 467,028	\$ 94,505,800
Riverside Aquatics Complex	\$ 11,028,683	\$ 10,874,233	\$ -	\$ -	\$ 83,631,567
Wheelock Gym, Seismic Retrofit-Phase II	\$ 22,564,995	\$ 12,918,309	\$ 9,165,000	\$ 72,966	\$ 70,786,224
Coil School for the Arts	\$ 43,088,000	\$ 25,736,076	\$ 16,812,858	\$ 8,100,000	\$ 53,150,148
Culinary Arts Academy & District Offices	\$ 17,326,888	\$ 16,989,009	\$ 812,379	\$ 5,616,762	\$ 41,777,901
Quad Basement Remodel	\$ 467,000	\$ 352,941	\$ -	\$ -	\$ 41,424,960
Black Box Theatre Remodel (Plans only)	\$ 10,955	\$ 10,955	\$ -	\$ -	\$ 41,414,005
Remodel of Tech A (Plans only)	\$ 11,375	\$ 11,375	\$ -	\$ -	\$ 41,402,630
Feasibility/Ping/Mngt/Staffing	\$ 4,286,464	\$ 4,286,464	\$ -	\$ -	\$ 37,116,166
Interim Parking (Lot 33)	\$ 177,023	\$ 177,023	\$ -	\$ -	\$ 36,939,143
Scheduled Maintenance (2010+ \$640K/yr x 5 yr)	\$ 1,507,220	\$ 1,507,220	\$ 168,690	\$ -	\$ 35,431,923
Parking Structure Fall Deterrent	\$ 7,576	\$ 7,576	\$ -	\$ -	\$ 35,424,347
Master Plan Updates	\$ 577,000	\$ 577,000	\$ -	\$ -	\$ 34,847,347
Student Services Building-Phase I	\$ 24,375,000	\$ 24,375,000	\$ -	\$ -	\$ 10,472,347
Student Services Building-Phase II	\$ 1,550,000	\$ 1,550,000	\$ -	\$ -	\$ 8,922,347
Electronic Contract Document Storage	\$ 26,350	\$ 26,350	\$ -	\$ -	\$ 8,895,997
2013 IPP/FPP	\$ -	\$ -	\$ -	\$ -	\$ 8,895,997
Food Srvc / Café Grab n Go	\$ 1,600,000	\$ 81,372	\$ -	\$ -	\$ 8,814,625
Lovekin Parking/Tennis-Portable Relocation	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ 6,814,625
Lovekin Parking/Tennis-Tennis Courts	\$ 2,250,000	\$ 2,250,000	\$ -	\$ -	\$ 4,564,625
Lovekin Parking/Tennis-Parking Structure	\$ 225,000	\$ 101,724	\$ -	\$ -	\$ 4,462,901
Athletic Office Remodel(Wheelock)	\$ 147,706	\$ 95,942	\$ -	\$ -	\$ 4,366,959
Cellular Repeater Booster System	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 4,341,959
Life Science / Physical Science Remodel	\$ 208,000	\$ 208,000	\$ -	\$ -	\$ 4,133,959
Cosmetology Building	\$ 142,500	\$ 142,500	\$ -	\$ -	\$ 3,991,459

RIVERSIDE CITY COLLEGE					
Description	Total Project Budget	Measure C Budget	Non-Measure C Budget	Additional Measure C Budget	Measure C Allocation
Remaining Measure C Funds					\$ 3,991,459
	\$ 288,962,434	\$ 188,756,291	\$ 95,913,007	\$ 19,647,750	
5 YEAR CCP					
Life Science / Physical Science Remodel	\$ 28,659,000	\$ 6,883,000	\$ 21,776,000		
MLK Renovation	\$ 18,780,000	\$ 1,871,000	\$ 16,909,000		
Cosmetology Building	\$ 23,098,000	\$ 1,871,000	\$ 21,227,000		

Measure C Summary

Original Measure C Allocation	\$ 173,100,000
Additional Measure C Allocation	\$ 19,647,750
Total Measure C Allocation	<u>\$ 192,747,750</u>

**Riverside Community College District
Measure C - Capital Program Executive Summary Report
As of November 30, 2018**

RCCD DISTRICT PROJECTS					
Description	Total Project Budget	Measure C Budget	Non-Measure C Budget	Additional Measure C Budget	Measure C Allocation
					\$ 19,200,000
Redistribution of College Specific Donations/Rebates Included in Original Allocation				\$ (326,040)	\$ 18,873,960
Distribution of Interest, Donations/Rebates Income from original allocation through June 30, 2017				\$ 133,834	\$ 19,007,794
APPROVED PROJECTS					
<i>Certificates of Participation (93 & 01 Refunding)</i>	\$ 737,033	\$ 737,033	\$ -	\$ -	\$ 18,270,761
<i>CO Bond Issuance Related Expenditures</i>	\$ 287,005	\$ 287,005	\$ -	\$ -	\$ 17,983,756
District Phone and Voicemail Upgrades	\$ 20,591	\$ 20,591	\$ -	\$ -	\$ 17,963,165
RCCD Systems Office (Market St)	\$ 2,629,981	\$ 2,629,981	\$ -	\$ -	\$ 15,333,184
Emergency Phones	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 15,323,184
Logic Domain/PM System	\$ 12,589	\$ 12,589	\$ -	\$ -	\$ 15,310,595
Infrastructure (IT Upgrade)	\$ 28,580	\$ 28,580	\$ -	\$ -	\$ 15,282,015
District Computer/Network Sys Upgr	\$ 59,121	\$ 59,121	\$ -	\$ -	\$ 15,222,894
Culinary Art Academy & Dist Offc	\$ 18,384,389	\$ 16,607,009	\$ 812,379	\$ 5,616,760	\$ 4,232,645
Swing Space - Market Street Properties	\$ 866,500	\$ 737,303	\$ -	\$ -	\$ 3,495,342
Feasibility/Plng/Mngt/Staffing	\$ 479,889	\$ 479,889	\$ -	\$ -	\$ 3,015,453
Scheduled Maint. New Allocation - District Wide	\$ 168,740	\$ 168,740	\$ -	\$ -	\$ 2,846,713
DSA Close-Out	\$ 75,000	\$ 7,290	\$ -	\$ 7,290	\$ 2,846,713
Alumni Carriage House Restroration	\$ 150,000	\$ 122,270	\$ -	\$ -	\$ 2,724,443
Electronic Contract Document Storage	\$ 5,900	\$ 2,950	\$ -	\$ -	\$ 2,721,493
2013 IPP/FPP	\$ -	\$ -	\$ -	\$ -	\$ 2,721,493
Remaining Measure C Funds					\$ 2,721,493
	\$ 23,915,318	\$ 21,910,351	\$ 812,379	\$ 5,431,844	

Measure C Summary

Original Measure C Allocation	\$ 19,200,000
Additional Measure C Allocation	\$ 5,431,844
Total Measure C Allocation	<u>\$ 24,631,844</u>

Riverside Community College District
Measure C - Capital Program Executive Summary Report
As of November 30, 2018

CENTRALLY CONTROLLED FUNDS					
Description	Total Project Budget	Measure C Budget	Non-Measure C Budget	Additional Measure C Budget	Measure C Allocation
					\$ 53,300,000
Approved Projects \$19.3M					
ADA Compliance -Phase I	\$ 6,360,000	\$ 6,046,162	\$ 42,793	\$ -	\$ 13,253,838
IT Audit Implementation	\$ 6,000,000	\$ 6,000,000	\$ -	\$ -	\$ 7,253,838
Utility Infrastructure	\$ 6,700,000	\$ 6,232,049	\$ -	\$ (373,349)	\$ 648,440
District Standards	\$ 355,000	\$ 355,000	\$ -	\$ 355,000	\$ 648,440
Approved Projects					
					\$ 648,440
Program Reserve \$24M					
Redistribution of College Specific Donations/Rebates Included in Original Allocation	\$ -	\$ -	\$ -	\$ (642,104)	\$ 23,357,896
Distribution of Interest, Donations/Rebates Income from original allocation through June 30, 2017	\$ -	\$ -	\$ -	\$ 263,789	\$ 23,621,685
CSA	\$ -	\$ -	\$ -	\$ (8,100,000)	\$ 15,521,685
CAA/DO	\$ -	\$ -	\$ -	\$ (10,306,765)	\$ 5,214,920
DSA Close out	\$ -	\$ -	\$ -	\$ (7,290)	\$ 5,207,630
Nursing Portables - MVC	\$ -	\$ -	\$ -	\$ (705,338)	\$ 4,502,292
Physican Asst Lab - MVC	\$ -	\$ -	\$ -	\$ (49,191)	\$ 4,453,101
Emergency Phone Repairs - MVC	\$ -	\$ -	\$ -	\$ (341,582)	\$ 4,111,519
Aquatics Center - RCC (Reserve - Donation Cover)	\$ -	\$ -	\$ -	\$ -	\$ 4,111,519
CSA - RCC (Reserve - LaSierra Capital Repayment)	\$ -	\$ -	\$ -	\$ -	\$ 4,111,519
TITLE III-STEM - NC (Reserve - Grant Repayment)	\$ -	\$ -	\$ -	\$ -	\$ 4,111,519
Program Reserve					
					\$ 4,111,519
Program Contingency-\$10M					
Redistribution of College Specific Donations/Rebates Included in Original Allocation	\$ -	\$ -	\$ -	\$ (262,268)	\$ 9,737,732
Distribution of Interest, Donations/Rebates Income from original allocation through June 30, 2017	\$ -	\$ -	\$ -	\$ 107,745	\$ 9,845,477
ADA Compliance - Phase I	\$ -	\$ -	\$ -	\$ -	\$ 9,845,477
CAA/DO	\$ -	\$ -	\$ -	\$ (926,757)	\$ 8,918,720
March Dental Education - MVC	\$ -	\$ -	\$ -	\$ -	\$ 8,918,720
Master Plan Update - MVC	\$ -	\$ -	\$ -	\$ (186,000)	\$ 8,732,720
Nursing, Science Math - RCC	\$ -	\$ -	\$ -	\$ (467,028)	\$ 8,265,692
Wheelock Gym - RCC	\$ -	\$ -	\$ -	\$ (72,966)	\$ 8,192,726
Norco Allocation - NC	\$ -	\$ -	\$ -	\$ (500,000)	\$ 7,692,726
Secondary Effect - NC	\$ -	\$ -	\$ -	\$ (35,288)	\$ 7,657,438
Groundwater Wells - NC	\$ -	\$ -	\$ -	\$ (211,149)	\$ 7,446,289
Alumni Carriage House Restoration - RCCD	\$ -	\$ -	\$ -	\$ -	\$ 7,446,289
District Standards	\$ -	\$ -	\$ -	\$ (355,000)	\$ 7,091,289
Self-Generating Inc Program (Fuel Cell)	\$ -	\$ -	\$ -	\$ (2,200,000)	\$ 4,891,289
Self-Generating Inc Program - Incentives/Rebates	\$ -	\$ -	\$ -	\$ (236,250)	\$ 4,655,039
Program Contingency					
					\$ 4,655,039
Remaining Measure C Funds					
					\$ 9,414,998

Measure C Summary

Original Measure C Allocation	\$53,300,000
Additional Measure C Allocation	-\$25,251,791
Total Measure C Allocation	\$28,048,209

Agenda Item (VII-B)

Meeting 12/11/2018 - Regular
Agenda Item Consent Agenda Information (VII-B)
Subject Monthly Financial Report for Month Ending – November 30, 2018
College/District District
Information Only

Background Narrative:

See the attached monthly Financial Report for the period July 1, 2018 through November 30, 2018.

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

Attachments:

[12112018_Financial Report for July 2018 - November 2018](#)

MONTHLY FINANCIAL REPORT
JULY 1, 2018 – NOVEMBER 30, 2018

<u>General Funds</u>	<u>Page</u>
Resource 1000 - General Operating	2
Resource 1050 - Parking	3
Resource 1070 - Student Health Services	4
Resource 1080 - Community Education	5
Resource 1090 - Performance Riverside	6
Resource 1110 - Contractor-Operated Bookstore	7
Resource 1120 - Center for Social Justice and Civil Liberties	8
Resource 1170 - Customized Solutions	9
Resource 1180 - Redevelopment Pass-Through	10
Resource 1190 - Grants and Categorical Programs	11
 <u>Special Revenue Funds</u>	
Resource 3200 - Food Services	12
Resource 3300 - Child Care	13
 <u>Capital Projects Funds</u>	
Resource 4100 - State Construction & Scheduled Maintenance	14
Resource 4130 - La Sierra Capital	15
 <u>General Obligation Bond Capital Project Funds</u>	
Resource 4390 - G. O. Bond Series 2015E Capital Appreciation Bonds	16
 <u>Internal Service Funds</u>	
Resource 6100 - Self-Insured PPO Health Plan	17
Resource 6110 - Self-Insured Workers Compensation	18
Resource 6120 - Self-Insured General Liability	19
Resource 6900 – Internal Service Fund – OPEB	20
 <u>Expendable Trust and Agency Funds</u>	
Associated Students of RCCD	21
Student Financial Aid	22
RCCD Development Corporation	23

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

Fund 11, Resource 1000 - General Operating - Unrestricted

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 188,337,433	\$ 202,844,834	\$ 202,844,834	\$ 65,826,197
Inter/Intrafund Transfer from:				
District Bookstore (Resource 1110)	399,625	946,888	1,301,950	398,656
Total Revenues	<u>\$ 188,737,058</u>	<u>\$ 203,791,722</u>	<u>\$ 204,146,784</u>	<u>\$ 66,224,853</u>
Expenditures				
Academic Salaries	\$ 82,956,365	\$ 86,282,126	\$ 86,205,508	\$ 31,407,978
Classified Salaries	33,830,556	38,625,286	38,547,781	14,821,034
Employee Benefits	47,112,576	52,027,341	52,006,493	13,789,428
Materials & Supplies	2,054,256	3,552,777	3,477,159	702,011
Services	15,943,420	45,306,378	45,510,142	6,457,854
Capital Outlay	2,158,125	5,883,852	5,930,677	344,830
Student Aid	546,631	52,910	99,189	12,753
Intrafund Transfers for:				
DSP&S Program (Resource 1190)	653,504	665,157	665,157	166,289
Center for Social Justice and Civil Liberties (Resource 1120)	112,337	215,829	215,829	53,957
College Promise Pgrm (Resource 1190)	857,118	2,658,610	2,658,610	664,653
Federal Work Study (Resource 1190)	328,017	425,599	425,599	70,707
Veteran Services (Resource 1190)	5,800	4,842	4,842	4,842
Total Expenditures	<u>\$ 186,558,705</u>	<u>\$ 235,700,707</u>	<u>\$ 235,746,986</u>	<u>\$ 68,496,337</u>
Revenues Over (Under) Expenditures	\$ 2,178,353	\$ (31,908,985)	\$ (31,600,202)	\$ (2,271,484)
Beginning Fund Balance	43,121,096	45,299,449	45,299,449	45,299,449
Ending Fund Balance	<u>45,299,449</u>	<u>13,390,464</u>	<u>13,699,247</u>	<u>43,027,965</u>
Ending Cash Balance				<u>\$ 49,002,561</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

Fund 12, Resource 1050 - Parking

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 3,317,039	\$ 3,750,284	\$ 3,750,284	\$ 1,543,364
Expenditures				
Classified Salaries	\$ 1,636,096	\$ 1,796,604	\$ 1,796,604	\$ 727,042
Employee Benefits	633,368	766,396	766,396	235,868
Materials & Supplies	41,589	45,070	45,070	11,487
Services	947,234	917,699	917,699	413,771
Capital Outlay	135,226	261,366	261,366	10,689
Total Expenditures	\$ 3,393,513	\$ 3,787,135	\$ 3,787,135	\$ 1,398,855
Revenues Over (Under) Expenditures	\$ (76,474)	\$ (36,851)	\$ (36,851)	\$ 144,508
Beginning Fund Balance	<u>(386,665)</u>	<u>(463,139)</u>	<u>(463,139)</u>	<u>(463,139)</u>
Ending Fund Balance	<u>\$ (463,139)</u>	<u>\$ (499,990)</u>	<u>\$ (499,990)</u>	<u>\$ (318,631)</u>
Ending Cash Balance				<u>\$ (244,392)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

Fund 12, Resource 1070 - Student Health Services

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,875,949	\$ 1,846,000	\$ 1,846,000	\$ 654,637
Expenditures				
Academic Salaries	\$ 465,303	\$ 524,615	\$ 530,575	\$ 207,100
Classified Salaries	562,403	768,990	726,349	223,335
Employee Benefits	371,760	507,140	508,213	120,161
Materials & Supplies	99,742	146,843	152,462	33,730
Services	245,022	437,547	466,036	108,555
Capital Outlay	14,422	38,852	40,352	1,774
Total Expenditures	<u>\$ 1,758,652</u>	<u>\$ 2,423,987</u>	<u>\$ 2,423,987</u>	<u>\$ 694,655</u>
Revenues Over (Under) Expenditures	\$ 117,297	\$ (577,987)	\$ (577,987)	\$ (40,017)
Beginning Fund Balance	<u>2,111,364</u>	<u>2,228,661</u>	<u>2,228,661</u>	<u>2,228,661</u>
Ending Fund Balance	<u>\$ 2,228,661</u>	<u>\$ 1,650,674</u>	<u>\$ 1,650,674</u>	<u>\$ 2,188,643</u>
Ending Cash Balance				<u>\$ 2,042,900</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED NOVEMBER 30, 2018**

Community Education was established to account for the financial activities of the Community Education Program which serves the community at large by providing not-for-credit classes for personal growth and enrichment.

Fund 11, Resource 1080 - Community Education

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 76,252	\$ 74,055	\$ 74,055	\$ 32,470
Expenditures				
Academic Salaries	\$ (257)	\$ 0	\$ 0	\$ 0
Classified Salaries	74,052	49,415	49,415	44,603
Employee Benefits	16,450	17,771	17,771	5,456
Materials & Supplies	302	13,500	13,500	0
Services	6,993	6,341	6,341	1,407
Total Expenditures	<u>\$ 97,541</u>	<u>\$ 87,027</u>	<u>\$ 87,027</u>	<u>\$ 51,465</u>
Revenues Over (Under) Expenditures	\$ (21,288)	\$ (12,972)	\$ (12,972)	\$ (18,995)
Beginning Fund Balance	<u>\$ (284,610)</u>	<u>(305,898)</u>	<u>(305,898)</u>	<u>(305,898)</u>
Ending Fund Balance	<u><u>\$ (305,898)</u></u>	<u><u>\$ (318,870)</u></u>	<u><u>\$ (318,870)</u></u>	<u><u>\$ (324,893)</u></u>
Ending Cash Balance				<u><u>\$ (318,843)</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 344,826	\$ 315,000	\$ 315,000	\$ 124,957
Intrafund Transfer from:				
Contractor-Operated				
Bookstore (Resource 1110)	<u>275,000</u>	<u>275,000</u>	<u>275,000</u>	<u>68,750</u>
Total Revenues	<u>\$ 619,826</u>	<u>\$ 590,000</u>	<u>\$ 590,000</u>	<u>\$ 193,707</u>
Expenditures				
Academic Salaries	\$ 26,716	\$ 9,240	\$ 9,240	\$ 0
Classified Salaries	101,569	111,653	111,653	51,319
Employee Benefits	59,581	60,807	60,807	18,832
Materials & Supplies	10,648	10,000	10,000	628
Services	281,549	289,526	289,526	158,765
Capital Outlay	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 481,563</u>	<u>\$ 481,226</u>	<u>\$ 481,226</u>	<u>\$ 229,545</u>
Revenues Over (Under) Expenditures	\$ 138,262	\$ 108,774	\$ 108,774	\$ (35,838)
Beginning Fund Balance	<u>(638,599)</u>	<u>(500,337)</u>	<u>(500,337)</u>	<u>(500,337)</u>
Ending Fund Balance	<u>\$ (500,337)</u>	<u>\$ (391,563)</u>	<u>\$ (391,563)</u>	<u>\$ (536,175)</u>
Ending Cash Balance				<u>\$ (520,682)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED NOVEMBER 30, 2018**

Contractor-Operated Bookstore is used to record the revenues and expenditures associated with the District's contract with Follett Higher Education Group, Inc. to manage the District's Bookstore operations.

Fund 11, Resource 1110 - Contractor-Operated Bookstore

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 839,417	\$ 1,062,300	\$ 1,062,300	\$ 81,833
Expenditures				
Services	\$ 43,600	\$ 43,600	\$ 43,600	\$ 32,700
Interfund Transfer to:				
Food Services (Resource 3200)	105,045	180,045	180,045	26,261
Riverside - Early Childhood Services (Resource 3300)	75,000	75,000	75,000	18,750
Intrafund Transfer to:				
Performance Riverside (Resource 1090)	275,000	275,000	275,000	68,750
General Operating (Resource 1000)	324,625	1,301,950	1,301,950	398,656
Total Expenditures	\$ 823,270	\$ 1,875,595	\$ 1,875,595	\$ 545,117
Revenues Over (Under) Expenditures	\$ 16,147	\$ (813,295)	\$ (813,295)	\$ (463,284)
Beginning Fund Balance	677,341	693,488	693,488	693,488
Ending Fund Balance	\$ 693,488	\$ (119,807)	\$ (119,807)	\$ 230,205
Ending Cash Balance				\$ 252,005

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

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

	Prior Year Actuals 7/1/17 to 6/30/18	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 26,075	\$ 25,712	\$ 25,712	\$ 25,000
Intrafund Transfer from:				
General Operating (Resource 1000)	112,337	215,829	215,829	53,957
Total Revenues	\$ 138,411	\$ 241,541	\$ 241,541	\$ 78,957
Expenditures				
Classified Salaries	\$ 56,849	\$ 110,057	\$ 110,057	\$ 34,978
Employee Benefits	38,991	66,489	66,489	11,982
Materials & Supplies	5,292	4,910	4,910	92
Services	47,242	50,282	50,282	21,240
Capital Outlay	775	0	0	0
Total Expenditures	\$ 149,149	\$ 231,738	\$ 231,738	\$ 68,293
Revenues Over (Under) Expenditures	\$ (10,738)	\$ 9,803	\$ 9,803	\$ 10,664
Beginning Fund Balance	13,135	2,397	2,397	2,397
Ending Fund Balance	\$ 2,397	\$ 12,200	\$ 12,200	\$ 13,061
Ending Cash Balance				\$ 16,349

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

Fund 11, Resource 1170 - Customized Solutions

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 213,615	\$ 419,803	\$ 419,803	\$ 4,395
Expenditures				
Classified Salaries	\$ 154,892	\$ 180,576	\$ 180,576	\$ 68,841
Employee Benefits	75,056	96,185	96,185	29,319
Materials & Supplies	1,516	27,700	26,700	753
Services	203,342	217,246	218,246	45,035
Capital Outlay	4,009	9,300	9,300	955
Total Expenditures	\$ 438,814	\$ 531,007	\$ 531,007	\$ 144,902
Revenues Over (Under) Expenditures	\$ (225,199)	\$ (111,204)	\$ (111,204)	\$ (140,507)
Beginning Fund Balance	69,280	(155,919)	(155,919)	(155,919)
Ending Fund Balance	\$ (155,919)	\$ (267,123)	\$ (267,123)	\$ (296,426)
Ending Cash Balance				\$ (531,306)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

Fund 12, Resource 1180 - Redevelopment Pass-Through

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,524,852	\$ 2,524,000	\$ 2,524,000	\$ 2,615
Expenditures				
Materials & Supplies	\$ 9,643	\$ 1,500	\$ 1,500	\$ 672
Services	482,478	420,425	1,420,923	174,449
Capital Outlay	585,578	7,746,968	6,746,470	20,300
Total Expenditures	\$ 1,077,698	\$ 8,168,893	\$ 8,168,893	\$ 195,422
Revenues Over (Under) Expenditures	\$ 1,447,154	\$ (5,644,893)	\$ (5,644,893)	\$ (192,807)
Beginning Fund Balance	5,856,361	7,303,515	7,303,515	7,303,515
Ending Fund Balance	\$ 7,303,515	\$ 1,658,622	\$ 1,658,622	\$ 7,110,708
Ending Cash Balance				\$ 7,123,102

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

Fund 12, Resource 1190 - Grants and Categorical Programs

	Prior Year Actuals 7/1/17 to 6/30/18	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 54,660,651	\$ 113,430,799	\$ 114,916,713	\$ 45,554,168
Intrafund Transfers from:				
General Operating (Resource 1000)				
For College Promise Program	857,118	2,658,610	2,658,610	664,653
For DSP&S	653,504	665,157	665,157	166,289
For Federal Work Study	328,017	425,599	425,599	70,707
For Veteran Services	5,800	4,842	4,842	4,842
Total Revenues	\$ 56,505,090	\$ 117,185,007	\$ 118,670,921	\$ 46,460,659
Expenditures				
Academic Salaries	\$ 7,543,211	\$ 8,771,214	\$ 9,570,175	\$ 3,106,357
Classified Salaries	14,628,201	16,938,315	18,136,996	6,244,125
Employee Benefits	8,027,993	10,974,835	11,555,061	2,855,267
Materials & Supplies	2,641,378	13,772,565	10,298,062	522,742
Services	16,829,506	41,072,053	45,645,243	3,890,453
Capital Outlay	4,515,450	17,191,331	14,999,873	1,019,632
Student Grants (Financial, Book, Meal, Transportation)	2,319,351	8,464,694	8,465,511	589,186
Total Expenditures	\$ 56,505,090	\$ 117,185,007	\$ 118,670,921	\$ 18,227,762
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 28,232,897
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ 28,232,897
Ending Cash Balance				\$ 30,163,703

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

Fund 32, Resource 3200 - Food Services

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 3,073,675	\$ 3,272,240	\$ 3,272,240	\$ 1,148,461
Interfund Transfers from:				
Contractor-Operated				
Bookstore (Resource 1110)	<u>105,045</u>	<u>105,045</u>	<u>105,045</u>	<u>26,261</u>
Total Revenues	<u>\$ 3,178,720</u>	<u>\$ 3,377,285</u>	<u>\$ 3,377,285</u>	<u>\$ 1,174,722</u>
Expenditures				
Classified Salaries	\$ 1,077,957	\$ 1,166,621	\$ 1,166,621	\$ 448,043
Employee Benefits	395,340	455,437	455,437	137,923
Materials & Supplies	1,279,767	1,368,607	1,368,607	513,410
Services	218,117	238,487	244,487	116,526
Capital Outlay	<u>102,560</u>	<u>103,255</u>	<u>97,255</u>	<u>47,054</u>
Total Expenditures	<u>\$ 3,073,741</u>	<u>\$ 3,332,407</u>	<u>\$ 3,332,407</u>	<u>\$ 1,262,956</u>
Revenues Over (Under) Expenditures	\$ 104,980	\$ 44,878	\$ 44,878	\$ (88,234)
Beginning Fund Balance	<u>1,182,397</u>	<u>1,287,376</u>	<u>1,287,376</u>	<u>1,287,376</u>
Ending Fund Balance	<u>\$ 1,287,376</u>	<u>\$ 1,332,254</u>	<u>\$ 1,332,254</u>	<u>\$ 1,199,143</u>
Ending Cash Balance				<u>\$ 1,163,355</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

Child Care was established to manage the finances of the District's child care centers at the colleges.

Fund 33, Resource 3300 - Child Care

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,533,325	\$ 1,449,799	\$ 1,449,799	\$ 477,862
Interfund Transfers from:				
Contractor-Operated				
Bookstore (Resource 1110)	<u>0</u>	<u>75,000</u>	<u>75,000</u>	<u>18,750</u>
Total Revenues	<u>\$ 1,533,325</u>	<u>\$ 1,524,799</u>	<u>\$ 1,524,799</u>	<u>\$ 496,612</u>
Expenditures				
Academic Salaries	\$ 675,181	\$ 717,642	\$ 717,642	\$ 211,716
Classified Salaries	491,747	549,505	549,505	188,237
Employee Benefits	197,546	279,711	279,711	63,116
Materials & Supplies	53,887	58,725	62,225	13,618
Services	75,085	90,298	96,998	30,522
Capital Outlay	<u>865</u>	<u>122,265</u>	<u>112,065</u>	<u>0</u>
Total Expenditures	<u>\$ 1,494,311</u>	<u>\$ 1,818,146</u>	<u>\$ 1,818,146</u>	<u>\$ 507,209</u>
Revenues Over (Under) Expenditures	\$ 39,014	\$ (293,347)	\$ (293,347)	\$ (10,597)
Beginning Fund Balance	<u>1,090,566</u>	<u>1,129,579</u>	<u>1,129,579</u>	<u>1,129,579</u>
Ending Fund Balance	<u>\$ 1,129,579</u>	<u>\$ 836,232</u>	<u>\$ 836,232</u>	<u>\$ 1,118,982</u>
Ending Cash Balance				<u>\$ 1,082,195</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED NOVEMBER 30, 2018**

State Construction & Scheduled Maintenance was established to account for the financial activities of State-approved construction and maintenance projects.

Fund 41, Resource 4100 - State Construction & Scheduled Maintenance

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,834,001	\$ 5,957,432	\$ 5,957,432	\$ 3,187,913
Expenditures				
Services	\$ 2,783	\$ 0	\$ 0	\$ 0
Capital Outlay	2,831,218	5,957,432	5,957,432	1,657,714
Total Expenditures	<u>\$ 2,834,001</u>	<u>\$ 5,957,432</u>	<u>\$ 5,957,432</u>	<u>\$ 1,657,714</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 1,530,199
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>\$ 1,530,199</u>
Ending Cash Balance				<u>\$ 4,226,189</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

Fund 41, Resource 4130 - La Sierra Capital

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 114,410	\$ 115,000	\$ 115,000	\$ 1,766
Expenditures				
Capital Outlay	\$ (18,799)	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ (18,799)	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 133,209	\$ 115,000	\$ 115,000	\$ 1,766
Beginning Fund Balance	<u>1,752,243</u>	<u>1,885,451</u>	<u>1,885,451</u>	<u>1,885,451</u>
Ending Fund Balance	<u>\$ 1,885,451</u>	<u>\$ 2,000,451</u>	<u>\$ 2,000,451</u>	<u>\$ 1,887,217</u>
Ending Cash Balance				<u>\$ 1,887,217</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

Fund 43, Resource 4390 - GO Bond Series 2015E Capital Appreciation Bonds

	Prior Year Actuals 7/1/17 to 6/30/18	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ (95,439)	\$ 116,000	\$ 116,000	\$ 5,031
Expenditures				
Classified Salaries	\$ 136,039	\$ 710,876	\$ 710,876	\$ 41,572
Employee Benefits	59,914	397,208	397,208	16,434
Materials & Supplies	140	0	0	0
Services	467,507	318,833	318,833	34,062
Capital Outlay	1,335,434	25,600,661	25,600,661	596,071
Total Expenditures	\$ 1,999,034	\$ 27,027,578	\$ 27,027,578	\$ 688,140
Revenues Over (Under) Expenditures	\$ (2,094,473)	\$ (26,911,578)	\$ (26,911,578)	\$ (683,109)
Beginning Fund Balance	8,624,143	6,529,670	6,529,670	6,529,670
Ending Fund Balance	\$ 6,529,670	\$ (20,381,908)	\$ (20,381,908)	\$ 5,846,561
Ending Cash Balance				\$ 5,772,030

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

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

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 9,563,410	\$ 9,933,311	\$ 9,933,311	\$ 4,671,628
Expenditures				
Classified Salaries	\$ 132,194	\$ 147,090	\$ 147,090	\$ 42,304
Employee Benefits	78,413	78,951	78,951	19,929
Services	<u>7,982,353</u>	<u>10,112,840</u>	<u>10,112,840</u>	<u>3,013,497</u>
Total Expenditures	<u>\$ 8,192,961</u>	<u>\$ 10,338,881</u>	<u>\$ 10,338,881</u>	<u>\$ 3,075,729</u>
Revenues Over (Under) Expenditures	\$ 1,370,449	\$ (405,570)	\$ (405,570)	\$ 1,595,899
Beginning Fund Balance	<u>1,750,605</u>	<u>3,121,053</u>	<u>3,121,053</u>	<u>3,121,053</u>
Ending Fund Balance	<u>\$ 3,121,053</u>	<u>\$ 2,715,483</u>	<u>\$ 2,715,483</u>	<u>\$ 4,716,952</u>
Ending Cash Balance				<u>\$ 6,184,044</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

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

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,400,414	\$ 2,044,460	\$ 2,044,460	\$ 806,565
Expenditures				
Classified Salaries	\$ 338,824	\$ 458,038	\$ 458,038	\$ 171,535
Employee Benefits	145,183	217,196	217,196	59,328
Materials & Supplies	139,158	16,000	16,000	44,348
Services	1,653,061	1,697,465	1,697,465	663,876
Capital Outlay	38,593	7,500	7,500	488
Total Expenditures	\$ 2,314,819	\$ 2,396,199	\$ 2,396,199	\$ 939,575
Revenues Over (Under) Expenditures	\$ (914,405)	\$ (351,739)	\$ (351,739)	\$ (133,011)
Beginning Fund Balance	2,277,159	1,362,754	1,362,754	1,362,754
Ending Fund Balance	\$ 1,362,754	\$ 1,011,015	\$ 1,011,015	\$ 1,229,744
Ending Cash Balance				\$ 3,935,192

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

Fund 61, Resource 6120 - Self-Insured General Liability

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,493,630	\$ 2,004,460	\$ 2,004,460	\$ 642,148
Expenditures				
Classified Salaries	\$ 141,393	\$ 193,218	\$ 193,218	\$ 72,808
Employee Benefits	60,815	91,242	91,242	25,570
Materials & Supplies	73,620	2,200	2,200	(8)
Services	1,686,260	2,096,446	2,096,446	1,084,340
Capital Outlay	4,102	7,500	7,500	0
Total Expenditures	\$ 1,966,189	\$ 2,390,606	\$ 2,390,606	\$ 1,182,709
Revenues Over (Under) Expenditures	\$ (472,559)	\$ (386,146)	\$ (386,146)	\$ (540,561)
Beginning Fund Balance	1,374,080	901,520	901,520	901,520
Ending Fund Balance	\$ 901,520	\$ 515,374	\$ 515,374	\$ 360,959
Ending Cash Balance				\$ 752,429

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

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

	Prior Year Actuals 7/1/17 to 6/30/18	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 407,959	\$ 463,543	\$ 463,543	\$ 16,111
Expenditures				
Services	\$ 2,197	\$ 2,271	\$ 2,271	\$ 907
Total Expenditures	\$ 2,197	\$ 2,271	\$ 2,271	\$ 907
Revenues Over (Under) Expenditures	\$ 405,762	\$ 461,272	\$ 461,272	\$ 15,204
Beginning Fund Balance	837,884	1,243,646	1,243,646	1,243,646
Ending Fund Balance	\$ 1,243,646	\$ 1,704,918	\$ 1,704,918	\$ 1,258,850
Ending Cash Balance				\$ 1,258,850

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

Associated Students of RCCD

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 991,781	\$ 1,018,701	\$ 1,018,701	\$ 408,179
Expenditures				
Materials & Supplies	\$ 952,678	\$ 1,047,320	\$ 1,047,320	\$ 406,417
Total Expenditures	\$ 952,678	\$ 1,047,320	\$ 1,047,320	\$ 406,417
Revenues Over (Under) Expenditures	\$ 39,103	\$ (28,619)	\$ (28,619)	\$ 1,762
Beginning Fund Balance	1,144,256	1,183,359	1,183,359	1,183,359
Ending Fund Balance	<u>\$ 1,183,359</u>	<u>\$ 1,154,740</u>	<u>\$ 1,154,740</u>	<u>\$ 1,185,121</u>
ASRCCD Trust Fund Ending Balance				<u>\$ 1,425,286</u>
Ending Cash Balance				<u>\$ 2,579,082</u>

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

Student Financial Aid

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 62,218,779	\$ 80,634,657	\$ 80,634,657	\$ 31,678,992
Expenditures				
Scholarships and Grant Reimbursements	\$ 62,261,770	\$ 80,634,657	\$ 80,634,657	\$ 29,557,712
Total Expenditures	\$ 62,261,770	\$ 80,634,657	\$ 80,634,657	\$ 29,557,712
Revenues Over (Under) Expenditures	\$ (42,991)	\$ 0	\$ 0	\$ 2,121,281
Beginning Fund Balance	<u>623,287</u>	<u>580,296</u>	<u>580,296</u>	<u>580,296</u>
Ending Fund Balance	<u>\$ 580,296</u>	<u>\$ 580,296</u>	<u>\$ 580,296</u>	<u>\$ 2,701,577</u>
Ending Cash Balance				<u>\$ 2,836,270</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED NOVEMBER 30, 2018**

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

RCCD Development Corporation

	Prior Year Actuals <u>7/1/17 to 6/30/18</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 7	\$ 8	\$ 8	\$ 3
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 7	\$ 8	\$ 8	\$ 3
Beginning Fund Balance	16,182	16,189	16,189	16,189
Ending Fund Balance	<u>\$ 16,189</u>	<u>\$ 16,197</u>	<u>\$ 16,197</u>	<u>\$ 16,192</u>
Ending Cash Balance				<u>\$ 16,192</u>

Agenda Item (VIII-B-1)

Meeting	12/11/2018 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-1)
Subject	Proposed Curricular Changes
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.

Background Narrative:

Presented for the Board's review and consideration are proposed curricular changes. The District Curriculum Committee and the administration have reviewed the attached proposed curricular changes and recommend their adoption by the Board of Trustees.

Prepared By: Susan Mills, Vice Chancellor Educational Services and Strategic Planning

Attachments:

[Proposed Curricular Changes](#)

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Number	Course Title	Course Rationale
Course Deletion					
Course Deletion	Norco	ADJ	16	Interviewing & Counseling	Course was voted on by department and discipline to be deleted, as it has not been taught or offered for a long time on the campuses, and a review of the COR of this course suggests redundancy with the stronger courses offered in corrections; course is being proposed for deletion and removal from the catalog to improve and streamline the overall program and remove ineffective courses.
Course Deletion	Riverside City	ADJ	16	Interviewing & Counseling	Course was voted on by department and discipline to be deleted, as it has not been taught or offered for a long time on the campuses, and a review of the COR of this course suggests redundancy with the stronger courses offered in corrections; course is being proposed for deletion and removal from the catalog to improve and streamline the overall program and remove ineffective courses.
Course Deletion	Moreno Valley	CAT	60	Introduction to Microsoft Access	Course is inactive and not offered in the last 2 years. It is not on any program certificates. Two other CAT/CIS courses cover the introductory content.
Course Deletion	Norco	CAT	60	Introduction to Microsoft Access	Course is inactive and not offered in the last 2 years. It is not on any program certificates. Two other CAT/CIS courses cover the introductory content.

Proposed Curricular Changes

Course_Proposal Proposal Type Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Deletion	Riverside City	CAT	60	Introduction to Microsoft Access	Course is inactive and not offered in the last 2 years. It is not on any program certificates. Two other CAT/CIS courses cover the introductory content.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi)	Course_Subject Code	Course Number	Course Title	Course Rationale
Course Exclusion					
Course Exclusion	Moreno Valley	REA	EXCLM 81	MOV Exclusion REA-81	No longer taught (AB 705)
Course Inclusion					
Course Inclusion	Moreno Valley	ART	INCL 2H	MOV Inclusion ART-2H	This course offers higher order thinking skills about issues, problems and explanations for which multiple solutions are possible. This course will also form part of Art History ADT.
Course Inclusion	Moreno Valley	ART	INCL 20	Introductions to Corrections	No rationale included
Course Inclusion	Moreno Valley	ART	INCL 21	Intermediate Sculpture	No rationale included
Course Inclusion	Moreno Valley	ART	INCL 46	Studio Sculpture	No rationale included
Course Inclusion	Moreno Valley	ART	INCL 91	MOV Inclusion ART-91	This will be the first comprehensive Photography Art History survey offered on our campus.
Course Inclusion	Moreno Valley	MAT	INCL 5	MOV Inclusion MAT-5	There is a demand for this course at MVC. Each year, MVC students travel to RCC to take this course.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Number	Course Title	Course Rationale
Course Major Modification					
Course Major Modification	Moreno Valley	ADJ	2	Principles and Procedures of the Justice System	COR update. CID compliance and adding course objectives.
Course Major Modification	Norco	ADJ	2	Principles and Procedures of the Justice System	COR update. CID compliance and adding course objectives.
Course Major Modification	Riverside City	ADJ	2	Principles and Procedures of the Justice System	COR update. CID compliance and adding course objectives.
Course Major Modification	Moreno Valley	ADJ	20	Introduction to Corrections	Modification necessary to comply with Integrated Course Outline requirements and to incorporate into ADJ SB1440 degree.
Course Major Modification	Norco	ADJ	20	Introduction to Corrections	Modification necessary to comply with Integrated Course Outline requirements and to incorporate into ADJ SB1440 degree.
Course Major Modification	Riverside City	ADJ	20	Introduction to Corrections	Modification necessary to comply with Integrated Course Outline requirements and to incorporate into ADJ SB1440 degree.
Course Major Modification	Moreno Valley	ADJ	3	Concepts of Criminal Law	Add Objectives and update per program review
Course Major Modification	Norco	ADJ	3	Concepts of Criminal Law	Add Objectives and update per program review
Course Major Modification	Riverside City	ADJ	3	Concepts of Criminal Law	Add Objectives and update per program review
Course Major Modification	Moreno Valley	ADJ	8	Juvenile Law and Procedures	Update course outline and objectives
Course Major Modification	Norco	ADJ	8	Juvenile Law and Procedures	Update course outline and objectives
Course Major Modification	Riverside City	ADJ	8	Juvenile Law and Procedures	Update course outline and objectives

Proposed Curricular Changes

Course_Proposal Proposal Type Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Moreno Valley	ADJ	B1A	Intro to Wellness and Physical Conditioning in Prep for Law Enforcement and Correctional Academies	Update class to include a section on ethics, use of force, increase units, and include objectives.
Course Major Modification	Moreno Valley	ADJ	D4B	Dispatcher Role in Critical Incidents Advanced	Update the course with new state standards and objectives.
Course Major Modification	Moreno Valley	ADJ	D7A	Dispatcher Domestic Violence and Sexual Assault	Update state requirements and add objectives.
Course Major Modification	Moreno Valley	ADJ	R1B	Level II Modular Academy Training	Update to add objectives, new state requirements and increase hours/units.
Course Major Modification	Moreno Valley	ADJ	R1C	Regular Basic Course, Modular Format, Module I Training	To bring the lecture and lab hours in line with the regular basic academy. To add objectives and new state requirements.
Course Major Modification	Riverside City	NRN	11	Foundations of Nursing Practice Across the Lifespan	Updating curriculum to align with statewide approved curriculum and to align with CSU concurrent enrollment for BSN. Decreased hours and units to align with CSU 120 unit maximum units for Bachelor's degree.
Course Major Modification	Riverside City	NRN	11A	Nursing Learning Laboratory	Changing SLOs to align with newly proposed curriculum.
Course Major Modification	Riverside City	NRN	12	Acute and Chronic Medical-Surgical Nursing Across the Lifespan and Maternity Nursing	Updating curriculum to align with statewide approved curriculum and to align with CSU concurrent enrollment for BSN.
Course Major Modification	Riverside City	NRN	12A	Nursing Learning Laboratory	Changing SLOs to align with newly proposed curriculum.
Course Major Modification	Riverside City	NRN	21	Acute Adult Medical-Surgical and Mental Health Nursing	Updating curriculum to align with statewide approved curriculum and to align with CSU concurrent enrollment for BSN. Decreased hours and units to align with CSU 120 unit maximum units for Bachelor's degree.
Course Major Modification	Riverside City	NRN	21A	Nursing Learning Laboratory	Changing SLOs to align with newly proposed curriculum.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Number	Course Title	Course Rationale
Course Major Modification	Riverside City	NRN	22	Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics	Updating curriculum to align with statewide approved curriculum and to align with CSU concurrent enrollment for BSN. Decreased hours and units to align with CSU 120 unit maximum units for Bachelor's degree.
Course Major Modification	Riverside City	NRN	22A	Nursing Learning Laboratory	Changing SLOs to align with newly proposed curriculum.
Course Major Modification	Riverside City	PHP	43	Personal Training	revise for program review
Course Major Modification	Riverside City	PHP	A07	Badminton	Program Review- select Gen Ed outcomes, update texts and add assignments.
Course Major Modification	Moreno Valley	PSY	2	Biological Psychology	Update SLO's
Course Major Modification	Norco	PSY	2	Biological Psychology	Update SLO's
Course Major Modification	Riverside City	PSY	2	Biological Psychology	Update SLO's
Course Major Modification	Moreno Valley	PSY	9	Developmental Psychology	Update of COR for Comprehensive Program Review.
Course Major Modification	Norco	PSY	9	Developmental Psychology	Update of COR for Comprehensive Program Review.
Course Major Modification	Riverside City	PSY	9	Developmental Psychology	Update of COR for Comprehensive Program Review.
New Certificate					
New Certificate	Norco	BIO	CERT - local	California Naturalist	No rationale included
New Certificate	Riverside City	CIS	CERT - noncredit	Cyber Skills	New non-credit program: To provide basic skills needed in the field of cybersecurity for improved marketability and employability for the workplace.
New Certificate	Moreno Valley	HMS	CERT	Behaviorial Therapist	No rationale included
New Certificate	Moreno Valley	HMS	CERT	Careers in Social Work	No rationale included
New Certificate	Moreno Valley	HMS	CERT	Child Welfare	No rationale included
New Certificate	Moreno Valley	HMS	CERT	Drug and Alcohol Studies	No rationale included
New Certificate	Moreno Valley	HMS	CERT	Family Studies	No rationale included
New Certificate	Moreno Valley	HMS	CERT	Justice System Studies	No rationale included
New Certificate	Moreno Valley	HMS	CERT	Multicultural Counseling	No rationale included
New Certificate	Moreno Valley	HMS	CERT	Military Social Work	No rationale included

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Number	Course Title	Course Rationale
New Noncredit Certificate	Riverside City	CIS	CERT - noncredit	Python Programming	<p>New non-credit program:</p> <p>To offer an introduction to Python non-credit certificate for students wanting to get starting in Computer Information Systems, and for students who are looking to enhance their programming skillsets with the Python programming language.</p>

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Number	Course Title	Course Rationale
New Course					
New Course	Moreno Valley	ADJ	24	Interviewing & Interogation	To create a course on professional communication techniques specific to the criminal justice profession (including information gathering, interviewing, professional communication, and interrogation) to allow the program to remain academically competitive and marketable.
New Course	Norco	ADJ	24	Interviewing & Interogation	To create a course on professional communication techniques specific to the criminal justice profession (including information gathering, interviewing, professional communication, and interrogation) to allow the program to remain academically competitive and marketable.
New Course	Riverside City	ADJ	24	Interviewing & Interogation	To create a course on professional communication techniques specific to the criminal justice profession (including information gathering, interviewing, professional communication, and interrogation) to allow the program to remain academically competitive and marketable.
New Course	Norco	BIO	21	California Naturalist	California Naturalist certification and Project Learning Tree are recognized throughout California as a preparation for citizen scientists and educators to engage students and the public in science and nature.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
New Course	Riverside City	BIO	40	Biometrics	As part of the STEM project, RCC was contacted by the California State Polytechnic University at Pomona to develop a transferable statistical application course, which is equivalent to their Biometrics course (BIO 211/211L). This course is designed for science majors where statistical analysis is fundamental to their research. CPP's course has a statistics and biology prerequisite, and this proposed course has both statistics (MAT 12) and majors-level biology (both BIO 11 and BIO 12) as prerequisites, in order to transfer.
New Course	Riverside City	NRN	14	Health Promotion and Wellness Across the Lifespan	Course was created to satisfy the required 3 unit lower division Lifelong Learning (Area E) for CSU statewide transfer model curriculum. Course will replace NRN-13.
New Program					
New Program	Norco	AS-T		Environmental Science for Transfer	No rationale included
Program Modification					
Program Modification	Moreno Valley		Cert (MCE663)	Human Services	Reducing the units from 26 to 20-23 and adding a Work Experience course
Program Modification	Moreno Valley		A.S. (MAS663)	Human Services	Reducing the major units from 26 to 20-23 and adding a Work Experience course
Discipline Name Change					
Discipline Name Change	Moreno Valley	HMS		Discipline name change from Human Services (HMS) to Social Work, Human Services & Counseling Practices (HMS)	No rationale included
Discipline Name Change	Riverside City	AML	CNG	Discipline name change from American Sign Language (AML) to American Sign Language (ASL)	No rationale included

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R___ M___ N X

TOPs Code: 0408.00

California Naturalist Certificate

California Naturalist Certificate

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

The California Naturalist Certificate is an introduction to California's unique ecology and stewardship of California's natural communities with certification from the UC ANR California Naturalist program and training in Project Learning Tree. The UC ANR California Naturalist program uses a science curriculum, hands-on learning, problem-solving, citizen science, and community service to encourage engagement with nature and conservation of local resources.

PROGRAM LEARNING OUTCOMES

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

- Integrate knowledge about the interconnectedness of abiotic, biotic and cultural factors and their influence on the natural history of California.
- Develop and implement a naturalist project, which may include nature interpretation for public presentation, collaboration with community organizations, collaborative conservation, and/or citizen science.

Required Courses (3 Units)

BIO-21

California Naturalist

Units

3

Total Units: 3

Proposal Form for Proposed New Certificate Pattern

RIVERSIDE CITY COLLEGE

PROPOSED TITLE FOR NEW CERTIFICATE PATTERN: The Information Systems: Cyber-Skills

PROPOSED CODING FOR NEW CERTIFICATE PATTERN: TOP Code: 0708.10

RATIONALE FOR NEW CERTIFICATE PATTERN: To provide basic skills needed in the field of cybersecurity for improved marketability and employability for the workplace.

The Cyber-Skills Certificate will focus on cybersecurity areas of knowledge needed to enhance current IT skills for those already employed in the IT field or assist with developing cyber-skills for those exploring this as a career path. The courses will explore the tools that are used regularly within the field.

Topics covered will include exploration of the field of cybersecurity, data confidentiality, integrity and availability and best practices for Internet use and social media safety. The student will be exposed to the use of virtualization software which is used extensively throughout cybersecurity and IT careers in general. Protocol analysis will be covered using tools such as Wireshark to demonstrate how to capture and analyze network traffic for cybersecurity incident response and for network troubleshooting.

Certificate Program Learning Outcomes

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

- Examine the various types of cyber-attacks/threats that exist and recognize the importance of cybersecurity and the career opportunities that exist.
- Classify the various virtualization platforms that exist and decide which is best for a given technological application it pertains to cybersecurity.
- Practice installation, configuration and use protocol analysis tools to analyze network traffic to identify network errors and malicious activity.

Required Courses (54 Hours)

		Hours
CIS-825	Cyber Skills: Introduction to Cybersecurity	18
CIS-826	Cyber Skills: Introduction to Virtualization	18
CIS-827	Cyber Skills: Introduction to Protocol Analysis	18
TOTAL HOURS		54 HOURS

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD**

NEW CERTIFICATE OF ACHIEVEMENT

College: R__ M_X_ N__

TOP Code: 2104.00: Human Services

Behavioral Therapist

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

The Behavioral Therapist Certificate of Achievement prepares students for various paraprofessional positions providing behavior-analytic therapy and behavior-analytic interventions. Graduates of the program will be prepared to work as entry-level employees in a variety of settings including agencies hiring behavioral therapists, behavior interventionists and ABA (Applied Behavioral Analysis) therapists.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in behavioral therapy.
- Apply Applied Behavioral Analysis techniques when working with children and families.
- Identify diagnostic criteria, skill deficits, needs and targeted behaviors exhibited by clients.
- Assist consumers and family members in matching needs with available community resources.
- Demonstrate an understanding of the IEP (Individualized Education Program) process.
- Participate in role-play application scenarios applying principles of behavioral therapy.
- Discuss, analyze and explain the ethical standards that guide behavioral therapy.
- Complete and reflect upon service-based learning experience.

Required Courses (19 – 22 units)

	<u>Units</u>
HMS-34 Behavioral Therapist - Counseling Emotionally Disabled Students	3
HMS-35 Behavioral Therapist - Counseling Students with a Learning Disability	3
HMS-36 Behavioral Therapist - Counseling Families of Special Needs Youth	3
HMS-37 Behavioral Therapist - Counseling of Clients with Disabilities	3
HMS-38 Behavioral Therapist - Introduction to Applied Behavioral Analysis	3
HMS-39 Behavioral Therapist - Introduction to Special Education and the IEP (Individualized Education Program)	3
WKX HMS 200 Human Services Work Experience	1-2-3-4

Elective Courses (6 units)

	<u>Units</u>
HMS-6 Introduction to Case Management	3
HMS-7 Psychosocial Rehabilitation	3
HMS-22 Human Behavior and the Social Environment	3
HMS-24 Careers in Social Work – Self-Care for Human Services Professionals	3
HMS-25 Careers in Social Work – Crisis Intervention Management	3

Total Units:

25 – 28

MORENO VALLEY COLLEGE

PROGRAM: Certificate in Behavioral Therapist

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives

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

The goal of the Behavioral Therapist Certificate is to prepare students for various paraprofessional positions providing behavioral therapy to individuals with disabilities and their families. Graduates of the program will be prepared to work as entry-level employees in a 1:1 in-home setting as well as in agency and school-based settings.

2. Catalog Description

This program prepares students with an academic foundation along the career pathway of behavioral therapy to persons with disabilities. Training is provided in Applied Behavioral Analysis, needs assessment, case management, family support, resource referral, understanding of the IEP (Individualized Educational Program), client advocacy, counseling, etc. Students will develop an understanding of the knowledge, skills, and attitudes necessary to transition into entry-level employment and transfer opportunities in the practice area.

The Certificate Program Learning Outcomes are:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in behavioral therapy.
- Apply Applied Behavioral Analysis techniques when working with children and families.
- Identify diagnostic criteria, skill deficits, needs and targeted behaviors exhibited by clients.
- Assist consumers and family members in matching needs with available community resources.
- Demonstrate an understanding of the IEP (Individualized Education Program) process.
- Participate in role-play application scenarios applying principles of behavioral therapy.
- Discuss, analyze and explain the ethical standards that guide behavioral therapy.
- Complete and reflect upon service-based learning experience.

3. Program Requirements

The certificate program requires the completion of 6 core classes, for a total of 19 – 22 units.

HMS-34	Behavioral Therapist - Counseling Emotionally Disabled Students	3 Units
HMS-35	Behavioral Therapist - Counseling Students with a Learning Disability	3 Units
HMS-36	Behavioral Therapist - Counseling Families of Special Needs Youth	3 Units
HMS-37	Behavioral Therapist - Counseling of Clients with Disabilities	3 Units
HMS-38	Behavioral Therapist - Introduction to Applied Behavioral Analysis	3 Units
HMS-39	Behavioral Therapist - Introduction to Special Education and the IEP	3 Units
WKX HMS 200	Human Services Work Experience	1-2-3-4 Units

In addition, the certificate program requires the completion of 6 elective units from the options listed below:

HMS-6	Introduction to Case Management	3 Units
HMS-7	Psychosocial Rehabilitation	3 Units
HMS-22	Human Behavior and the Social Environment	3 Units
HMS-24	Careers in Social Work – Self-Care for Human Services Professionals	3 Units
HMS-25	Careers in Social Work – Crisis Intervention Management	3 Units

4. Background and Rationale

The Behavioral Therapist Certificate paves a pathway for students interested in providing services to individuals with disabilities and their families while providing behavioral therapy. This certificate promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Criteria B. Need

5. Enrollment and Completer Projections

Enrollment projections for courses are as followed:

Required Courses:

HMS-34: new course; no enrollment data available
HMS-35: new course; no enrollment data available
HMS-36: new course; no enrollment data available
HMS-37: new course; no enrollment data available
HMS-38: new course; no enrollment data available
HMS-39: new course; no enrollment data available
WKX HMS 200: 32 students

Elective Courses:

HMS-6: 32 students
HMS-7: 32 students
HMS-22: new course; no enrollment data available
HMS-24: new course; no enrollment data available
HMS-25: new course; no enrollment data available

HMS-6, HMS-7, HMS-22, HMS-24, HMS-25, HMS-34, HMS-35, HMS-36, HMS-37, HMS-38, HMS-39, and WKX HMS 200 are actively available in Moreno Valley College inventory.

The certificate program expects to have 15 – 20 students completing this certificate annually beginning in September 2020.

6. Place of Program in Curriculum/Similar Programs

The college has no similar certificate within the college district; this is a unique and new certificate available to our students.

7. Similar Programs at Other Colleges in Service Area

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has a like or similar program.

8. Labor Market

Employment for the social work occupational group is expected to increase 17% between 2017 and 2022 in the Inland Empire/Desert Region. A total of 6,783 job openings or 1,357 annual openings will be available over the five-year timeframe. The entry-level wage for each occupation in the social work occupational group is above the MIT Living Wage estimate of \$12.30 per hour for a single adult living in the Inland Empire/Desert Region. There appears to be an opportunity for program growth based on the average annual number of program completions for the selected community college program in the region (279 annual average regional credentials), and the annual openings for middle-skill social work occupations in the local region (654 average annual openings).

Mental Health Counselors' occupation is expected to increase employment by 18.3 percent by 2024, adding almost 3,100 new jobs in California. This career path is expected to increase by 20.9 percent in the Inland Empire Region. There are 26, 902 California employers hiring in this occupation.

In 2018, Social and Community Service Managers were reported to have a median hourly wage of \$29.84. This market category is inclusive of social work, human services, and counseling practice professionals.

9. Employer Survey

Post general Advisory Committee survey was conducted. The process utilized Advisory Committee members' recommendations. Advisory Board supported the development of the credit certificate related to behavioral therapy.

10. Explanation of Employer Relationship

Employers provide guidance for future student employment, internship and mentorship. They also provide feedback on curriculum, certificate update to parallel with industry certification and workforce demands. Service-based learning is an integral part of the program and new internships will be continually explored.

11. List Members of Advisory Committee

- James Banks – MVC – Professor, Human Services
- Rachel Dyer – MVC – Assistant Professor, Human Services
- Asia Williamson – San Bernardino County Worker – Social Services Consultant – Adjunct Professor
- Jill Rasmussen – LCSW; La Sierra University – MSW Program, Chair and Professor
- Gene Tripp – West Coast Treatment – Treasurer
- Scott Hoage – San Bernardino Valley College – Faculty Human Services Department
- Dr. Stephen Brown – California Baptist University – Associate Dean
- Priscilla Grijalva – Norte Vista High School – School Counselor
- Michele Gardner – MVC Student, Human Services Club President

- Corey Jackson – Sigma Beta Xi – CEO

12. Recommendations of Advisory Committee

During the break-out session for HMS – Human Services, Professor Banks and Professor Dyer introduced the new course proposals and certificate proposals to the members present at the advisory committee. The desire to continue to have service-based learning as an integral part of each certificate was discussed. The plan to have the newly proposed certificates be state-approved was established. Jill Rasmussen, Chair of the Social Work Program at La Sierra University, discussed the relevance the new certificates have in responding to the needs of the community. Scott Hoage confirmed and expressed an interest to teach in the Drug and Alcohol Studies program as he discussed his experience teaching in this services category at San Bernardino Valley College. Hoage verified the course outlines as essential to student success in the service area. A unanimous vote was received in support of all newly proposed certificates. A unanimous vote was also received to change the name of the discipline from Human Services to Social Work, Human Services, and Counseling Practices. It was discussed that this discipline name change would assist the students with identifying the discipline as a pathway to social work and counseling practices in addition to human services.

The vote regarding the new certificates was moved by Priscilla Grijalva, seconded by Rachel Dyer, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

The vote regarding changing the name of the discipline was moved by Priscilla Grijalva, seconded by Michele Gardner, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

C. Curriculum Standards

13. Display of Proposed Sequence

The sequence of courses presented here for the certificate program:

Semester 1

HMS-36
HMS-37
HMS-38
HMS-Elective

Semester 2

HMS-39

Semester 2

HMS-34
HMS-35
HMS-39
WKX HMS 200
HMS-Elective

15. Library and/or Learning Resources Plan

The Library and/or Learning Resources are adequate to support this program.

16. Facilities and Equipment Plan

The facilities and equipment are adequate to support this program.

17. Financial Support Plan

Resources are adequate to support this program.

18. Faculty Qualifications and Availability

Moreno Valley College has one full-time Professor, one full-time Assistant Professor, and three Adjunct Instructors that may teach the HMS courses:

- BANKS, JAMES; Professor; B.S., University of Wisconsin, Whitewater; MSW, University of Wisconsin, Madison. At Riverside Community College District since 2002.
- DYER, RACHEL; Assistant Professor; B.S., California Baptist University; MSW, California State University, San Bernardino. At Riverside Community College District since 2014 as an Adjunct Instructor and since 2017 as a full-time Assistant Professor.
- HOLLOWAY, WILLIAM; Adjunct Instructor; BSW, California State University, San Bernardino; MSW, University of Maryland. At Riverside Community College District since 2015.
- OUTLEY-JONES, DONNA; Adjunct Instructor; BSW, La Sierra University; MSW, University of Southern California. At Riverside Community College District since 2018.
- SULLIVAN, LYNNETTE; Adjunct Instructor; B.A., Psychology; M.S. Counseling Psychology, California Baptist University; Licensed Marriage and Family Therapist; At Riverside Community College District since 2018.

19. Based on Model Curriculum

This is based on the model curriculum.

20. Licensing or Accreditation Standards

N/A

21. Student Selection and Fees

Students will be allowed to self-select for the program. Moreno Valley College is an open access institution. There are no additional requirements for entrance into this program or additional fees other than textbook requirements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD**

NEW CERTIFICATE OF ACHIEVEMENT

College: R__ M_X_ N__

TOP Code: 2104.00: Human Services

Careers in Social Work

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

This program prepares students with an academic foundation along the career pathway of careers in social work. Diverse practice areas across the micro-macro continuum are discussed, but are not limited to: generalist practice in social work, case management, crisis-intervention, individual, family and group counseling, military social work, school social work, medical social work, child welfare, etc. Students will develop an understanding of the knowledge, skills, and attitudes necessary to transition into entry-level employment in social work and transfer opportunities in the practice area across the micro-macro continuum.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate knowledge, skills and attitudes needed for an entry-level paraprofessional position in social work.
- Complete and reflect upon service-based learning experience.
- Increase the capacity for self-awareness and personal growth.
- Assist clients across a variety of social work career settings in matching needs with available community resources.
- Discuss, analyze and explain the ethical standards that guide careers in social work practice.

Required Courses (17 – 20 units)

HMS-6 Introduction to Case Management	3	<u>Units</u>
HMS-13 Employment Support Strategies	3	
HMS-16 Public Assistance and Benefits	1	
HMS-18 Introduction to Social Work	3	
HMS-19 Generalist Practices of Social Work	3	
HMS-29 Careers in Social Work - Intro to Careers in Social Work	3	
WKX HMS 200 Human Services Work Experience	1-2-3-4	

Elective Courses (6 units)

HMS-4 Introduction to Human Services	3	HMS-5 Introduction to Human Services	<u>Units</u>
HMS-7 Psychosocial Rehabilitation		3	

Elective Courses Continued (6 units)

Units

HMS-8 Introduction to Group Process	3
HMS-17 Introduction to Public Mental Health	3
HMS-20 Medical Social Work	3
HMS-21 Justice System Studies – Forensic Social Work	3
HMS-22 Human Behavior and the Social Environment	3
HMS-23 Careers in Social Work - Law and Ethics	3
HMS-24 Careers in Social Work - Self-Care for Human Services Professionals	3
HMS-25 Careers in Social Work - Crisis-Intervention Management	3
HMS-26 Careers in Social Work - Trauma-Focused Counseling	3
HMS-27 Careers in Social Work - Multi-Cultural Counseling	3
HMS-28 Careers in Social Work - Military Social Work	3
HMS-37 Behavioral Therapist - Counseling of Clients with Disabilities	3
HMS-42 Family Studies - Counseling in Foster Care	3
HMS-43 Family Studies - Counseling in Gerontology	3
HMS-49 Careers in Social Work - Counseling Athletes	3
HMS-60 Introduction to Drugs and Alcohol	3
HMS-62 Introduction to the DSM-5	3
HMS-73 Administration in Social Work – Social Work Administration Studies	3

Total Units:

23 – 26

MORENO VALLEY COLLEGE

PROGRAM: Certificate in Careers in Social Work

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives

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

The goal the Careers in Social Work Certificate is to prepare students for various paraprofessional positions in social work. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, foster family agencies, adoption agencies, halfway houses, mental health and correctional facilities, and family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies.

2. Catalog Description

This program prepares students with an academic foundation along the career pathway of careers in social work. Diverse practice areas across the micro-macro continuum are discussed, but are not limited to: generalist practice in social work, case management, crisis-intervention, individual, family and group counseling, military social work, school social work, medical social work, child welfare, etc. Students will develop an understanding of the knowledge, skills, and attitudes necessary to transition into entry-level employment in social work and transfer opportunities in the practice area across the micro-macro continuum.

The Certificate Program Learning Outcomes are:

- Demonstrate knowledge, skills and attitudes needed for an entry-level paraprofessional position in social work.
- Complete and reflect upon service-based learning experience.
- Increase the capacity for self-awareness and personal growth.
- Assist clients across a variety of social work career settings in matching needs with available community resources.
- Discuss, analyze and explain the ethical standards that guide careers in social work practice.

3. Program Requirements

The certificate program requires the completion of 6 core classes, for a total of 17 – 20 units.

HMS-6	Introduction to Case Management	3 Units
HMS-13	Employment Support Strategies	3 Units
HMS-16	Public Assistance and Benefits	1 Unit
HMS-18	Introduction to Social Work	3 Units
HMS-19	Generalist Practices of Social Work	3 Units
HMS-29	Careers in Social Work - Intro to Careers in Social Work	3 Units
WKX HMS 200	Human Services Work Experience	1-2-3-4 Units

In addition, the certificate program requires the completion of 6 elective units from the options listed below:

HMS-4	Introduction to Human Services	3 Units
HMS-5	Introduction to Evaluation and Counseling	3 Units
HMS-7	Psychosocial Rehabilitation	3 Units
HMS-8	Introduction to Group Process	3 Units
HMS-17	Introduction to Public Mental Health	3 Units
HMS-20	Medical Social Work	3 Units
HMS-21	Justice System Studies – Forensic Social Work	3 Units
HMS-22	Human Behavior and the Social Environment	3 Units
HMS-23	Careers in Social Work - Law and Ethics	3 Units
HMS-24	Careers in Social Work - Self-Care for Human Services Professionals	3 Units
HMS-25	Careers in Social Work - Crisis-Intervention Management	3 Units
HMS-26	Careers in Social Work - Trauma-Focused Counseling	3 Units
HMS-27	Careers in Social Work - Multi-Cultural Counseling	3 Units
HMS-28	Careers in Social Work - Military Social Work	3 Units
HMS-37	Behavioral Therapist - Counseling of Clients with Disabilities	3 Units
HMS-42	Family Studies - Counseling in Foster Care	3 Units
HMS-43	Family Studies - Counseling in Gerontology	3 Units
HMS-49	Careers in Social Work - Counseling Athletes	3 Units
HMS-60	Introduction to Drugs and Alcohol	3 Units
HMS-62	Introduction to the DSM-5	3 Units
HMS-73	Administration in Social Work – Social Work Administration Studies	3 Units

4. Background and Rationale

The Careers in Social Work Certificate paves a pathway that responds to the needs of individuals, families, community, and larger society. This certificate promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Criteria B. Need

5. Enrollment and Completer Projections

Enrollment projections for courses are as followed:

Required Courses:

HMS-6: 32 students
HMS-13: 32 students
HMS-16: 32 students
HMS-18: 52 students
HMS-19: 32 students
HMS-29: 32 students
WKX HMS 200: 32 students

Elective Courses:

HMS-4: 32 students
HMS-5: 32 students
HMS-7: 32 students
HMS-8: 32 students
HMS-17: 32 students
HMS-20: new course; no enrollment data available
HMS-21: 49 students
HMS-22: new course; no enrollment data available
HMS-23: 32 students
HMS-24: new course; no enrollment data available
HMS-25: new course; no enrollment data available
HMS-26: 32 students
HMS-27: new course; no enrollment data available
HMS-28: new course; no enrollment data available
HMS-37: new course; no enrollment data available
HMS-42: new course; no enrollment data available
HMS-43: new course; no enrollment data available
HMS-49: new course; no enrollment data available
HMS-60: new course; no enrollment data available
HMS-62: new course; no enrollment data available
HMS-73: new course; no enrollment data available

HMS-4, HMS-5, HMS-6, HMS-7, HMS-8, HMS-13, HMS-16, HMS-17, HMS-18, HMS-19, HMS-20, HMS-21, HMS-22, HMS-23, HMS-24, HMS-25, HMS-26, HMS-27, HMS-28, HMS-37, HMS-42, HMS-43, HMS-49, HMS-73, and WKX HMS 200 are actively available in Moreno Valley College inventory. HMS-60 and HMS-62 have been approved by the BOT and are

anticipated to be included in the next addendum issued October 2018. All courses are approved for transfer to the CSU.

The certificate program expects to have 15 – 20 students completing this certificate annually beginning in September 2020.

6. Place of Program in Curriculum/Similar Programs

The college has no similar certificate within the college district; this is a unique and new certificate available to our students.

7. Similar Programs at Other Colleges in Service Area

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has a like or similar program.

8. Labor Market

Employment for the social work occupational group is expected to increase 17% between 2017 and 2022 in the Inland Empire/Desert Region. A total of 6,783 job openings or 1,357 annual openings will be available over the five-year timeframe. The entry-level wage for each occupation in the social work occupational group is above the MIT Living Wage estimate of \$12.30 per hour for a single adult living in the Inland Empire/Desert Region. There appears to be an opportunity for program growth based on the average annual number of program completions for the selected community college program in the region (279 annual average regional credentials), and the annual openings for middle-skill social work occupations in the local region (654 average annual openings).

In 2018, Social and Community Service Managers were reported to have a median hourly wage of \$29.84. This market category is inclusive of social work, human services, and counseling practice professionals.

9. Employer Survey

Post general Advisory Committee survey was conducted. The process utilized Advisory Committee members' recommendations. Advisory Board supported the development of the credit certificate related to careers in social work.

10. Explanation of Employer Relationship

Employers provide guidance for future student employment, internship and mentorship. They also provide feedback on curriculum, certificate update to parallel with industry certification and workforce demands. Service-based learning is an integral part of the program and new internships will be continually explored.

11. List Members of Advisory Committee

- James Banks – MVC – Professor, Human Services
- Rachel Dyer – MVC – Assistant Professor, Human Services
- Asia Williamson – San Bernardino County Worker – Social Services Consultant – Adjunct Professor
- Jill Rasmussen – LCSW; La Sierra University – MSW Program, Chair and Professor
- Gene Tripp – West Coast Treatment – Treasurer
- Scott Hoage – San Bernardino Valley College – Faculty Human Services Department
- Dr. Stephen Brown – California Baptist University – Associate Dean
- Priscilla Grijalva – Norte Vista High School – School Counselor
- Michele Gardner – MVC Student, Human Services Club President
- Corey Jackson – Sigma Beta Xi - CEO

12. Recommendations of Advisory Committee

During the break-out session for HMS – Human Services, Professor Banks and Professor Dyer introduced the new course proposals and certificate proposals to the members present at the advisory committee. The desire to continue to have service-based learning as an integral part of each certificate was discussed. The plan to have the newly proposed certificates be state-approved was established. Jill Rasmussen, Chair of the Social Work Program at La Sierra University, discussed the relevance the new certificates have in responding to the needs of the community. Scott Hoage confirmed and expressed an interest to teach in the Drug and Alcohol Studies program as he discussed his experience teaching in this services category at San Bernardino Valley College. Hoage verified the course outlines as essential to student success in the service area. A unanimous vote was received in support of all newly proposed certificates. A unanimous vote was also received to change the name of the discipline from Human Services to Social Work, Human Services, and Counseling Practices. It was discussed that this discipline name change would assist the students with identifying the discipline as a pathway to social work and counseling practices in addition to human services.

The vote regarding the new certificates was moved by Priscilla Grijalva, seconded by Rachel Dyer, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

The vote regarding changing the name of the discipline was moved by Priscilla Grijalva, seconded by Michele Gardner, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

C. Curriculum Standards

13. Display of Proposed Sequence

The sequence of courses presented here for the certificate program:

Semester 1

HMS-18

HMS-19

HMS-29
HMS-Elective

Semester 2 (Winter/Summer)

HMS-16

Semester 3

HMS-6
HMS-13
HMS-Elective
WKX HMS 200

15. Library and/or Learning Resources Plan

The Library and/or Learning Resources are adequate to support this program.

16. Facilities and Equipment Plan

The facilities and equipment are adequate to support this program.

17. Financial Support Plan

Resources are adequate to support this program.

18. Faculty Qualifications and Availability

Moreno Valley College has one full-time Professor, one full-time Assistant Professor, and three Adjunct Instructors that may teach the HMS courses:

- BANKS, JAMES; Professor; B.S., University of Wisconsin, Whitewater; MSW, University of Wisconsin, Madison. At Riverside Community College District since 2002.
- DYER, RACHEL; Assistant Professor; B.S., California Baptist University; MSW, California State University, San Bernardino. At Riverside Community College District since 2014 as an Adjunct Instructor and since 2017 as a full-time Assistant Professor.
- HOLLOWAY, WILLIAM; Adjunct Instructor; BSW, California State University, San Bernardino; MSW, University of Maryland. At Riverside Community College District since 2015.
- OUTLEY-JONES, DONNA; Adjunct Instructor; BSW, La Sierra University; MSW, University of Southern California. At Riverside Community College District since 2018.
- SULLIVAN, LYNNETTE; Adjunct Instructor; B.A., Psychology; M.S. Counseling Psychology, California Baptist University; Licensed Marriage and Family Therapist; At Riverside Community College District since 2018.

19. Based on Model Curriculum

This is based on the model curriculum.

20. Licensing or Accreditation Standards

N/A

21. Student Selection and Fees

Students will be allowed to self-select for the program. Moreno Valley College is an open access institution. There are no additional requirements for entrance into this program or additional fees other than textbook requirements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD**

NEW CERTIFICATE OF ACHIEVEMENT

College: R__ M_X_ N__

TOP Code: 2104.00: Human Services

Child Welfare

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

The Child Welfare Certificate prepares students for various paraprofessional positions in child welfare, such as child care worker in a group home/residential setting, social service intake specialist, social worker assistant or foster family intake worker. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, foster family agencies, adoption agencies, halfway houses, mental health and juvenile correctional facilities, and family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies. This certificate also provides a foundation for continuing higher education towards a Bachelor degree in social work, human services and counseling practices related to child welfare.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in child welfare.
- Discuss, analyze and explain the ethical standards that guide the child welfare worker.
- Assist consumers and family members in matching needs with available community resources.
- Demonstrate understanding of safety and risk assessments.
- Complete and reflect upon service-based learning experience.

Required Courses (13 – 16 units)

	<u>Units</u>
HMS-18 Introduction to Social Work	3
HMS-19 Generalist Practices of Social Work	3
HMS-22 Human Behavior in the Social Environment	3
HMS-42 Family Studies - Counseling in Foster Care	3
WKX HMS 200 Human Services Work Experience	1-2-3-4

Elective Courses (6 units)

	<u>Units</u>
HMS-5 Introduction to Evaluation and Counseling	3
HMS-6 Introduction to Case Management	3
HMS-24 Careers in Social Work - Self-Care for Human Services Professionals	3
HMS-25 Careers in Social Work - Crisis-Intervention Management	3
HMS-26 Careers in Social Work - Trauma-Focused Counseling	3
HMS-35 Behavioral Therapist - Counseling Students with a Learning Disability	3
HMS-36 Behavioral Therapist - Counseling Families of Special Needs Youth	3
HMS-44 Justice System Studies – Counseling Youth in Gangs	3
HMS-47 Counseling of Residential Treatment Clients	3
HMS-62 Introduction to the DSM-5	3

Total Units:

19 – 22

MORENO VALLEY COLLEGE

PROGRAM: Certificate in Child Welfare

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives

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

The goal of the Child Welfare Certificate is to pave a pathway to prepare students for providing services to children and their families. The program aims to develop training of helping professionals in counseling and referral-based services while responding to the needs represented in the community. Graduates will have developed knowledge, skills and attitudes necessary to help clients across the micro-macro continuum.

2. Catalog Description

The Child Welfare Certificate prepares students for various paraprofessional positions in child welfare, such as child care worker in a group home/residential setting, social service intake specialist, social worker assistant or foster family intake worker. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, foster family agencies, adoption agencies, halfway houses, mental health and juvenile correctional facilities, and family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies. This certificate also provides a foundation for continuing higher education towards a Bachelor degree in social work, human services and counseling practices related to child welfare.

The Certificate Program Learning Outcomes are:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in child welfare.
- Discuss, analyze and explain the ethical standards that guide the child welfare worker.
- Assist consumers and family members in matching needs with available community resources.
- Demonstrate understanding of safety and risk assessments.
- Complete and reflect upon service-based learning experience.

3. Program Requirements

The certificate program requires the completion of 6 core classes, for a total of 13 – 16 units.

HMS-18	Introduction to Social Work	3 Units
HMS-19	Generalist Practices of Social Work	3 Units
HMS-22	Human Behavior in the Social Environment	3 Units
HMS-42	Family Studies - Counseling in Foster Care	3 Units
WKX HMS 200	Human Services Work Experience	1-2-3-4 Units

In addition, the certificate program requires the completion of 6 elective units from the options listed below:

HMS-5	Introduction to Evaluation and Counseling	3 Units
HMS-6	Introduction to Case Management	3 Units
HMS-24	Careers in Social Work - Self-Care for Human Services Professionals	3 Units
HMS-25	Careers in Social Work - Crisis-Intervention Management	3 Units
HMS-26	Careers in Social Work - Trauma-Focused Counseling	3 Units
HMS-35	Behavioral Therapist - Counseling Students with a Learning Disability	3 Units
HMS-36	Behavioral Therapist - Counseling Families of Special Needs Youth	3 Units
HMS-44	Justice System Studies – Counseling Youth in Gangs	3 Units
HMS-47	Counseling of Residential Treatment Clients	3 Units
HMS-62	Introduction to the DSM-5	3 Units

4. Background and Rationale

The Child Welfare Certificate paves a pathway for students interested in pursuing training in providing services to children and their families. This certificate promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Criteria B. Need

5. Enrollment and Completer Projections

Enrollment projections for courses are as followed:

Required Courses:

HMS-18: 52 students

HMS-19: 32 students

HMS-22: new course; no enrollment data available

HMS-42: new course; no enrollment data available

WKX HMS 200: 30 students

Elective Courses:

HMS-5: 32 students

HMS-6: 32 students

HMS-24: new course; no enrollment data available

HMS-25: new course; no enrollment data available

HMS-26: 32 students

HMS-35: new course; no enrollment data available

HMS-36: new course; no enrollment data available

HMS-44: new course; no enrollment data available

HMS-47: new course; no enrollment data available

HMS-62: new course; no enrollment data available

HMS-5, HMS-6, HMS-18, HMS-19, HMS-22, HMS-24, HMS-25, HMS-26, HMS-35, HMS-36, HMS-42, HMS-44, and HMS-47 are actively available in Moreno Valley College inventory. HMS-62 has been approved

by the BOT and are anticipated to be included in the next addendum issued October 2018. All courses are approved for transfer to the CSU.

The certificate program expects to have 15 – 20 students completing this certificate annually beginning in September 2020.

6. Place of Program in Curriculum/Similar Programs

The college has no similar certificate within the college district; this is a unique and new certificate available to our students.

7. Similar Programs at Other Colleges in Service Area

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has a like or similar program.

8. Labor Market

Employment for the social work occupational group is expected to increase 17% between 2017 and 2022 in the Inland Empire/Desert Region. A total of 6,783 job openings or 1,357 annual openings will be available over the five-year timeframe. The entry-level wage for each occupation in the social work occupational group is above the MIT Living Wage estimate of \$12.30 per hour for a single adult living in the Inland Empire/Desert Region. There appears to be an opportunity for program growth based on the average annual number of program completions for the selected community college program in the region (279 annual average regional credentials), and the annual openings for middle-skill social work occupations in the local region (654 average annual openings).

In 2018, Social and Community Service Managers were reported to have a median hourly wage of \$29.84. This market category is inclusive of social work, human services, and counseling practice professionals.

9. Employer Survey

Post general Advisory Committee survey was conducted. The process utilized Advisory Committee members' recommendations. Advisory Board supported the development of the credit certificate related to child welfare.

10. Explanation of Employer Relationship

Employers provide guidance for future student employment, internship and mentorship. They also provide feedback on curriculum, certificate update to parallel with industry certification and workforce demands. Service-based learning is an integral part of the program and new internships will be continually explored.

11. List Members of Advisory Committee

- James Banks – MVC – Professor, Human Services
- Rachel Dyer – MVC – Assistant Professor, Human Services
- Asia Williamson – San Bernardino County Worker – Social Services Consultant – Adjunct Professor
- Jill Rasmussen – LCSW; La Sierra University – MSW Program, Chair and Professor
- Gene Tripp – West Coast Treatment – Treasurer
- Scott Hoage – San Bernardino Valley College – Faculty Human Services Department
- Dr. Stephen Brown – California Baptist University – Associate Dean

- Priscilla Grijalva – Norte Vista High School – School Counselor
- Michele Gardner – MVC Student, Human Services Club President
- Corey Jackson – Sigma Beta Xi - CEO

12. Recommendations of Advisory Committee

During the break-out session for HMS – Human Services, Professor Banks and Professor Dyer introduced the new course proposals and certificate proposals to the members present at the advisory committee. The desire to continue to have service-based learning as an integral part of each certificate was discussed. The plan to have the newly proposed certificates be state-approved was established. Jill Rasmussen, Chair of the Social Work Program at La Sierra University, discussed the relevance the new certificates have in responding to the needs of the community. Scott Hoage confirmed and expressed an interest to teach in the Drug and Alcohol Studies program as he discussed his experience teaching in this services category at San Bernardino Valley College. Hoage verified the course outlines as essential to student success in the service area. A unanimous vote was received in support of all newly proposed certificates. A unanimous vote was also received to change the name of the discipline from Human Services to Social Work, Human Services, and Counseling Practices. It was discussed that this discipline name change would assist the students with identifying the discipline as a pathway to social work and counseling practices in addition to human services.

The vote regarding the new certificates was moved by Priscilla Grijalva, seconded by Rachel Dyer, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

The vote regarding changing the name of the discipline was moved by Priscilla Grijalva, seconded by Michele Gardner, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

C. Curriculum Standards

13. Display of Proposed Sequence

The sequence of courses presented here for the certificate program:

Semester 1

HMS-19
HMS-22
HMS-Elective

Semester 2

HMS-18
HMS-42
WKX HMS 200
HMS-Elective

15. Library and/or Learning Resources Plan

The Library and/or Learning Resources are adequate to support this program.

16. Facilities and Equipment Plan

The facilities and equipment are adequate to support this program.

17. Financial Support Plan

Resources are adequate to support this program.

18. Faculty Qualifications and Availability

Moreno Valley College has one full-time Professor, one full-time Assistant Professor, and three Adjunct Instructors that may teach the HMS courses:

- BANKS, JAMES; Professor; B.S., University of Wisconsin, Whitewater; MSW, University of Wisconsin, Madison. At Riverside Community College District since 2002.
- DYER, RACHEL; Assistant Professor; B.S., California Baptist University; MSW, California State University, San Bernardino. At Riverside Community College District since 2014 as an Adjunct Instructor and since 2017 as a full-time Assistant Professor.
- HOLLOWAY, WILLIAM; Adjunct Instructor; BSW, California State University, San Bernardino; MSW, University of Maryland. At Riverside Community College District since 2015.
- OUTLEY-JONES, DONNA; Adjunct Instructor; BSW, La Sierra University; MSW, University of Southern California. At Riverside Community College District since 2018.
- SULLIVAN, LYNNETTE; Adjunct Instructor; B.A., Psychology; M.S. Counseling Psychology, California Baptist University; Licensed Marriage and Family Therapist; At Riverside Community College District since 2018.

19. Based on Model Curriculum

This is based on the model curriculum.

20. Licensing or Accreditation Standards

N/A

21. Student Selection and Fees

Students will be allowed to self-select for the program. Moreno Valley College is an open access institution. There are no additional requirements for entrance into this program or additional fees other than textbook requirements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

NEW CERTIFICATE OF ACHIEVEMENT

College: R__ M_X_ N__

TOP Code: 2104.40: Alcohol and Controlled Substances

Drug and Alcohol Studies

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

The Drug and Alcohol Studies Certificate of Achievement prepares students to build strong competencies in drug and alcohol addiction and to prepare for various paraprofessional positions. Graduates of the program will develop the necessary knowledge, skills and attitudes required to be effective in the treatment of alcohol and other drug dependency and abuse in a variety of treatment settings. This certificate will overview direct provision of substance abuse specific services, provision of other support services, early detection, assessment, referral/linkage, mobilization of self-help, advocacy, community development, education, case management, and research. Graduates will be prepared to work as entry-level employees in a variety of settings under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in alcohol and drug studies.
- Articulate a theoretical understanding of substance use, abuse, misuse and addictions, and how these phenomena affect individuals, families, groups, and communities.
- Engage clients at various stages of change using motivational interviewing techniques.
- Demonstrate, at a beginning level, screening and assessment skills to determine if problems related to alcohol, other drugs, and addictions (AODAs) exist.
- Assess for tolerance, psychological dependence, and physical dependence.
- Differentiate between intervention needs of diverse populations affected by AODAs.
- Develop, at a beginning level, intervention strategies and skills to assist in prevention, engagement, intervention, and follow-up with individuals, families, and communities affected by AODAs.
- Assist consumers and family members in matching needs with available community resources.
- Expand knowledge, skills, and attitudes required in the effective treatment of AODAs.
- Complete and reflect upon service-based learning experience.

Required Courses (16 – 19 units)

	<u>Units</u>
HMS-20 Medical Social Work	3
HMS-47 Counseling of Residential Treatment Clients	3
HMS-60 Introduction to Drugs and Alcohol	3
HMS-61 Evaluation of Controlled Substances	3
HMS-62 Introduction to the DSM-5	3
WKX HMS 200 Human Services Work Experience	1-2-3-4

Elective Courses (6 units)

	<u>Units</u>
HMS-4 Introduction to Human Services	3
HMS-5 Introduction to Evaluation and Counseling	3
HMS-6 Introduction to Case Management	3
HMS-7 Psychosocial Rehabilitation	3
HMS-8 Introduction to Group Process	3
HMS-17 Introduction to Public Mental Health	3
HMS-19 Generalist Practices of Social Work	3
HMS-22 Human Behavior and the Social Environment	3
HMS-24 Careers in Social Work – Self-Care for Human Services Professionals	3
HMS-25 Careers in Social Work – Crisis Intervention Management	3

Total Units:**22 – 25**

MORENO VALLEY COLLEGE

PROGRAM: Certificate in Drug and Alcohol Studies

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives

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

The goal of the Drug and Alcohol Studies Certificate is to pave a pathway to prepare students for providing services to individuals and families who interact with the justice system. The program aims to develop training of helping professionals in case management, counseling, and referral-based services while responding to the needs represented in the community. Graduates will have developed knowledge, skills and attitudes necessary to help clients across the micro-macro continuum.

Graduates will be prepared to work as entry-level employees in a variety of settings under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies.

2. Catalog Description

The Drug and Alcohol Studies Certificate of Achievement prepares students to build strong competencies in drug and alcohol addiction and to prepare for various paraprofessional positions. Graduates of the program will develop the necessary knowledge, skills and attitudes required to be effective in the treatment of alcohol and other drug dependency and abuse in a variety of treatment settings. This certificate will overview direct provision of substance abuse specific services, provision of other support services, early detection, assessment, referral/linkage, mobilization of self-help, advocacy, community development, education, case management, and research.

The Certificate Program Learning Outcomes are:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in alcohol and drug studies.
- Articulate a theoretical understanding of substance use, abuse, misuse and addictions, and how these phenomena affect individuals, families, groups, and communities.
- Engage clients at various stages of change using motivational interviewing techniques.
- Demonstrate, at a beginning level, screening and assessment skills to determine if problems related to alcohol, other drugs, and addictions (AODAs) exist.
- Assess for tolerance, psychological dependence, and physical dependence.
- Differentiate between intervention needs of diverse populations affected by AODAs.
- Develop, at a beginning level, intervention strategies and skills to assist in prevention, engagement, intervention, and follow-up with individuals, families, and communities affected by AODAs.
- Assist consumers and family members in matching needs with available community resources.
- Expand knowledge, skills, and attitudes required in the effective treatment of AODAs.
- Complete and reflect upon service-based learning experience.

3. Program Requirements

The certificate program requires the completion of 6 core classes, for a total of 16 – 19 units.

HMS-20	Medical Social Work	3 Units
HMS-47	Counseling of Residential Treatment Clients	3 Units
HMS-60	Introduction to Drugs and Alcohol	3 Units
HMS-61	Evaluation of Controlled Substances	3 Units
HMS-62	Introduction to the DSM-5	3 Units
WKX HMS 200	Human Services Work Experience	1-2-3-4 Units

In addition, the certificate program requires the completion of 6 elective units from the options listed below:

HMS-4	Introduction to Human Services	3 Units
HMS-5	Introduction to Evaluation and Counseling	3 Units
HMS-6	Introduction to Case Management	3 Units
HMS-7	Psychosocial Rehabilitation	3 Units
HMS-8	Introduction to Group Process	3 Units
HMS-17	Introduction to Public Mental Health	3 Units
HMS-19	Generalist Practices of Social Work	3 Units
HMS-22	Human Behavior and the Social Environment	3 Units
HMS-24	Careers in Social Work – Self-Care for Human Services Professionals	3 Units
HMS-25	Careers in Social Work - Crisis Intervention Management	3 Units

4. Background and Rationale

The Drug and Alcohol Studies Certificate paves a pathway for students interested in pursuing an educational foundation in drug and alcohol studies. This certificate promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Criteria B. Need

5. Enrollment and Completer Projections

Enrollment projections for courses are as followed:

Required Courses:

HMS-20: new course; no enrollment data available

HMS-47: new course; no enrollment data available

HMS-60: new course; no enrollment data available

HMS-61: new course; no enrollment data available

HMS-62: new course; no enrollment data available

WKX HMS 200: 30 students

Elective Courses:

HMS-4: 32 students

HMS-5: 32 students

HMS-6: 32 students
HMS-7: 32 students
HMS-8: 32 students
HMS-17: 32 students
HMS-19: 32 students
HMS-22: new course; no enrollment data available
HMS-24: new course; no enrollment data available
HMS-25: new course; no enrollment data available

HMS-4, HMS-5, HMS-6, HMS-7, HMS-8, HMS-17, HMS-19, HMS-20, HMS-22, HMS-24, HMS-25, HMS-47, and WKX HMS 200 are actively available in Moreno Valley College inventory. HMS-60, HMS-61, HMS-62 have been approved by the BOT and are anticipated to be included in the next addendum issued October 2018. All courses are approved for transfer to the CSU.

The certificate program expects to have 15 – 20 students completing this certificate annually beginning in September 2020.

6. Place of Program in Curriculum/Similar Programs

The college has no similar certificate within the college district; this is a unique and new certificate available to our students.

7. Similar Programs at Other Colleges in Service Area

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has a like or similar program.

8. Labor Market

Employment for the social work occupational group is expected to increase 17% between 2017 and 2022 in the Inland Empire/Desert Region. A total of 6,783 job openings or 1,357 annual openings will be available over the five-year timeframe. The entry-level wage for each occupation in the social work occupational group is above the MIT Living Wage estimate of \$12.30 per hour for a single adult living in the Inland Empire/Desert Region. There appears to be an opportunity for program growth based on the average annual number of program completions for the selected community college program in the region (279 annual average regional credentials), and the annual openings for middle-skill social work occupations in the local region (654 average annual openings).

Substance Abuse and Behavioral Disorder Counselors' occupation is expected to increase employment by 19 percent by 2024, adding 1,900 new jobs in California. This career path is expected to increase by 23.9 percent in the Inland Empire/Desert Region. There are 26, 902 California employers hiring in this occupation in the area of Individual and Family Services. The median annual income reported in 2017 is \$43,300 per year and \$20.82 per hour.

9. Employer Survey

Post general Advisory Committee survey was conducted. The process utilized Advisory Committee members' recommendations. Advisory Board supported the development of credit certificate related to drug and alcohol studies.

10. Explanation of Employer Relationship

Employers provide guidance for future student employment, internship and mentorship. They also provide feedback on curriculum, certificate update to parallel with industry certification and workforce demands. Service-based learning is an integral part of the program and new internships will be continually explored.

11. List Members of Advisory Committee

- James Banks – MVC – Professor, Human Services
- Rachel Dyer – MVC – Assistant Professor, Human Services
- Asia Williamson – San Bernardino County Worker – Social Services Consultant – Adjunct Professor
- Jill Rasmussen – LCSW; La Sierra University – MSW Program, Chair and Professor
- Gene Tripp – West Coast Treatment – Treasurer
- Scott Hoage – San Bernardino Valley College – Faculty Human Services Department
- Dr. Stephen Brown – California Baptist University – Associate Dean
- Priscilla Grijalva – Norte Vista High School – School Counselor
- Michele Gardner – MVC Student, Human Services Club President
- Corey Jackson – Sigma Beta Xi - CEO

12. Recommendations of Advisory Committee

During the break-out session for HMS – Human Services, Professor Banks and Professor Dyer introduced the new course proposals and certificate proposals to the members present at the advisory committee. The desire to continue to have service-based learning as an integral part of each certificate was discussed. The plan to have the newly proposed certificates be state-approved was established. Jill Rasmussen, Chair of the Social Work Program at La Sierra University, discussed the relevance the new certificates have in responding to the needs of the community. Scott Hoage confirmed and expressed an interest to teach in the Drug and Alcohol Studies program as he discussed his experience teaching in this services category at San Bernardino Valley College. Hoage verified the course outlines as essential to student success in the service area. A unanimous vote was received in support of all newly proposed certificates. A unanimous vote was also received to change the name of the discipline from Human Services to Social Work, Human Services, and Counseling Practices. It was discussed that this discipline name change would assist the students with identifying the discipline as a pathway to social work and counseling practices in addition to human services.

The vote regarding the new certificates was moved by Priscilla Grijalva, seconded by Rachel Dyer, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

The vote regarding changing the name of the discipline was moved by Priscilla Grijalva, seconded by Michele Gardner, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

C. Curriculum Standards

13. Display of Proposed Sequence

The sequence of courses presented here for the certificate program:

Semester 1

HMS-60

HMS-61

HMS-62

HMS-Elective

Semester 2

HMS-20

HMS-47

WKX HMS 200

HMS-Elective

15. Library and/or Learning Resources Plan

The Library and/or Learning Resources are adequate to support this program.

16. Facilities and Equipment Plan

The facilities and equipment are adequate to support this program.

17. Financial Support Plan

Resources are adequate to support this program.

18. Faculty Qualifications and Availability

Moreno Valley College has one full-time Professor, one full-time Assistant Professor, and three Adjunct Instructors that may teach the HMS courses:

- BANKS, JAMES; Professor; B.S., University of Wisconsin, Whitewater; MSW, University of Wisconsin, Madison. At Riverside Community College District since 2002.
- DYER, RACHEL; Assistant Professor; B.S., California Baptist University; MSW, California State University, San Bernardino. At Riverside Community College District since 2014 as an Adjunct Instructor and since 2017 as a full-time Assistant Professor.
- HOLLOWAY, WILLIAM; Adjunct Instructor; BSW, California State University, San Bernardino; MSW, University of Maryland. At Riverside Community College District since 2015.
- OUTLEY-JONES, DONNA; Adjunct Instructor; BSW, La Sierra University; MSW, University of Southern California. At Riverside Community College District since 2018.
- SULLIVAN, LYNNETTE; Adjunct Instructor; B.A., Psychology; M.S. Counseling Psychology, California Baptist University; Licensed Marriage and Family Therapist; At Riverside Community College District since 2018.

19. Based on Model Curriculum

This is based on the model curriculum.

20. Licensing or Accreditation Standards

N/A

21. Student Selection and Fees

Students will be allowed to self-select for the program. Moreno Valley College is an open access institution. There are no additional requirements for entrance into this program or additional fees other than textbook requirements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD**

NEW CERTIFICATE OF ACHIEVEMENT

College: R__ M_X_ N__

TOP Code: 2104.00: Human Services

Family Studies

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

This program equips students with training in the area of case management, conflict-resolution, counseling theories and techniques, community services, needs assessment, etc. Students will learn how to work with diverse populations which include, but are not limited to: survivors of domestic violence, children, youth and families in the foster care system, geriatric clients and their families, and youth and adolescents. Students will develop an understanding of the knowledge, skills, and attitudes necessary in the provision of services the micro-macro continuum.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position providing services to families.
- Discuss, analyze and explain the ethical standards that guide the helper/counselor when providing services to families.
- Participate in role-play application scenarios regarding the career pathway of family studies.
- Discuss, analyze and explain the ethical standards that guide the helper/counselor in the application of counseling techniques.
- Assist consumers and family members in matching needs with available community resources.

Required Courses (16 – 19 units)

HMS-22 Human Behavior in the Social Environment	<u>Units</u>
HMS-40 Family Studies - Counseling Youth and Adolescents	3
HMS-41 Family Studies - Counseling Victims of Domestic Violence	3
HMS-42 Family Studies - Counseling in Foster Care	3
HMS-43 Family Studies - Counseling in Gerontology	3
WKX HMS 200 Human Services Work Experience	1-2-3-4

Elective Courses (6 units)

HMS-5 Introduction to Evaluation and Counseling	<u>Units</u>
HMS-8 Introduction to Group Process	3
HMS-17 Introduction to Public Mental Health	3
HMS-18 Introduction to Social Work	3
HMS-19 Generalist Practices of Social Work	3
HMS-25 Careers in Social Work - Crisis-Intervention Management	3
HMS-26 Careers in Social Work - Trauma-Focused Counseling	3
HMS-27 Careers in Social Work - Multi-Cultural Counseling	3
HMS-36 Behavioral Therapist - Counseling Families of Special Needs Youth	3
HMS-62 Introduction to the DSM-5	3

Total Units:

22 – 25

MORENO VALLEY COLLEGE

PROGRAM: Certificate in Family Studies

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives

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

The goal of the Family Studies Certificate is to pave a pathway to prepare students for providing services to individuals and families. The program aims to develop training of helping professionals in an understanding of counseling theory, technique and practice applications, as well as in referral-based services. Graduates will have developed knowledge, skills and attitudes necessary to help clients across the micro-macro continuum.

2. Catalog Description

This program equips students with training in the area of case management, conflict-resolution, counseling theories and techniques, community services, needs assessment, etc. Students will learn how to work with diverse populations which include, but are not limited to: survivors of domestic violence, children, youth and families in the foster care system, geriatric clients and their families, and youth and adolescents. Students will develop an understanding of the knowledge, skills, and attitudes necessary in the provision of services the micro-macro continuum.

The Certificate Program Learning Outcomes are:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position providing services to families.
- Discuss, analyze and explain the ethical standards that guide the helper/counselor when providing services to families.
- Participate in role-play application scenarios regarding the career pathway of family studies.
- Discuss, analyze and explain the ethical standards that guide the helper/counselor in the application of counseling techniques.
- Assist consumers and family members in matching needs with available community resources.

3. Program Requirements

The certificate program requires the completion of 6 core classes, for a total of 16 – 19 units.

HMS-22	Human Behavior in the Social Environment	3 Units
HMS-40	Family Studies - Counseling Youth and Adolescents	3 Units
HMS-41	Family Studies - Counseling Victims of Domestic Violence	3 Units
HMS-42	Family Studies - Counseling in Foster Care	3 Units
HMS-43	Family Studies - Counseling in Gerontology	3 Units
WKX HMS 200	Human Services Work Experience	1-2-3-4 Units

In addition, the certificate program requires the completion of 6 elective units from the options listed below:

HMS-5	Introduction to Evaluation and Counseling	3 Units
HMS-8	Introduction to Group Process	3 Units
HMS-17	Introduction to Public Mental Health	3 Units
HMS-18	Introduction to Social Work	3 Units
HMS-19	Generalist Practices of Social Work	3 Units
HMS-25	Careers in Social Work - Crisis-Intervention Management	3 Units
HMS-26	Careers in Social Work - Trauma-Focused Counseling	3 Units
HMS-27	Careers in Social Work - Multi-Cultural Counseling	3 Units
HMS-36	Behavioral Therapist – Counseling Families of Special Needs Youth	3 Units
HMS-62	Introduction to the DSM-5	3 Units

4. Background and Rationale

The Family Studies Certificate paves a pathway for students interested in providing family counseling and intervention services. It emphasizes cultural considerations, theory, evidence-based practice and therapeutic technique specific to family needs. This certificate promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Criteria B. Need

5. Enrollment and Completer Projections

Enrollment projections for courses are as followed:

Required Courses:

HMS-22: new course; no enrollment data available
HMS-40: new course; no enrollment data available
HMS-41: new course; no enrollment data available
HMS-42: new course; no enrollment data available
HMS-43: new course; no enrollment data available
WKX HMS 200: 30 students

Elective Courses:

HMS-5: 32 students
HMS-8: 32 students
HMS-17: 32 students
HMS-18: 52 students
HMS-19: 32 students
HMS-25: 32 students
HMS-26: 32 students
HMS-27: new course; no enrollment data available
HMS-36: new course; no enrollment data available
HMS-62: new course; no enrollment data available

HMS-5, HMS-8, HMS-17, HMS-18, HMS-19, HMS-22, HMS-25, HMS-26, HMS-27, HMS-36, and WKX HMS 200 are actively available in Moreno Valley College inventory. HMS-62 has been approved by the BOT and are anticipated to be included in the next addendum issued October 2018. All courses are approved for transfer to the CSU.

The certificate program expects to have 15 – 20 students completing this certificate annually beginning in September 2020.

6. Place of Program in Curriculum/Similar Programs

The college has no similar certificate within the college district; this is a unique and new certificate available to our students.

7. Similar Programs at Other Colleges in Service Area

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has a like or similar program.

8. Labor Market

Employment for the social work occupational group is expected to increase 17% between 2017 and 2022 in the Inland Empire/Desert Region. A total of 6,783 job openings or 1,357 annual openings will be available over the five-year timeframe. The entry-level wage for each occupation in the social work occupational group is above the MIT Living Wage estimate of \$12.30 per hour for a single adult living in the Inland Empire/Desert Region. There appears to be an opportunity for program growth based on the average annual number of program completions for the selected community college program in the region (279 annual average regional credentials), and the annual openings for middle-skill social work occupations in the local region (654 average annual openings).

9. Employer Survey

Post general Advisory Committee survey was conducted. The process utilized Advisory Committee members' recommendations. Advisory Board supported the development of the credit certificate related to family studies.

10. Explanation of Employer Relationship

Employers provide guidance for future student employment, internship and mentorship. They also provide feedback on curriculum, certificate update to parallel with industry certification and workforce demands. Service-based learning is an integral part of the program and new internships will be continually explored.

11. List Members of Advisory Committee

- James Banks – MVC – Professor, Human Services
- Rachel Dyer – MVC – Assistant Professor, Human Services
- Asia Williamson – San Bernardino County Worker – Social Services Consultant – Adjunct Professor
- Jill Rasmussen – LCSW; La Sierra University – MSW Program, Chair and Professor
- Gene Tripp – West Coast Treatment – Treasurer
- Scott Hoage – San Bernardino Valley College – Faculty Human Services Department
- Dr. Stephen Brown – California Baptist University – Associate Dean
- Priscilla Grijalva – Norte Vista High School – School Counselor
- Michele Gardner – MVC Student, Human Services Club President

- Corey Jackson – Sigma Beta Xi - CEO

12. Recommendations of Advisory Committee

During the break-out session for HMS – Human Services, Professor Banks and Professor Dyer introduced the new course proposals and certificate proposals to the members present at the advisory committee. The desire to continue to have service-based learning as an integral part of each certificate was discussed. The plan to have the newly proposed certificates be state-approved was established. Jill Rasmussen, Chair of the Social Work Program at La Sierra University, discussed the relevance the new certificates have in responding to the needs of the community. Scott Hoage confirmed and expressed an interest to teach in the Drug and Alcohol Studies program as he discussed his experience teaching in this services category at San Bernardino Valley College. Hoage verified the course outlines as essential to student success in the service area. A unanimous vote was received in support of all newly proposed certificates. A unanimous vote was also received to change the name of the discipline from Human Services to Social Work, Human Services, and Counseling Practices. It was discussed that this discipline name change would assist the students with identifying the discipline as a pathway to social work and counseling practices in addition to human services.

The vote regarding the new certificates was moved by Priscilla Grijalva, seconded by Rachel Dyer, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

The vote regarding changing the name of the discipline was moved by Priscilla Grijalva, seconded by Michele Gardner, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

C. Curriculum Standards

13. Display of Proposed Sequence

The sequence of courses presented here for the certificate program:

Semester 1

HMS-22
HMS-40
HMS-41
HMS-Elective

Semester 2

HMS-42
HMS-43
WKX HMS 200
HMS-Elective

15. Library and/or Learning Resources Plan

The Library and/or Learning Resources are adequate to support this program.

16. Facilities and Equipment Plan

The facilities and equipment are adequate to support this program.

17. Financial Support Plan

Resources are adequate to support this program.

18. Faculty Qualifications and Availability

Moreno Valley College has one full-time Professor, one full-time Assistant Professor, and three Adjunct Instructors that may teach the HMS courses:

- BANKS, JAMES; Professor; B.S., University of Wisconsin, Whitewater; MSW, University of Wisconsin, Madison. At Riverside Community College District since 2002.
- DYER, RACHEL; Assistant Professor; B.S., California Baptist University; MSW, California State University, San Bernardino. At Riverside Community College District since 2014 as an Adjunct Instructor and since 2017 as a full-time Assistant Professor.
- HOLLOWAY, WILLIAM; Adjunct Instructor; BSW, California State University, San Bernardino; MSW, University of Maryland. At Riverside Community College District since 2015.
- OUTLEY-JONES, DONNA; Adjunct Instructor; BSW, La Sierra University; MSW, University of Southern California. At Riverside Community College District since 2018.
- SULLIVAN, LYNNETTE; Adjunct Instructor; B.A., Psychology; M.S. Counseling Psychology, California Baptist University; Licensed Marriage and Family Therapist; At Riverside Community College District since 2018.

19. Based on Model Curriculum

This is based on the model curriculum.

20. Licensing or Accreditation Standards

N/A

21. Student Selection and Fees

Students will be allowed to self-select for the program. Moreno Valley College is an open access institution. There are no additional requirements for entrance into this program or additional fees other than textbook requirements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD**

NEW CERTIFICATE OF ACHIEVEMENT

College: R__ M_X_ N__

TOP Code: 2104.00: Human Services

Justice System Studies

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

The Justice System Studies Certificate provides a foundational understanding of how to implement social justice theory and advocacy techniques to respond to community needs. Education is provided on providing services to individuals and their families including, but not limited to: human trafficking survivors and perpetrators, youth in gangs, youth on probation, adults on parole, clients within residential treatment programs and within correctional facilities. Graduates will have developed knowledge, skills and attitudes necessary to help clients of diverse cultural backgrounds and within varied settings across the micro-macro continuum.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate a basic understanding of the knowledge, skills and values on the career pathway of social work, human services and counseling practices in the justice system.
- Discuss, analyze and explain the ethical standards that guide the helper/counselor in the application of counseling techniques with clients in the justice system.
- Assist consumers and family members in matching needs with available community resources.
- Complete and reflect upon service-based learning experience.

Required Courses (20 – 23 units)

	<u>Units</u>
HMS-16 Public Assistance and Benefits	1
HMS-21 Justice System Studies – Forensic Social Work	3
HMS-44 Justice System Studies – Counseling Youth in Gangs	3
HMS-45 Justice System Studies – Counseling Youth on Probation	3
HMS-47 Counseling of Residential Treatment Clients	3
HMS-46 Justice System Studies – Counseling Adults on Parole	3
HMS-48 Justice System Studies – Case Management Corrections	3
WKX HMS 200 Human Services Work Experience	1-2-3-4

Elective Courses (6 units)

	<u>Units</u>
HMS-8 Introduction to Group Process	3
HMS-17 Introduction to Public Mental Health	3
HMS-18 Introduction to Social Work	3
HMS-19 Generalist Practices of Social Work	3
HMS-60 Introduction to Drugs and Alcohol	3
HMS-61 Evaluation of Controlled Substances	3
HMS-62 Introduction to the DSM-5	3

Total Units:

26 – 29

MORENO VALLEY COLLEGE

PROGRAM: Certificate in Justice System Studies

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives

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

The goal of the Justice System Studies Certificate is to pave a pathway to prepare students for providing services to individuals and families who interact with the justice system. The program aims to develop training of helping professionals in case management, counseling, and referral-based services, social justice and social advocacy while responding to the needs represented in the community. Graduates will have developed knowledge, skills and attitudes necessary to help clients across the micro-macro continuum.

2. Catalog Description

The Justice System Studies Certificate provides a foundational understanding of how to implement social justice theory and advocacy techniques to respond to community needs. Education is provided on providing services to individuals and their families including, but not limited to: human trafficking survivors and perpetrators, youth in gangs, youth on probation, adults on parole, clients within residential treatment programs and within correctional facilities. Graduates will have developed knowledge, skills and attitudes necessary to help clients of diverse cultural backgrounds and within varied settings across the micro-macro continuum.

The Certificate Program Learning Outcomes are:

- Demonstrate a basic understanding of the knowledge, skills and values on the career pathway of social work, human services and counseling practices in the justice system.
- Discuss, analyze and explain the ethical standards that guide the helper/counselor in the application of counseling techniques with clients in the justice system.
- Assist consumers and family members in matching needs with available community resources.
- Complete and reflect upon service-based learning experience.

3. Program Requirements

The certificate program requires the completion of 6 core classes, for a total of 20 – 23 units.

HMS-16	Public Assistance and Benefits	1 Unit
HMS-21	Justice System Studies – Forensic Social Work	3 Units
HMS-44	Justice System Studies – Counseling Youth in Gangs	3 Units
HMS-45	Justice System Studies – Counseling Youth on Probation	3 Units
HMS-46	Justice System Studies – Counseling Adults on Parole	3 Units
HMS-47	Counseling of Residential Treatment Clients	3 Units
HMS-48	Justice System Studies – Case Management Corrections	3 Units
WKX HMS 200	Human Services Work Experience	1-2-3-4 Units

In addition, the certificate program requires the completion of 6 elective units from the options listed below:

HMS-8	Introduction to Group Process	3 Units
HMS-17	Introduction to Public Mental Health	3 Units
HMS-18	Introduction to Social Work	3 Units
HMS-19	Generalist Practices of Social Work	3 Units
HMS-60	Introduction to Drugs and Alcohol	3 Units
HMS-61	Evaluation of Controlled Substances	3 Units
HMS-62	Introduction to the DSM-5	3 Units

4. Background and Rationale

The Justice System Studies certificate paves a pathway for students interested developing counseling skills specific to the practice area. This certificate promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Criteria B. Need

5. Enrollment and Completer Projections

Enrollment projections for courses are as followed:

Required Courses:

HMS-16: 32 students
HMS-21: new course; no enrollment data available
HMS-44: new course; no enrollment data available
HMS-45: new course; no enrollment data available
HMS-46: new course; no enrollment data available
HMS-47: new course; no enrollment data available
HMS-48: new course; no enrollment data available
WKX HMS 200: 30 students

Elective Courses:

HMS-8: 32 students
HMS-17: 32 students
HMS-18: 52 students
HMS-19: 32 students
HMS-60: new course; no enrollment data available
HMS-61: new course; no enrollment data available
HMS-62: new course; no enrollment data available

HMS-8, HMS-16, HMS-17, HMS-18, HMS-19, HMS-21, HMS-44, HMS-45, HMS-46, HMS-47, HMS-48 and WKX HMS 200 are actively available in Moreno Valley College inventory. HMS-60, HMS-61, HMS-62 have been approved by the BOT and are anticipated to be included in the next addendum issued October 2018. All courses are approved for transfer to the CSU.

The certificate program expects to have 15 – 20 students completing this certificate annually beginning in September 2020.

6. Place of Program in Curriculum/Similar Programs

The college has no similar certificate within the college district; this is a unique and new certificate available to our students.

7. Similar Programs at Other Colleges in Service Area

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has a like or similar program.

8. Labor Market

Employment for the social work occupational group is expected to increase 17% between 2017 and 2022 in the Inland Empire/Desert Region. A total of 6,783 job openings or 1,357 annual openings will be available over the five-year timeframe. The entry-level wage for each occupation in the social work occupational group is above the MIT Living Wage estimate of \$12.30 per hour for a single adult living in the Inland Empire/Desert Region. There appears to be an opportunity for program growth based on the average annual number of program completions for the selected community college program in the region (279 annual average regional credentials), and the annual openings for middle-skill social work occupations in the local region (654 average annual openings).

Mental Health Counselors' occupation is expected to increase employment by 18.3 percent by 2024, adding almost 3,100 new jobs in California. This career path is expected to increase by 20.9 percent in the Inland Empire Region. There are 26, 902 California employers hiring in this occupation.

In 2018, Social and Community Service Managers were reported to have a median hourly wage of \$29.84. This market category is inclusive of social work, human services, and counseling practice professionals.

9. Employer Survey

Post general Advisory Committee survey was conducted. The process utilized Advisory Committee members' recommendations. Advisory Board supported the development of the credit certificate related to justice system studies.

10. Explanation of Employer Relationship.

Employers provide guidance for future student employment, internship and mentorship. They also provide feedback on curriculum, certificate update to parallel with industry certification and workforce demands. Service-based learning is an integral part of the program and new internships will be continually explored.

11. List Members of Advisory Committee

- James Banks – MVC – Professor, Human Services
- Rachel Dyer – MVC – Assistant Professor, Human Services
- Asia Williamson – San Bernardino County Worker – Social Services Consultant – Adjunct Professor
- Jill Rasmussen – LCSW; La Sierra University – MSW Program, Chair and Professor
- Gene Tripp – West Coast Treatment – Treasurer
- Scott Hoage – San Bernardino Valley College – Faculty Human Services Department

- Dr. Stephen Brown – California Baptist University – Associate Dean
- Priscilla Grijalva – Norte Vista High School – School Counselor
- Michele Gardner – MVC Student, Human Services Club President
- Corey Jackson – Sigma Beta Xi – CEO

12. Recommendations of Advisory Committee

During the break-out session for HMS – Human Services, Professor Banks and Professor Dyer introduced the new course proposals and certificate proposals to the members present at the advisory committee. The desire to continue to have service-based learning as an integral part of each certificate was discussed. The plan to have the newly proposed certificates be state-approved was established. Jill Rasmussen, Chair of the Social Work Program at La Sierra University, discussed the relevance the new certificates have in responding to the needs of the community. Scott Hoage confirmed and expressed an interest to teach in the Drug and Alcohol Studies program as he discussed his experience teaching in this services category at San Bernardino Valley College. Hoage verified the course outlines as essential to student success in the service area. A unanimous vote was received in support of all newly proposed certificates. A unanimous vote was also received to change the name of the discipline from Human Services to Social Work, Human Services, and Counseling Practices. It was discussed that this discipline name change would assist the students with identifying the discipline as a pathway to social work and counseling practices in addition to human services.

The vote regarding the new certificates was moved by Priscilla Grijalva, seconded by Rachel Dyer, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

The vote regarding changing the name of the discipline was moved by Priscilla Grijalva, seconded by Michele Gardner, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

C. Curriculum Standards

13. Display of Proposed Sequence

The sequence of courses presented here for the certificate program:

Semester 1

HMS-44
HMS-45
HMS-46
HMS-Elective

Semester 2

HMS-16
HMS-Elective

Semester 2

HMS-21
HMS-47
HMS-48
WKX HMS 200

15. Library and/or Learning Resources Plan

The Library and/or Learning Resources are adequate to support this program.

16. Facilities and Equipment Plan

The facilities and equipment are adequate to support this program.

17. Financial Support Plan

Resources are adequate to support this program.

18. Faculty Qualifications and Availability

Moreno Valley College has one full-time Professor, one full-time Assistant Professor, and three Adjunct Instructors that may teach the HMS courses:

- BANKS, JAMES; Professor; B.S., University of Wisconsin, Whitewater; MSW, University of Wisconsin, Madison. At Riverside Community College District since 2002.
- DYER, RACHEL; Assistant Professor; B.S., California Baptist University; MSW, California State University, San Bernardino. At Riverside Community College District since 2014 as an Adjunct Instructor and since 2017 as a full-time Assistant Professor.
- HOLLOWAY, WILLIAM; Adjunct Instructor; BSW, California State University, San Bernardino; MSW, University of Maryland. At Riverside Community College District since 2015.
- OUTLEY-JONES, DONNA; Adjunct Instructor; BSW, La Sierra University; MSW, University of Southern California. At Riverside Community College District since 2018.
- SULLIVAN, LYNNETTE; Adjunct Instructor; B.A., Psychology; M.S. Counseling Psychology, California Baptist University; Licensed Marriage and Family Therapist; At Riverside Community College District since 2018.

19. Based on Model Curriculum

This is based on the model curriculum.

20. Licensing or Accreditation Standards

N/A

21. Student Selection and Fees

Students will be allowed to self-select for the program. Moreno Valley College is an open access institution. There are no additional requirements for entrance into this program or additional fees other than textbook requirements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD**

NEW CERTIFICATE OF ACHIEVEMENT

College: R__ M_X_ N__

TOP Code: 2104.00: Human Services

Multicultural Counseling

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

Multicultural Counseling provides training in the area of case management, conflict-resolution, counseling theories and techniques, community services, needs assessment, etc. Students will learn how to work with individuals, families and communities which are representative of diverse populations, including, but not limited to: African American, Hispanic, Asian and Native American clients. Students will develop an understanding of the knowledge, skills, and attitudes necessary to transition into entry-level employment in multicultural counseling and transfer opportunities in the practice area. Applications are discussed across the micro-macro continuum.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in multicultural counseling.
- Participate in role-play application scenarios regarding multicultural counseling.
- Discuss, analyze and explain the ethical standards that guide the helper/counselor in the application of counseling techniques.
- Complete and reflect upon service-based learning experience.
- Assist consumers and family members in matching needs with available community resources.
- Expand knowledge, skills, and attitudes necessary to help people better understand and help themselves.

Required Courses (16 – 19 units)

	<u>Units</u>
HMS-27 Careers in Social Work - Multi-Cultural Counseling	3
HMS-30 Multicultural Counseling – Counseling African Americans	3
HMS-31 Multicultural Counseling – Counseling Hispanics	3
HMS-32 Multicultural Counseling – Counseling Asians	3
HMS-33 Multicultural Counseling – Counseling Native Americans	3
WKX HMS 200 Human Services Work Experience	1-2-3-4

Elective Courses (6 units)

	<u>Units</u>
HMS-5 Introduction to Evaluation and Counseling	3
HMS-8 Introduction to Group Process	3
HMS-17 Introduction to Public Mental Health	3
HMS-18 Introduction to Social Work	3
HMS-19 Generalist Practices of Social Work	3
HMS-22 Human Behavior in the Social Environment	3
HMS-37 Behavioral Therapist – Counseling of Clients with Disabilities	3
HMS-62 Introduction to the DSM-5	3

Total Units:

22 – 25

MORENO VALLEY COLLEGE

PROGRAM: Certificate in Multicultural Counseling

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives

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

The goal of the Multicultural Counseling Certificate is to pave a pathway to prepare students for providing services to individuals and families which represent a wide variety of ethnic backgrounds and to enhance culturally sensitive practice. The program aims to develop training of helping professionals in counseling and referral-based services while responding to the needs represented in the community. Graduates will have developed knowledge, skills and attitudes necessary to help clients across the micro-macro continuum.

2. Catalog Description

Multicultural Counseling provides training in the area of case management, conflict-resolution, counseling theories and techniques, community services, needs assessment, etc. Students will learn how to work with individuals, families and communities which are representative of diverse populations, including, but not limited to: African American, Hispanic, Asian and Native American clients. Students will develop an understanding of the knowledge, skills, and attitudes necessary to transition into entry-level employment in multicultural counseling and transfer opportunities in the practice area. Applications are discussed across the micro-macro continuum.

The Certificate Program Learning Outcomes are:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in multicultural counseling.
- Participate in role-play application scenarios regarding multicultural counseling.
- Discuss, analyze and explain the ethical standards that guide the helper/counselor in the application of counseling techniques.
- Complete and reflect upon service-based learning experience.
- Assist consumers and family members in matching needs with available community resources.
- Expand knowledge, skills, and attitudes necessary to help people better understand and help themselves.

3. Program Requirements

The certificate program requires the completion of 6 core classes, for a total of 16 – 19 units.

HMS-27	Careers in Social Work – Multi-Cultural Counseling	3 Units
HMS-30	Multicultural Counseling – Counseling African Americans	3 Units
HMS-31	Multicultural Counseling – Counseling Hispanics	3 Units
HMS-32	Multicultural Counseling – Counseling Asians	3 Units

HMS-33	Multicultural Counseling – Counseling Native Americans	3 Units
WKX HMS 200	Human Services Work Experience	1-2-3-4 Units

In addition, the certificate program requires the completion of 6 elective units from the options listed below:

HMS-5	Introduction to Evaluation and Counseling	3 Units
HMS-6	Introduction to Case Management	3 Units
HMS-7	Psychosocial Rehabilitation	3 Units
HMS-8	Introduction to Group Process	3 Units
HMS-17	Introduction to Public Mental Health	3 Units
HMS-18	Introduction to Social Work	3 Units
HMS-19	Generalist Practices of Social Work	3 Units
HMS-22	Human Behavior and the Social Environment	3 Units
HMS-37	Behavioral Therapist - Counseling of Clients with Disabilities	3 Units
HMS-62	Introduction to the DSM-5	3 Units

4. Background and Rationale

The Multicultural Counseling Certificate paves a pathway for students interested in pursuing an educational foundation in understanding how to provide counseling services to diverse populations. The rationale is to prepare students with building competency in multicultural counseling so that they can provide culturally sensitive counseling services to their communities. This certificate promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Criteria B. Need

5. Enrollment and Completer Projections

Enrollment projections for courses are as followed:

Required Courses:

HMS-27: new course; no enrollment data available
HMS-30: new course; no enrollment data available
HMS-31: new course; no enrollment data available
HMS-32: new course; no enrollment data available
HMS-33: new course; no enrollment data available
WKX HMS 200: 32 students

Elective Courses:

HMS-5: 32 students
HMS-6: 32 students
HMS-7: 32 students
HMS-8: 32 students
HMS-17: 32 students
HMS-18: 52 students
HMS-19: 32 students
HMS-22; new course; no enrollment data available

HMS-37; new course; no enrollment data available

HMS-62; new course; no enrollment data available

HMS-5, HMS-6, HMS-7, HMS-8, HMS-17, HMS-18, HMS-19, HMS-22, HMS-27, HMS-37, and WKX HMS 200 are actively available in Moreno Valley College inventory. HMS-30, HMS-31, HMS-32, HMS-33, and HMS-62 have been approved by the BOT and are anticipated to be included in the next addendum issued October 2018. All courses are approved for transfer to the CSU.

The certificate program expects to have 15 – 20 students completing this certificate annually beginning in September 2020.

6. Place of Program in Curriculum/Similar Programs

The college has no similar certificate within the college district; this is a unique and new certificate available to our students.

7. Similar Programs at Other Colleges in Service Area

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has a like or similar program.

8. Labor Market

Employment for the social work occupational group is expected to increase 17% between 2017 and 2022 in the Inland Empire/Desert Region. A total of 6,783 job openings or 1,357 annual openings will be available over the five-year timeframe. The entry-level wage for each occupation in the social work occupational group is above the MIT Living Wage estimate of \$12.30 per hour for a single adult living in the Inland Empire/Desert Region. There appears to be an opportunity for program growth based on the average annual number of program completions for the selected community college program in the region (279 annual average regional credentials), and the annual openings for middle-skill social work occupations in the local region (654 average annual openings).

9. Employer Survey

Post general Advisory Committee survey was conducted. The process utilized Advisory Committee members' recommendations. Advisory Board supported the development of the credit certificate related to multicultural counseling.

10. Explanation of Employer Relationship

Employers provide guidance for future student employment, internship and mentorship. They also provide feedback on curriculum, certificate update to parallel with industry certification and workforce demands. Service-based learning is an integral part of the program and new internships will be continually explored.

11. List Members of Advisory Committee

- James Banks – MVC – Professor, Human Services
- Rachel Dyer – MVC – Assistant Professor, Human Services
- Asia Williamson – San Bernardino County Worker – Social Services Consultant – Adjunct Professor

- Jill Rasmussen – LCSW; La Sierra University – MSW Program, Chair and Professor
- Gene Tripp – West Coast Treatment – Treasurer
- Scott Hoage – San Bernardino Valley College – Faculty Human Services Department
- Dr. Stephen Brown – California Baptist University – Associate Dean
- Priscilla Grijalva – Norte Vista High School – School Counselor
- Michele Gardner – MVC Student, Human Services Club President
- Corey Jackson – Sigma Beta Xi - CEO

12. Recommendations of Advisory Committee

During the break-out session for HMS – Human Services, Professor Banks and Professor Dyer introduced the new course proposals and certificate proposals to the members present at the advisory committee. The desire to continue to have service-based learning as an integral part of each certificate was discussed. The plan to have the newly proposed certificates be state-approved was established. Jill Rasmussen, Chair of the Social Work Program at La Sierra University, discussed the relevance the new certificates have in responding to the needs of the community. Scott Hoage confirmed and expressed an interest to teach in the Drug and Alcohol Studies program as he discussed his experience teaching in this services category at San Bernardino Valley College. Hoage verified the course outlines as essential to student success in the service area. A unanimous vote was received in support of all newly proposed certificates. A unanimous vote was also received to change the name of the discipline from Human Services to Social Work, Human Services, and Counseling Practices. It was discussed that this discipline name change would assist the students with identifying the discipline as a pathway to social work and counseling practices in addition to human services.

The vote regarding the new certificates was moved by Priscilla Grijalva, seconded by Rachel Dyer, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

The vote regarding changing the name of the discipline was moved by Priscilla Grijalva, seconded by Michele Gardner, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

C. Curriculum Standards

13. Display of Proposed Sequence

The sequence of courses presented here for the certificate program:

Semester 1

HMS-27
HMS-30
HMS-31
HMS-Elective

Semester 2

HMS-32
HMS-33
WKX HMS 200
HMS-Elective

15. Library and/or Learning Resources Plan

The Library and/or Learning Resources are adequate to support this program.

16. Facilities and Equipment Plan

The facilities and equipment are adequate to support this program.

17. Financial Support Plan

Resources are adequate to support this program.

18. Faculty Qualifications and Availability

Moreno Valley College has one full-time Professor, one full-time Assistant Professor, and three Adjunct Instructors that may teach the HMS courses:

- BANKS, JAMES; Professor; B.S., University of Wisconsin, Whitewater; MSW, University of Wisconsin, Madison. At Riverside Community College District since 2002.
- DYER, RACHEL; Assistant Professor; B.S., California Baptist University; MSW, California State University, San Bernardino. At Riverside Community College District since 2014 as an Adjunct Instructor and since 2017 as a full-time Assistant Professor.
- HOLLOWAY, WILLIAM; Adjunct Instructor; BSW, California State University, San Bernardino; MSW, University of Maryland. At Riverside Community College District since 2015.
- OUTLEY-JONES, DONNA; Adjunct Instructor; BSW, La Sierra University; MSW, University of Southern California. At Riverside Community College District since 2018.
- SULLIVAN, LYNNETTE; Adjunct Instructor; B.A., Psychology; M.S. Counseling Psychology, California Baptist University; Licensed Marriage and Family Therapist; At Riverside Community College District since 2018.

19. Based on Model Curriculum

This is based on the model curriculum.

20. Licensing or Accreditation Standards

N/A

21. Student Selection and Fees

Students will be allowed to self-select for the program. Moreno Valley College is an open access institution. There are no additional requirements for entrance into this program or additional fees other than textbook requirements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

NEW CERTIFICATE OF ACHIEVEMENT

College: R__ M_X_ N__

TOP Code: 2104.00: Human Services

Military Social Work

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

The Military Social Work Certificate equips students with an educational foundation of the principles, theories and practices on the career pathway of military social work. An overview is given of the unique culture of military families, their resilience, and the challenges of military life. Emphasis is on family studies and family psychology of serving veterans and active duty U.S. Armed Forces, an understanding of trauma-focused counseling, mental health and substance abuse counseling and public assistance and benefits.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in the field of military social work.
- Develop an understanding of military culture and how it impacts military members and their families.
- Participate in role-play application scenarios regarding military social work.
- Discuss, analyze and explain the ethical standards that guide the social worker in the application of counseling techniques with active duty military, veterans and their families.
- Complete and reflect upon service-based learning experience.
- Assist consumers and family members in matching needs of military members and their families with available community resources.
- Develop an understanding of how to address substance abuse and mental health needs of military members and their families.

Required Courses (17 – 20 units)

	<u>Units</u>
HMS-7 Psychosocial Rehabilitation	3
HMS-16 Public Assistance and Benefits	1
HMS-18 Introduction to Social Work	3
HMS-26 Careers in Social Work - Trauma-Focused Counseling	3
HMS-28 Careers in Social Work - Military Social Work	3
HMS-60 Introduction to Drugs and Alcohol	3
WKX HMS 200 Human Services Work Experience	1-2-3-4

Elective Courses (6 units)

	<u>Units</u>
HMS-5 Introduction to Evaluation and Counseling	3
HMS-6 Introduction to Case Management	3
HMS-8 Introduction to Group Process	3
HMS-17 Introduction to Public Mental Health	3
HMS-19 Generalist Practices of Social Work	3
HMS-22 Human Behavior in the Social Environment	3
HMS-62 Introduction to the DSM-5	3

Total Units:

23 – 26

MORENO VALLEY COLLEGE

PROGRAM: Certificate in Military Social Work

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives

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

The goal of the Military Social Work Certificate is to pave a pathway to prepare students for providing services to active duty military, veterans, and their families. The program aims to develop training of helping professionals in counseling and referral-based services while responding to the needs represented in the community. Graduates will have developed knowledge, skills and attitudes necessary to help clients across the micro-macro continuum.

2. Catalog Description

This Military Social Work Certificate equips students with an educational foundation of the principles, theories and practices on the career pathway of military social work. An overview is given of the unique culture of military families, their resilience, and the challenges of military life. Emphasis is on family studies and family psychology of serving veterans and active duty U.S. Armed Forces, an understanding of trauma-focused counseling, mental health and substance abuse counseling and public assistance and benefits.

The Certificate Program Learning Outcomes are:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in the field of military social work.
- Develop an understanding of military culture and how it impacts military members and their families.
- Participate in role-play application scenarios regarding military social work.
- Discuss, analyze and explain the ethical standards that guide the social worker in the application of counseling techniques with active duty military, veterans and their families.
- Complete and reflect upon service-based learning experience.
- Assist consumers and family members in matching needs of military members and their families with available community resources.
- Develop an understanding of how to address substance abuse and mental health needs of military members and their families.

3. Program Requirements

The certificate program requires the completion of 6 core classes, for a total of 17 – 20 units.

HMS-7	Psychosocial Rehabilitation	3 Units
HMS-16	Public Assistance and Benefits	1 Unit
HMS-18	Introduction to Social Work	3 Units

HMS-26	Careers in Social Work - Trauma-Focused Counseling	3 Units
HMS-28	Careers in Social Work - Military Social Work	3 Units
HMS-60	Introduction to Drugs and Alcohol	3 Units
WKX HMS 200	Human Services Work Experience	1-2-3-4 Units

In addition, the certificate program requires the completion of 6 elective units from the options listed below:

HMS-5	Introduction to Evaluation and Counseling	3 Units
HMS-6	Introduction to Case Management	3 Units
HMS-8	Introduction to Group Process	3 Units
HMS-17	Introduction to Public Mental Health	3 Units
HMS-19	Generalist Practices of Social Work	3 Units
HMS-22	Human Behavior and the Social Environment	3 Units
HMS-62	Introduction to the DSM-5	3 Units

4. Background and Rationale

The Military Social Work certificate provides a pathway that responds to the needs of the community and growing demand for professionals trained to serve active duty military, veterans and their families. This certificate promotes social work, human services, and counseling career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Criteria B. Need

5. Enrollment and Completer Projections

Enrollment projections for courses are as followed:

Required Courses:

HMS-7: 32 students
HMS-16: 32 students
HMS-18: 52 students
HMS-26: 32 students
HMS-28: new course; no enrollment data available
HMS-60: new course; no enrollment data available
WKX HMS 200: 30 students

Elective Courses:

HMS-5: 32 students
HMS-6: 32 students
HMS-8: 32 students
HMS-17: 32 students
HMS-19: 32 students
HMS-22: new course; no enrollment data available
HMS-62: new course; no enrollment data available

HMS-5, HMS-6, HMS-7, HMS-8, HMS-16, HMS-17, HMS-18, HMS-19, HMS-22, HMS-26, and HMS-28 are actively available in Moreno Valley College inventory. HMS-60 and HMS-62 have been approved by the BOT and are anticipated to be included in the next addendum issued October 2018. All courses are approved for transfer to the CSU.

The certificate program expects to have 15 – 20 students completing this certificate annually beginning in September 2020.

6. Place of Program in Curriculum/Similar Programs

The college has no similar certificate within the college district; this is a unique and new certificate available to our students.

7. Similar Programs at Other Colleges in Service Area

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has a like or similar program.

8. Labor Market

Employment for the social work occupational group is expected to increase 17% between 2017 and 2022 in the Inland Empire/Desert Region. A total of 6,783 job openings or 1,357 annual openings will be available over the five-year timeframe. The entry-level wage for each occupation in the social work occupational group is above the MIT Living Wage estimate of \$12.30 per hour for a single adult living in the Inland Empire/Desert Region. There appears to be an opportunity for program growth based on the average annual number of program completions for the selected community college program in the region (279 annual average regional credentials), and the annual openings for middle-skill social work occupations in the local region (654 average annual openings).

Mental Health Counselors' occupation is expected to increase employment by 18.3 percent by 2024, adding almost 3,100 new jobs in California. This career path is expected to increase by 20.9 percent in the Inland Empire Region. There are 26, 902 California employers hiring in this occupation.

In 2018, Social and Community Service Managers were reported to have a median hourly wage of \$29.84. This market category is inclusive of social work, human services, and counseling practice professionals.

9. Employer Survey

Post general Advisory Committee survey was conducted. The process utilized Advisory Committee members' recommendations. Advisory Board supported the development of the credit certificate related to military social work.

10. Explanation of Employer Relationship

Employers provide guidance for future student employment, internship and mentorship. They also provide feedback on curriculum, certificate update to parallel with industry certification and workforce demands. Service-based learning is an integral part of the program and new internships will be continually explored.

11. List Members of Advisory Committee

- James Banks – MVC – Professor, Human Services
- Rachel Dyer – MVC – Assistant Professor, Human Services

- Asia Williamson – San Bernardino County Worker – Social Services Consultant – Adjunct Professor
- Jill Rasmussen – LCSW; La Sierra University – MSW Program, Chair and Professor
- Gene Tripp – West Coast Treatment – Treasurer
- Scott Hoage – San Bernardino Valley College – Faculty Human Services Department
- Dr. Stephen Brown – California Baptist University – Associate Dean
- Priscilla Grijalva – Norte Vista High School – School Counselor
- Michele Gardner – MVC Student, Human Services Club President
- Corey Jackson – Sigma Beta Xi - CEO

12. Recommendations of Advisory Committee

During the break-out session for HMS – Human Services, Professor Banks and Professor Dyer introduced the new course proposals and certificate proposals to the members present at the advisory committee. The desire to continue to have service-based learning as an integral part of each certificate was discussed. The plan to have the newly proposed certificates be state-approved was established. Jill Rasmussen, Chair of the Social Work Program at La Sierra University, discussed the relevance the new certificates have in responding to the needs of the community. Scott Hoage confirmed and expressed an interest to teach in the Drug and Alcohol Studies program as he discussed his experience teaching in this services category at San Bernardino Valley College. Hoage verified the course outlines as essential to student success in the service area. A unanimous vote was received in support of all newly proposed certificates. A unanimous vote was also received to change the name of the discipline from Human Services to Social Work, Human Services, and Counseling Practices. It was discussed that this discipline name change would assist the students with identifying the discipline as a pathway to social work and counseling practices in addition to human services.

The vote regarding the new certificates was moved by Priscilla Grijalva, seconded by Rachel Dyer, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

The vote regarding changing the name of the discipline was moved by Priscilla Grijalva, seconded by Michele Gardner, and unanimously approved. (Votes: Yes = 10; No = 0; Abstentions = 0)

C. Curriculum Standards

13. Display of Proposed Sequence

The sequence of courses presented here for the certificate program:

Semester 1

HMS-18
HMS-26
HMS-28
HMS-Elective

Semester 2 (Winter/Summer)

HMS-16

Semester 3

HMS-7
HMS-60
WKX HMS 200
HMS-Elective

15. Library and/or Learning Resources Plan

The Library and/or Learning Resources are adequate to support this program.

16. Facilities and Equipment Plan

The facilities and equipment are adequate to support this program.

17. Financial Support Plan

Resources are adequate to support this program.

18. Faculty Qualifications and Availability

Moreno Valley College has one full-time Professor, one full-time Assistant Professor, and three Adjunct Instructors that may teach the HMS courses:

- BANKS, JAMES; Professor; B.S., University of Wisconsin, Whitewater; MSW, University of Wisconsin, Madison. At Riverside Community College District since 2002.
- DYER, RACHEL; Assistant Professor; B.S., California Baptist University; MSW, California State University, San Bernardino. At Riverside Community College District since 2014 as an Adjunct Instructor and since 2017 as a full-time Assistant Professor.
- HOLLOWAY, WILLIAM; Adjunct Instructor; BSW, California State University, San Bernardino; MSW, University of Maryland. At Riverside Community College District since 2015.
- OUTLEY-JONES, DONNA; Adjunct Instructor; BSW, La Sierra University; MSW, University of Southern California. At Riverside Community College District since 2018.
- SULLIVAN, LYNNETTE; Adjunct Instructor; B.A., Psychology; M.S. Counseling Psychology, California Baptist University; Licensed Marriage and Family Therapist; At Riverside Community College District since 2018.

19. Based on Model Curriculum

This is based on the model curriculum.

20. Licensing or Accreditation Standards

N/A

21. Student Selection and Fees

Students will be allowed to self-select for the program. Moreno Valley College is an open access institution. There are no additional requirements for entrance into this program or additional fees other than textbook requirements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE OF RECORD

Python Programming Certificate College: Riverside

TOP Code: 0707.10

RATIONALE FOR NEW CERTIFICATE PATTERN:

To offer an introduction to Python non-credit certificate for students wanting to get starting in Computer Information Systems, and for students who are looking to enhance their programming skillsets with the Python programming language.

SHORT DESCRIPTION OF THE PROGRAM:

The Python programming certificate is a certificate for the general introduction to the Python programming language. The certificate introduces the Python programming language, decision control structures and iterative control structures of the Python language. The certificate includes working with arrays and functions in the Python programming language.

Certificate Program

Program Learning Outcomes

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

- Demonstrate the fundamental knowledge about the Python programming language and interpreter.
- Demonstrate fundamental knowledge of structured sequential statements, decision statements, iterative statements, and modular programming concepts in Python.
- Demonstrate fundamental knowledge of input/output programming concepts in Python to create meaningful programs.

Required Courses: 54 Hours

CIS-830	Introduction to Python Programming: Part 1	18 Hrs
CIS-831	Introduction to Python Programming: Part 2	18 Hrs
CIS-832	Introduction to Python Programming: Part 3	18 Hrs

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R__ M__ N_X__

TOPs Code: 0301.00

Associate in Science in Environmental Science for Transfer (AS-T Environmental Science)

Associate in Science in Environmental Science for Transfer

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

The Associate in Science in Environmental Science for Transfer Degree (AS-T in Environmental Science) introduces the concepts and principles upon which environmental knowledge is based including the biological, chemical, and physical concepts underlying scientific theory and application to environmental issues. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation to apply to environmental concerns affecting our everyday lives. The AS-T in Environmental Science provides students with a core curriculum to develop key skills for applying biological, physical, and chemical principles to the study of the environment and the developing solutions to environmental problems.

PROGRAM LEARNING OUTCOMES

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

- Examine the impact of humankind on the environment from scientific, sociological, political, and economic viewpoints both locally and globally.
- Apply concepts and implement skills learned in the sciences, mathematics, and humanities to real-world environmental issues.
- Demonstrate an ability to examine scientific evidence demonstrating how human activities affect many ecosystems and recommend alternatives to present practices.

Required Courses (40-41 Units)

		<u>Units</u>
BIO-60* (Formerly BIO-11)	Introduction to Molecular and Cellular Biology	5
CHE-1A*	General Chemistry I	5
BIO-61*(Formerly BIO-12)	Introduction to Organismal and Population Biology	5
OR		
CHE-1B*	General Chemistry II	5
<u>List A (14-15 Units)</u>		
BIO-19* (Formerly BIO-36)	Environmental Science	3
GEG-1*/1H*	Physical Geography/Honors	3
AND		
GEG-1L*	Physical Geography Laboratory	1
MAT-12*/12H*	Statistics/Honors	4
OR		
PSY/SOC-48*	Statistics for the Behavioral Sciences	3
MAT-1A*	Calculus I	4
<u>List B (11 Units)</u>		
ECO-8*/8H*	Principles of Microeconomics/Honors	3
PHY-2A*+2B*	General Physics I and II	8
OR		
PHY-4A*+4B*	Mechanics AND Electricity & Magnetism	8

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

Associate in Science for Transfer Degree

The Associate in Science in Environmental Science 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) for STEM or California State University General Education (CSUGE) for STEM 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.

Total Units: 40-41

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R__ M_X_ N__

TOPs Code: 2104.00: Human Services

Human Services

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

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

PROGRAM LEARNING OUTCOMES

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

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in human services.
- Develop a thoughtful, genuine, and empathetic attitude towards human beings.
- Increase the capacity for self-awareness and personal growth.
- Assist consumers and family members in matching needs with available community resources.
- Expand knowledge, skills, and attitudes necessary to help people better understand and help themselves.

Required Courses (14 - 17 units)

	<u>Units</u>
HMS-4 Introduction to Human Services	3
HMS-5 Introduction to Evaluation and Counseling	3
HMS-6 Introduction to Case Management	3
HMS-8 Introduction to Group Process	3
HMS-16 Public Assistance and Benefits	1
WKX HMS 200 Human Services Work Experience	1-2-3-4

Elective Courses (6 units)

	<u>Units</u>
HMS-7 Introduction to Psychosocial Rehabilitation	3
HMS-13 Employment Support Strategies	3
HMS-14 Job Development	3
HMS-17 Introduction to Public Mental Health	3
HMS-18 Introduction to Social Work	3
HMS-19 Generalist Practices of Social Work	3

Total Units:

20 – 23

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Area of Emphasis					
Area of Emphasis Revision	Moreno Valley Norco Riverside City	KIN	REV AOE	Kinesiology AOE Revision	*Description and PLO updates *Required courses: DELETE KIN 8 and 47 ADD KIN 23 *Elective courses: DELETE KIN 8 and 47 ADD KIN 23
Area of Emphasis Revision	Moreno Valley Norco Riverside City	PHY	REV AOE	Add PHY-10 to Math and Science AOE	Add PHY-10 to Math and Science AOE
General Education Requirements – Plan A	Moreno Valley Norco Riverside City	REA	Plan A	REA-3 Area E, Section 2, Option 2	Add REA-3 to Plan A, Area E, Section 2/Self-Development
Basic Skills Competency	Moreno Valley Norco Riverside City	REA	REV AOE	Reading Competency	1. Rea 3 to satisfy the Reading Competency graduation requirement 2. Basic Skills Competency Requirement Area B.2 will be changed to read: <i>Completion of Reading 3 or Reading 83 or Reading 90 with a “C” or higher</i>
Basic Skills Competency	Moreno Valley Norco Riverside City	MAT	REV COMP	Math Competency	Basic Skills Competency Requirement Area A: “Completion Counts” and “placement above Math 35” will be removed and will then read: <i>Students must demonstrate minimum proficiency in mathematics by the successful completion of a Riverside Community College District mathematics course with a “C” or higher selected from Math 1-36 (excluding MAT-32), or MAT-53 or the equivalent [CLEP, AP/IB Exams, Credit by Exam, other pathways such as Completion Counts, courses from other colleges/universities, placement above Math 35; or Early Assessment Test (EAP for CSU, MCAP)].</i>
Course Deletion					

Proposed Curricular Changes

Course Deletion	Riverside City	COM	19	Reader's Theater	There is not enough demand for this course in this area at this time. Several attempts to offer this course in the last few years have been unsuccessful. While the discipline still believes it is an important topic, there does not seem to be a local audience interested in taking the course.
Course Deletion	Moreno Valley	ENG	60A	English Fundamentals: Sentence to Paragraph	We are deleting in response to AB 705 requirements. This class is 3 levels below transfer and no longer a viable placement for students.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Deletion	Norco	ENG	60A	English Fundamentals: Sentence to Paragraph	We are deleting in response to AB 705 requirements. This class is 3 levels below transfer and no longer a viable placement for students.
Course Deletion	Riverside City	ENG	60A	English Fundamentals: Sentence to Paragraph	We are deleting in response to AB 705 requirements. This class is 3 levels below transfer and no longer a viable placement for students.
Course Deletion	Moreno Valley	ENG	60B	English Fundamentals: Paragraph to Essay	We are deleting in response to AB 705 requirements. This class is two levels below transfer and no longer a viable placement for students.
Course Deletion	Norco	ENG	60B	English Fundamentals: Paragraph to Essay	We are deleting in response to AB 705 requirements. This class is two levels below transfer and no longer a viable placement for students.
Course Deletion	Riverside City	ENG	60B	English Fundamentals: Paragraph to Essay	We are deleting in response to AB 705 requirements. This class is two levels below transfer and no longer a viable placement for students.
Course Deletion	Moreno Valley	ENG	70	Composition Fundamentals	We are deleting in response to AB 705 requirements. This class is two levels below transfer and no longer a viable placement for students.
Course Deletion	Norco	ENG	70	Composition Fundamentals	We are deleting in response to AB 705 requirements. This class is two levels below transfer and no longer a viable placement for students.
Course Deletion	Riverside City	ENG	70	Composition Fundamentals	We are deleting in response to AB 705 requirements. This class is two levels below transfer and no longer a viable placement for students.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Deletion	Moreno Valley	FIT	E2A	First Responder Medical	The FIT E2A course is outdated and doesn't fit in the fire catalog. The course is being relaunched under the EMS catalog as EMS 41 and is updated to meet the needs of the EMS students and faculty.
Course Deletion	Riverside City	SPA	1A	Spanish 1A	Spanish 1A and 1B have not been offered for a decade. 1A filled well, but 1B filled with 2 - 5 students, which means it was consistently cancelled. It made it difficult for these students to complete the 1A/1B transfer sequence.
Course Deletion	Riverside City	SPA	1B	Spanish 1B	Historically, this course enrolls under five students, making it an economically inefficient class. It gets cancelled, putting students in the position of not completing the 1A/1B transfer sequence.
Course Deletion	Riverside City	SPA	52	Introductory Listening Comprehension II	We propose it for deletion because it has not been offered for decades and is historically low-enrolled.
Course Deletion	Riverside City	SPA	53	Intermediate Listening Comprehension I	We propose deletion because the class has not been offered for at least a decade and it was historically low enrolled.
Course Inclusion					
Course Inclusion	Moreno Valley	CAT	INCL 98B	MOV Inclusion CAT-98B	MOV Inclusion CAT-98B
Course Inclusion	Moreno Valley	CIS	INCL 98B	MOV Inclusion CIS-98B	MOV Inclusion CIS-98B
Course Major Modification					
Course Major Modification	Norco	ADJ	9	Law in American Society	Update curriculum. Remove cross-listing with JUS 9 (currently being proposed for deletion). Update GE SLO links.
Course Major Modification	Riverside City	ADJ	9	Law in American Society	Update curriculum. Remove cross-listing with JUS 9 (currently being proposed for deletion). Update GE SLO links.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course_Course Number	Course Title	Course Rationale
Course Major Modification	Moreno Valley	ADJ	12	Introduction to Criminalistics	<p>to meet CI-D compliance</p> <p>Moreno valley added this course to their inventory, approved by the BOT on April 19, 2016.</p> <p>The course description needed updating to reflect current forensic science preferences and standards, as well as a discipline meeting discussing changing laboratory hours to 12 hours for consistency, relevance, and student experience.</p> <p>Removed cross-listing with JUS 12 (deletion proposal launched). GB</p>
Course Major Modification	Norco	ADJ	12	Introduction to Criminalistics	<p>to meet CI-D compliance</p> <p>Moreno valley added this course to their inventory, approved by the BOT on April 19, 2016.</p> <p>The course description needed updating to reflect current forensic science preferences and standards, as well as a discipline meeting discussing changing laboratory hours to 12 hours for consistency, relevance, and student experience.</p> <p>Removed cross-listing with JUS 12 (deletion proposal launched). GB</p>
Course Major Modification	Riverside City	ADJ	12	Introduction to Criminalistics	<p>to meet CI-D compliance</p> <p>Moreno valley added this course to their inventory, approved by the BOT on April 19, 2016.</p> <p>The course description needed updating to reflect current forensic science preferences and standards, as well as a discipline meeting discussing changing laboratory hours to 12 hours for consistency, relevance, and student experience.</p> <p>Removed cross-listing with JUS 12 (deletion proposal launched). GB</p>

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Norco	ADJ	14	Advanced Criminal Investigation	Correct error, update spelling errors. Also, discipline meeting (04/13/18) addressing disparities in unit offerings/hours and current lab/lecture ratio hours. Removed cross-listing with JUS 14 (deletion proposal at CC). Removed JUS 13 as a prerequisite, and update entry skill links to ADJ 13 (in review).
Course Major Modification	Riverside City	ADJ	14	Advanced Criminal Investigation	Correct error, update spelling errors. Also, discipline meeting (04/13/18) addressing disparities in unit offerings/hours and current lab/lecture ratio hours. Removed cross-listing with JUS 14 (deletion proposal at CC). Removed JUS 13 as a prerequisite, and update entry skill links to ADJ 13 (in review).
Course Major Modification	Moreno Valley	ANT	1L	Physical Anthropology Laboratory	This course is needed to assist our students in transfer and provide additional laboratory choices in the life sciences for non biology majors. They are required to have this lab if they use Anth 1 to fulfill their Life/Biological Sciences and usually have to make it up at their transfer college.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Number	Course Title	Course Rationale
Course Major Modification	Norco	ANT	1L	Physical Anthropology Laboratory	This course is needed to assist our students in transfer and provide additional laboratory choices in the life sciences for non biology majors. They are required to have this lab if they use Anth 1 to fulfill their Life/Biological Sciences and usually have to make it up at their transfer college.
Course Major Modification	Riverside City	ANT	1L	Physical Anthropology Laboratory	This course is needed to assist our students in transfer and provide additional laboratory choices in the life sciences for non biology majors. They are required to have this lab if they use Anth 1 to fulfill their Life/Biological Sciences and usually have to make it up at their transfer college.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Moreno Valley	ART	2	History of Western Art: Renaissance through Contemporary	Add assignments ART-2H was approved by the Board of Trustees on January 11, 2013 and thus the course description was changed. 2018: Update course materials and clean up COR
Course Major Modification	Norco	ART	2	History of Western Art: Renaissance through Contemporary	Add assignments ART-2H was approved by the Board of Trustees on January 11, 2013 and thus the course description was changed. 2018: Update course materials and clean up COR
Course Major Modification	Riverside City	ART	2	History of Western Art: Renaissance through Contemporary	Add assignments ART-2H was approved by the Board of Trustees on January 11, 2013 and thus the course description was changed. 2018: Update course materials and clean up COR
Course Major Modification	Moreno Valley	ART	2H	Honors Art History of Western Art: Renaissance through Contemporary	As part of content review, update of course.
Course Major Modification	Norco	ART	2H	Honors Art History of Western Art: Renaissance through Contemporary	As part of content review, update of course.
Course Major Modification	Riverside City	ART	2H	Honors Art History of Western Art: Renaissance through Contemporary	As part of content review, update of course.
Course Major Modification	Moreno Valley	COM	1/1H	Public Speaking	Updating textbooks & SLOs, adding course objectives in alignment with CID and eliminating advisories to be consistent with the principles of AB 705.
Course Major Modification	Norco	COM	1/1H	Public Speaking	Updating textbooks & SLOs, adding course objectives in alignment with CID and eliminating advisories to be consistent with the principles of AB 705.
Course Major Modification	Riverside City	COM	1/1H	Public Speaking	Updating textbooks & SLOs, adding course objectives in alignment with CID and eliminating advisories to be consistent with the principles of AB 705.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Number	Course Title	Course Rationale
Course Major Modification	Norco	COM	11	Storytelling	<p>Modifying and Updating SLOs; along with linking the SLOs to the GELOs. Also updating the textbooks. Removing advisories and entrance skills.</p> <p>Additionally, there is a suggestion this course be added to RCCD GE: Humanities to mirror the CSU pattern.</p>
Course Major Modification	Riverside City	COM	11	Storytelling	<p>Modifying and Updating SLOs; along with linking the SLOs to the GELOs. Also updating the textbooks. Removing advisories and entrance skills.</p> <p>Additionally, there is a suggestion this course be added to RCCD GE: Humanities to mirror the CSU pattern.</p>
Course Major Modification	Moreno Valley	COM	12	Intercultural Communication	<p>Updating textbooks & SLOs, adding course objectives in alignment with CID and eliminating advisories to be consistent with the principles of AB 705.</p>
Course Major Modification	Norco	COM	12	Intercultural Communication	<p>Updating textbooks & SLOs, adding course objectives in alignment with CID and eliminating advisories to be consistent with the principles of AB 705.</p>
Course Major Modification	Riverside City	COM	12	Intercultural Communication	<p>Updating textbooks & SLOs, adding course objectives in alignment with CID and eliminating advisories to be consistent with the principles of AB 705.</p>
Course Major Modification	Moreno Valley	COM	13	Gender and Communication	<p>CIPR Cycle, alignment with C-ID TMC (not COR) and accreditation expectations.</p>

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Norco	COM	13	Gender and Communication	CIPR Cycle, alignment with C-ID TMC (not COR) and accreditation expectations.
Course Major Modification	Riverside City	COM	13	Gender and Communication	CIPR Cycle, alignment with C-ID TMC (not COR) and accreditation expectations.
Course Major Modification	Moreno Valley	COM	2	Introduction to Persuasion	Updates to title, description, objectives, slos, methods of instruction and evaluation and texts
Course Major Modification	Norco	COM	2	Introduction to Persuasion	Updates to title, description, objectives, slos, methods of instruction and evaluation and texts
Course Major Modification	Riverside City	COM	2	Introduction to Persuasion	Updates to title, description, objectives, slos, methods of instruction and evaluation and texts
Course Major Modification	Norco	COM	20	Introduction to Communication Theory	The course is designed to meet lower-division transfer requirements for CSU San Bernardino and CSU Fullerton for communication majors and others as may be relevant, and fulfill general education requirements at most transfer institutions.
Course Major Modification	Riverside City	COM	20	Introduction to Communication Theory	The course is designed to meet lower-division transfer requirements for CSU San Bernardino and CSU Fullerton for communication majors and others as may be relevant, and fulfill general education requirements at most transfer institutions.
Course Major Modification	Moreno Valley	COM	3	Argumentation and Debate	Updating textbooks & SLOs, adding course objectives in alignment with CID and eliminating advisories to be consistent with the principles of AB 705.

Proposed Curricular Changes

Course Major Modification	Norco	COM	3	Argumentation and Debate	Updating textbooks & SLOs, adding course objectives in alignment with CID and eliminating advisories to be consistent with the principles of AB 705.
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Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Number	Course Title	Course Rationale
Course Major Modification	Riverside City	COM	3	Argumentation and Debate	Updating textbooks & SLOs, adding course objectives in alignment with CID and eliminating advisories to be consistent with the principles of AB 705.
Course Major Modification	Riverside City	COM	5	Parliamentary Procedure	Updating textbooks, adding course objectives in alignment with CID and eliminating advisories to be consistent with the principles of AB 705.
Course Major Modification	Moreno Valley	COM	51	Enhancing Communication Skills	Modifying and Updating SLOs & objectives. Also updating (deleting) the textbooks.
Course Major Modification	Riverside City	COM	51	Enhancing Communication Skills	Modifying and Updating SLOs & objectives. Also updating (deleting) the textbooks.
Course Major Modification	Moreno Valley	COM	6	Dynamics of Small Group Communication	Updating SLO's, linking to GESLO's, textbook updates
Course Major Modification	Norco	COM	6	Dynamics of Small Group Communication	Updating SLO's, linking to GESLO's, textbook updates
Course Major Modification	Riverside City	COM	6	Dynamics of Small Group Communication	Updating SLO's, linking to GESLO's, textbook updates
Course Major Modification	Moreno Valley	COM	7	Oral Interpretation of Literature	Update course materials to add objectives, modify SLOs, change advisory, and update texts.
Course Major Modification	Norco	COM	7	Oral Interpretation of Literature	Update course materials to add objectives, modify SLOs, change advisory, and update texts.
Course Major Modification	Riverside City	COM	7	Oral Interpretation of Literature	Update course materials to add objectives, modify SLOs, change advisory, and update texts.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Moreno Valley	COM	9	Interpersonal Communication	Modifying and Updating SLOs; along with linking the SLOs to the GELOs. Also updating the textbooks. Removing advisories and entrance skills.
Course Major Modification	Norco	COM	9	Interpersonal Communication	Modifying and Updating SLOs; along with linking the SLOs to the GELOs. Also updating the textbooks. Removing advisories and entrance skills.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Riverside City	COM	9	Interpersonal Communication	<p>Modifying and Updating SLOs; along with linking the SLOs to the GELOs. Also updating the textbooks. Removing advisories and entrance skills.</p> <p>So, COM 9 would be one of five course options to fulfill RCCD GE of Communication Skills which mirrors CSU/IGETC. Additionally, the Discipline proposes that COM 9 be added to RCCD GE: Social Sciences to also mirror the CSU pattern.</p>
Course Major Modification	Moreno Valley	DEH	34	Cultural Diversity in Healthcare	<p>This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. Update description.</p>
Course Major Modification	Norco	ELE	64	Programmable Logic Controllers	<p>This course is related to electronics and adding a cross listing of electronics will add more respect with electronics students and the electronics industry.</p> <p>Justification for the change in units: This class has not yet been offered. The MAN faculty strongly feel that the amount of time for both lecture and lab is necessary.</p> <p>9-14-18</p> <p>We will be changing the following:</p> <p>Regarding MAN 64, and ELE 64 SLO "Demonstrate the installation maintenance and troubleshooting of PLCs and PLC modules."</p>

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Moreno Valley	EMS	40	Emergency Medical Technician Continuing Education	This course is offered to allow EMTs to maintain their certification.
Course Major Modification	Moreno Valley	ENG	11	Creative Writing	updates for general education SLOs and texts
Course Major Modification	Norco	ENG	11	Creative Writing	updates for general education SLOs and texts
Course Major Modification	Riverside City	ENG	11	Creative Writing	updates for general education SLOs and texts
Course Major Modification	Riverside City	ENG	12	Special Studies in Creative Writing	to include general education SLOs and to update course materials
Course Major Modification	Riverside City	ENG	18	Survey of Native American Literature	We streamlined the SLOs for assessment, created course objectives, and updated the textbook section.
Course Major Modification	Moreno Valley	ENG	1A	English Composition	Course SLOs revised, course objectives added, entry requirements updated to match the revised English 50 COR, and textbooks updated.
Course Major Modification	Norco	ENG	1A	English Composition	Course SLOs revised, course objectives added, entry requirements updated to match the revised English 50 COR, and textbooks updated.
Course Major Modification	Riverside City	ENG	1A	English Composition	Course SLOs revised, course objectives added, entry requirements updated to match the revised English 50 COR, and textbooks updated.
Course Major Modification	Moreno Valley	ENG	1AH	Honors English Composition	Course SLOs revised, course objectives added, entry requirements updated to match the revised English 50 COR, and textbooks updated.
Course Major Modification	Norco	ENG	1AH	Honors English Composition	Course SLOs revised, course objectives added, entry requirements updated to match the revised English 50 COR, and textbooks updated.
Course Major Modification	Riverside City	ENG	1AH	Honors English Composition	Course SLOs revised, course objectives added, entry requirements updated to match the revised English 50 COR, and textbooks updated.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Moreno Valley	ENG	20	Survey of African American Literature	We streamlined the SLOs for assessment, created course objectives, and updated the textbook section.
Course Major Modification	Norco	ENG	20	Survey of African American Literature	We streamlined the SLOs for assessment, created course objectives, and updated the textbook section.
Course Major Modification	Riverside City	ENG	20	Survey of African American Literature	We streamlined the SLOs for assessment, created course objectives, and updated the textbook section.
Course Major Modification	Moreno Valley	ENG	23	The Bible As Literature	We updated the SLOs to be fewer and streamlined and added course objectives as well as updated course materials.
Course Major Modification	Norco	ENG	23	The Bible As Literature	We updated the SLOs to be fewer and streamlined and added course objectives as well as updated course materials.
Course Major Modification	Riverside City	ENG	23	The Bible As Literature	We updated the SLOs to be fewer and streamlined and added course objectives as well as updated course materials.
Course Major Modification	Riverside City	ENG	34	Literature by Women	We revised our SLOs and added objectives.
Course Major Modification	Moreno Valley	ENG	35	Women in Literature	We cleaned up the SLOs to make them more streamlined and better for assessment, and we added language to the MoE section about requiring essay writing and defining critical literary analysis. There is also a textbook update.
Course Major Modification	Norco	ENG	35	Women in Literature	We cleaned up the SLOs to make them more streamlined and better for assessment, and we added language to the MoE section about requiring essay writing and defining critical literary analysis. There is also a textbook update.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Riverside City	ENG	35	Women in Literature	We cleaned up the SLOs to make them more streamlined and better for assessment, and we added language to the MoE section about requiring essay writing and defining critical literary analysis. There is also a textbook update.
Course Major Modification	Norco	ENG	44	Poetry from the Twentieth Century to the Present	We modified the existing five SLOs as four objectives and one outcome. We changed the language of one SLO-turned-objective to reflect the distinct content of the course and we added a corresponding section under course content while also updating that section with contemporary authors. We also updated the textbook section.
Course Major Modification	Riverside City	ENG	44	Poetry from the Twentieth Century to the Present	We modified the existing five SLOs as four objectives and one outcome. We changed the language of one SLO-turned-objective to reflect the distinct content of the course and we added a corresponding section under course content while also updating that section with contemporary authors. We also updated the textbook section.
Course Major Modification	Norco	ENG	45	Modern Drama	We changed four of the SLOs to objectives, keeping only a single SLO. We updated the textbooks and changed the sample assignments to be more specific.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Riverside City	ENG	45	Modern Drama	We changed four of the SLOs to objectives, keeping only a single SLO. We updated the textbooks and changed the sample assignments to be more specific.
Course Major Modification	Moreno Valley	ENG	50	Basic English Composition	This course was just revised and approved last academic year (2017-18). We are only putting it through a major mod again this year to remove old pre-requisites we no longer offer, to change SLOs to objectives, and to add ESL and Reading as additional disciplines that may teach this course. The intention is to allow faculty with an FSA in English or ESL or Reading to be able to teach the course (not to cross-list the class as a REA or ESL class).
Course Major Modification	Norco	ENG	50	Basic English Composition	This course was just revised and approved last academic year (2017-18). We are only putting it through a major mod again this year to remove old pre-requisites we no longer offer, to change SLOs to objectives, and to add ESL and Reading as additional disciplines that may teach this course. The intention is to allow faculty with an FSA in English or ESL or Reading to be able to teach the course (not to cross-list the class as a REA or ESL class).

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Riverside City	ENG	50	Basic English Composition	This course was just revised and approved last academic year (2017-18). We are only putting it through a major mod again this year to remove old pre-requisites we no longer offer, to change SLOs to objectives, and to add ESL and Reading as additional disciplines that may teach this course. The intention is to allow faculty with an FSA in English or ESL or Reading to be able to teach the course (not to cross-list the class as a REA or ESL class).
Course Major Modification	Moreno Valley	ENG	6	British Literature I: Anglo-Saxon through Eighteenth Century	We cleaned up the SLOs to make them more streamlined and better for assessment and created objectives. We also updated textbook information and changed the nomenclature of AD to CE.
Course Major Modification	Norco	ENG	6	British Literature I: Anglo-Saxon through Eighteenth Century	We cleaned up the SLOs to make them more streamlined and better for assessment and created objectives. We also updated textbook information and changed the nomenclature of AD to CE.
Course Major Modification	Riverside City	ENG	6	British Literature I: Anglo-Saxon through Eighteenth Century	We cleaned up the SLOs to make them more streamlined and better for assessment and created objectives. We also updated textbook information and changed the nomenclature of AD to CE.
Course Major Modification	Moreno Valley	ENG	7	British Literature II: Romanticism through Modernism/Post-Modernism	We cleaned up the SLOs to make them more streamlined and better for assessment, created objectives, and updated course materials.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Norco	ENG	7	British Literature II: Romanticism through Modernism/Post-Modernism	We cleaned up the SLOs to make them more streamlined and better for assessment, created objectives, and updated course materials.
Course Major Modification	Riverside City	ENG	7	British Literature II: Romanticism through Modernism/Post-Modernism	We cleaned up the SLOs to make them more streamlined and better for assessment, created objectives, and updated course materials.
Course Major Modification	Norco	ENG	8	Introduction to Mythology	We updated/streamlined the course SLOs and added course objectives to highlight how the course fulfills the needs of students seeking degrees/certificates and/or transferring. There is also a textbook update. Also updated cross-listing with HUM 8.
Course Major Modification	Riverside City	ENG	8	Introduction to Mythology	We updated/streamlined the course SLOs and added course objectives to highlight how the course fulfills the needs of students seeking degrees/certificates and/or transferring. There is also a textbook update. Also updated cross-listing with HUM 8.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Moreno Valley	ENG	90B	Special Topics in English: Research Methodologies	<p>Revised most of the major categories in the COR to emphasize research methodologies across disciplines, updated and expanded the textbook options, and reconfigure it as transfer level and degree-credit course. Added all three colleges to COR.</p> <p>This course is intended to be taught by faculty teaching in the Honors Program across disciplines with an Honors section. It is a writing-based research course so is an ENG class and not intended to be cross-listed, but multiple disciplines are selected as possible for teaching since it is an academic discipline-based research methodologies course. Selected disciplines: ADJ,</p>
Course Major Modification	Riverside City	ENG	90B	Special Topics in English: Research Methodologies	<p>Revised most of the major categories in the COR to emphasize research methodologies across disciplines, updated and expanded the textbook options, and reconfigure it as transfer level and degree-credit course. Added all three colleges to COR.</p> <p>This course is intended to be taught by faculty teaching in the Honors Program across disciplines with an Honors section. It is a writing-based research course so is an ENG class and not intended to be cross-listed, but multiple disciplines are selected as possible for teaching since it is an academic discipline-based research methodologies course. Selected disciplines: ADJ,</p>

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Moreno Valley	ESL	90L	Special Topics in English as a Second Language: Punctuation of Phrases and Clauses	This is a new course that combines two existing courses (ESL 90H and ESL 90I). The existing courses have been taught face to face multiple times. The new course is the same content of the two existing courses.
Course Major Modification	Norco	ESL	90L	Special Topics in English as a Second Language: Punctuation of Phrases and Clauses	This is a new course that combines two existing courses (ESL 90H and ESL 90I). The existing courses have been taught face to face multiple times. The new course is the same content of the two existing courses.
Course Major Modification	Riverside City	ESL	90L	Special Topics in English as a Second Language: Punctuation of Phrases and Clauses	This is a new course that combines two existing courses (ESL 90H and ESL 90I). The existing courses have been taught face to face multiple times. The new course is the same content of the two existing courses.
Course Major Modification	Moreno Valley	ESL	90M	Special Topics in English as a Second Language: Articles and Prepositions	Enhances students' knowledge of prepositions and articles used in Academic English needed to successfully complete English 1A and other transfer-level courses. This course encourages second language learners to master idioms and prepositional phrases in the English language.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Norco	ESL	90M	Special Topics in English as a Second Language: Articles and Prepositions	Enhances students' knowledge of prepositions and articles used in Academic English needed to successfully complete English 1A and other transfer-level courses. This course encourages second language learners to master idioms and prepositional phrases in the English language.
Course Major Modification	Riverside City	ESL	90M	Special Topics in English as a Second Language: Articles and Prepositions	Enhances students' knowledge of prepositions and articles used in Academic English needed to successfully complete English 1A and other transfer-level courses. This course encourages second language learners to master idioms and prepositional phrases in the English language.
Course Major Modification	Moreno Valley	GEG	1/1H	Physical Geography	Link SLOs to GE outcomes. Add assignments. Update textbooks.
Course Major Modification	Norco	GEG	1/1H	Physical Geography	Link SLOs to GE outcomes. Add assignments. Update textbooks.
Course Major Modification	Riverside City	GEG	1/1H	Physical Geography	Link SLOs to GE outcomes. Add assignments. Update textbooks.
Course Major Modification	Moreno Valley	HLS	1	Introduction to Homeland Security	Adding course objectives as required; updating course description and textbook information.
Course Major Modification	Moreno Valley	HLS	2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	Add objectives for the course, which are now required, and to update the course description and textbook information.
Course Major Modification	Moreno Valley	HLS	3	Response to Emergencies, Disasters and Homeland Security Incidents	Update description, textbook, and add objectives to the course.
Course Major Modification	Moreno Valley	HLS	4	Recovery in Emergencies, Disasters and Homeland Security Incidents	Update course objectives, course description, and textbook.
Course Major Modification	Moreno Valley	HLS	5	Investigation of Emergencies, Disasters and Homeland Security Incidents	Update course description, objectives, and textbook.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Moreno Valley	HLS	6	Case Studies in Emergencies, Disasters and Homeland Security Incidents	Update course description, objectives, and textbook.
Course Major Modification	Moreno Valley	HUM	23	The Bible As Literature	We updated the Methods of Evaluation section to add language clarifying what is meant by critical thinking and requiring formal academic essay writing. There is also a textbook update.
Course Major Modification	Norco	HUM	23	The Bible As Literature	We updated the Methods of Evaluation section to add language clarifying what is meant by critical thinking and requiring formal academic essay writing. There is also a textbook update.
Course Major Modification	Riverside City	HUM	23	The Bible As Literature	We updated the Methods of Evaluation section to add language clarifying what is meant by critical thinking and requiring formal academic essay writing. There is also a textbook update.
Course Major Modification	Moreno Valley	HUM	8	Introduction to Mythology	We updated/streamlined the course SLOs and added course objectives to highlight how the course fulfills the needs of students seeking degrees/certificates and/or transferring. There is also a textbook update. Also updated cross-listing with ENG 8.
Course Major Modification	Norco	HUM	8	Introduction to Mythology	We updated/streamlined the course SLOs and added course objectives to highlight how the course fulfills the needs of students seeking degrees/certificates and/or transferring. There is also a textbook update. Also updated cross-listing with ENG 8.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Number	Course Title	Course Rationale
Course Major Modification	Riverside City	HUM	8	Introduction to Mythology	We updated/streamlined the course SLOs and added course objectives to highlight how the course fulfills the needs of students seeking degrees/certificates and/or transferring. There is also a textbook update. Also updated cross-listing with ENG 8.
Course Major Modification	Moreno Valley	JOU	1	Introduction to Journalism	Add course objectives. Update SLOs. Update entrance skills.
Course Major Modification	Riverside City	JOU	1	Introduction to Journalism	Add course objectives. Update SLOs. Update entrance skills.
Course Major Modification	Moreno Valley	JOU	7	Mass Communications	Add course objectives. Update SLOs. Update entrance skills.
Course Major Modification	Norco	JOU	7	Mass Communications	Add course objectives. Update SLOs. Update entrance skills.
Course Major Modification	Riverside City	JOU	7	Mass Communications	Add course objectives. Update SLOs. Update entrance skills.
Course Major Modification	Riverside City	KIN	28	Basketball Theory	Add course learning objectives, update SLO's, update course content and update course materials. Update description.
Course Major Modification	Riverside City	KIN	44	Yoga Instructor Training	Discipline name change PHP to KIN, update description.
Course Major Modification	Norco	KIN	A03	Adaptive Physical Fitness	Adding course learning objectives and updating SLOs and course materials
Course Major Modification	Riverside City	KIN	A03	Adaptive Physical Fitness	Adding course learning objectives and updating SLOs and course materials
Course Major Modification	Riverside City	KIN	A04	Adaptive Water Exercise	Adding course learning objectives, update SLO's, update course content and update course materials.
Course Major Modification	Riverside City	KIN	A07	Badminton	Add course learning objectives, update SLO's, update course content and update course materials.
Course Major Modification	Riverside City	KIN	A11	Tennis, Beginning	Add Learning Objectives, update SLO's and update course materials.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Riverside City	KIN	A12	Tennis, Intermediate	Add learning objectives, update entrance skills, update SLO's and update course materials.
Course Major Modification	Riverside City	KIN	A13	Tennis, Advanced	Add learning objectives, update entrance skills, update SLO's and update course materials.
Course Major Modification	Norco	KIN	A20	Golf, Beginning	Add course learning objectives, update SLO's, and update course materials.
Course Major Modification	Riverside City	KIN	A20	Golf, Beginning	Add course learning objectives, update SLO's, and update course materials.
Course Major Modification	Norco	KIN	A21	Golf, Intermediate	Add course learning objectives, update SLO's and update course materials
Course Major Modification	Riverside City	KIN	A21	Golf, Intermediate	Add course learning objectives, update SLO's and update course materials
Course Major Modification	Riverside City	KIN	A31A	Beginning Water Aerobics and Deep Water Exercise	Add course learning objectives, update SLO's, and update course materials.
Course Major Modification	Riverside City	KIN	A31B	Intermediate Water Aerobics and Deep Water Exercise	Adding course learning objectives and updating the SLO's and course materials.
Course Major Modification	Riverside City	KIN	A31C	Advanced Water Aerobics and Deep Water Exercise	Adding course learning objectives and updating the SLO's and course materials.
Course Major Modification	Norco	KIN	A55	Slow Pitch Softball	Add course learning objectives and update course materials.
Course Major Modification	Riverside City	KIN	A55	Slow Pitch Softball	Add course learning objectives and update course materials.
Course Major Modification	Riverside City	KIN	A67	Volleyball, Beginning	Add course learning objectives, update SLO's, update sample assignments and update course materials. Update description.
Course Major Modification	Riverside City	KIN	A68	Volleyball, Intermediate	Add course learning objectives, update SLO's, update sample assignments and update course materials.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Riverside City	KIN	A69	Volleyball, Advanced	Add course learning objectives, update SLO's, update sample assignments and update course materials. Update description.
Course Major Modification	Moreno Valley	KIN	A86	Step Aerobics	Add course learning objectives, update SLO's, update course content and update course materials.
Course Major Modification	Riverside City	KIN	A86	Step Aerobics	Add course learning objectives, update SLO's, update course content and update course materials.
Course Major Modification	Moreno Valley	KIN	A87	Step Aerobics, Intermediate	Add course learning objectives, update SLO's, update course content and update course materials. update description.
Course Major Modification	Riverside City	KIN	A87	Step Aerobics, Intermediate	Add course learning objectives, update SLO's, update course content and update course materials. update description.
Course Major Modification	Moreno Valley	KIN	A88	Step Aerobics, Advanced	Add course learning objectives, update SLO's, update course content, and update course materials.
Course Major Modification	Riverside City	KIN	A88	Step Aerobics, Advanced	Add course learning objectives, update SLO's, update course content, and update course materials.
Course Major Modification	Moreno Valley	KIN	A89A	Beginning Body Sculpting	Add course learning objectives, update SLO's and update course materials.
Course Major Modification	Riverside City	KIN	A89A	Beginning Body Sculpting	Add course learning objectives, update SLO's and update course materials.
Course Major Modification	Moreno Valley	KIN	A89B	Intermediate Body Sculpting	Add course learning objectives, update SLO's, update course content and update course materials
Course Major Modification	Riverside City	KIN	A89B	Intermediate Body Sculpting	Add course learning objectives, update SLO's, update course content and update course materials

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Moreno Valley	KIN	A89C	Advanced Body Sculpting	Add course learning objectives, update SLO's, update course content and update course materials.
Course Major Modification	Riverside City	KIN	A89C	Advanced Body Sculpting	Add course learning objectives, update SLO's, update course content and update course materials.
Course Major Modification	Riverside City	KIN	V04	Basketball, Varsity, Men	Add course learning objectives, update SLO's, update course content and update course materials.
Course Major Modification	Riverside City	KIN	V05	Baseball, Varsity, Men	Add course learning objectives, update SLO's and update course materials. Update description.
Course Major Modification	Riverside City	KIN	V52	Fastpitch Fundamentals: Offensive	Update SLOs and course materials, description.
Course Major Modification	Riverside City	KIN	V53	Fastpitch Fundamentals: Defensive	Add course learning objectives, update SLO's, update sample assignments and update course materials, description.
Course Major Modification	Riverside City	KIN	V92	Weight Training, Varsity Athletes	Add course learning objectives, update SLO's and update course materials. update description.
Course Major Modification	Norco	KIN	V94	In-Season Varsity Sport Conditioning	Add course learning objectives, update SLO's, update course content, update sample assignments, and update course materials
Course Major Modification	Riverside City	KIN	V94	In-Season Varsity Sport Conditioning	Add course learning objectives, update SLO's, update course content, update sample assignments, and update course materials
Course Major Modification	Moreno Valley	MAT	12/12H	Statistics	The course is due for revision. In aligning the course with the C-ID descriptor, enough material was added to justify an increase in unit count.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Norco	MAT	12/12H	Statistics	The course is due for revision. In aligning the course with the C-ID descriptor, enough material was added to justify an increase in unit count.
Course Major Modification	Riverside City	MAT	12/12H	Statistics	The course is due for revision. In aligning the course with the C-ID descriptor, enough material was added to justify an increase in unit count.
	Moreno Valley	MDA	10	Medical Terminology	New course combining MDA-1A and MDA-1B into one class.
	Moreno Valley	MDA	11	Medical Documentation and Terminology	Course is being added at recommendation of Advisory Committee and medical assisting survey. It is designed to improve student's ability to document pertinent information in patient's record.
	Moreno Valley	MDA	50	Medical Assisting Core	Course being added based on feedback from industry.
	Moreno Valley	MDA	54A	Clinical Medical Assisting II	Additional lecture and laboratory hours needed to allow the students more practice time to acquire basic skills needed in a medical office.
Course Major Modification	Moreno Valley	MDA	54B	Clinical Medical Assisting II	Adding objectives and updating course information .
	Moreno Valley	MDA	58A	Medical Transcription	Adding objectives and updating course information
	Moreno Valley	MDA	58B	Advanced Medical Transcription	Adding objectives and updating course information
Course Major Modification	Moreno Valley	MDA	59	Medical Office Procedures	Updating course information, change in units and adding objectives
	Moreno Valley	MDA	60	Survey of Human Disease Processes	Adding objectives and updating textbook/course information
	Moreno Valley	MDA	61	Pharmacology for Medical Office Personnel	Add objectives and update textbook/course information
	Moreno Valley	MDA	62	CPT/Coding	Adding course objectives and updating course information.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Number	Course Title	Course Rationale
	Moreno Valley	MDA	63	Diagnostic Coding	Adding course objectives and updating course information.
	Moreno Valley	MDA	64	Advanced Diagnostic Coding	Add course objectives and update course information.
	Moreno Valley	MDA	100	Clinical Externship	This is a new course based on recommendations by Advisory Committee. It designed to provide students with on-the-job experience.
	Moreno Valley	MDA	200	Medical Assisting Work Experience	To change the course description to be compliant with the State Chancellor's office recommendation. COR has not been updated since 2008.
Course Major Modification	Moreno Valley	REA	3	Reading for Academic and Lifelong Literacy	The reading discipline revised the course outline of record so there is an emphasis on academic and lifelong literacy. We included psychological, social, and physical factors that affect academic achievement and learning beyond college. We would like this course to satisfy the CSU General Education requirement for Lifelong Learning and Self-Development and the RCCD General Education requirement for Area E, Section 2 on Self Development. This class will also be added to the courses that satisfy the reading competency requirement. Update description.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Number	Course Title	Course Rationale
Course Major Modification	Norco	REA	3	Reading for Academic and Lifelong Literacy	The reading discipline revised the course outline of record so there is an emphasis on academic and lifelong literacy. We included psychological, social, and physical factors that affect academic achievement and learning beyond college. We would like this course to satisfy the CSU General Education requirement for Lifelong Learning and Self-Development and the RCCD General Education requirement for Area E, Section 2 on Self Development. This class will also be added to the courses that satisfy the reading competency requirement. Update description.
Course Major Modification	Riverside City	REA	3	Reading for Academic and Lifelong Literacy	The reading discipline revised the course outline of record so there is an emphasis on academic and lifelong literacy. We included psychological, social, and physical factors that affect academic achievement and learning beyond college. We would like this course to satisfy the CSU General Education requirement for Lifelong Learning and Self-Development and the RCCD General Education requirement for Area E, Section 2 on Self Development. This class will also be added to the courses that satisfy the reading competency requirement. Update description.
Course Major Modification	Moreno Valley	REA	4	Critical Reading as Critical Thinking	Reduction of the number of Student Learning Outcomes. Update description.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Norco	REA	4	Critical Reading as Critical Thinking	Reduction of the number of Student Learning Outcomes. Update description.
Course Major Modification	Riverside City	REA	4	Critical Reading as Critical Thinking	Reduction of the number of Student Learning Outcomes. Update description.
Course Major Modification	Moreno Valley	SPA	1	Spanish 1	Update description and textbooks; clarify SLO 3; add objectives, TBA lab content, and sample methods of evaluation and instruction; revise content
Course Major Modification	Norco	SPA	1	Spanish 1	Update description and textbooks; clarify SLO 3; add objectives, TBA lab content, and sample methods of evaluation and instruction; revise content
Course Major Modification	Riverside City	SPA	1	Spanish 1	Update description and textbooks; clarify SLO 3; add objectives, TBA lab content, and sample methods of evaluation and instruction; revise content
Course Major Modification	Moreno Valley	SPA	11	Spanish Culture and Civilization	Update description and textbooks; add objectives and sample methods of evaluation and instruction; edit course content.
Course Major Modification	Norco	SPA	11	Spanish Culture and Civilization	Update description and textbooks; add objectives and sample methods of evaluation and instruction; edit course content.
Course Major Modification	Riverside City	SPA	11	Spanish Culture and Civilization	Update description and textbooks; add objectives and sample methods of evaluation and instruction; edit course content.
Course Major Modification	Moreno Valley	SPA	12	Latin American Culture and Civilization	Update description and textbooks; add objectives and sample methods of evaluation and instruction; edit course content.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Norco	SPA	12	Latin American Culture and Civilization	Update description and textbooks; add objectives and sample methods of evaluation and instruction; edit course content.
Course Major Modification	Riverside City	SPA	12	Latin American Culture and Civilization	Update description and textbooks; add objectives and sample methods of evaluation and instruction; edit course content.
Course Major Modification	Moreno Valley	SPA	1H	Honors Spanish 1	Update description and textbooks; clarify SLO 3; add objectives, TBA lab content, and sample methods of evaluation and instruction; revise content
Course Major Modification	Riverside City	SPA	1H	Honors Spanish 1	Update description and textbooks; clarify SLO 3; add objectives, TBA lab content, and sample methods of evaluation and instruction; revise content
Course Major Modification	Moreno Valley	SPA	2	Spanish 2	Update description and textbooks; clarify SLO 3; add objectives, TBA lab content, and sample methods of evaluation and instruction; revise content.
Course Major Modification	Norco	SPA	2	Spanish 2	Update description and textbooks; clarify SLO 3; add objectives, TBA lab content, and sample methods of evaluation and instruction; revise content.
Course Major Modification	Riverside City	SPA	2	Spanish 2	Update description and textbooks; clarify SLO 3; add objectives, TBA lab content, and sample methods of evaluation and instruction; revise content.
Course Major Modification	Moreno Valley	SPA	2H	Honors Spanish 2	Update description and textbooks; clarify SLO 3; add objectives, TBA lab content, and sample methods of evaluation and instruction; revise content

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Moreno Valley	SPA	3	Spanish 3	Update description and textbooks; clarify SLO 3; add objectives, TBA lab content, and sample methods of evaluation and instruction; revise content
Course Major Modification	Norco	SPA	3	Spanish 3	Update description and textbooks; clarify SLO 3; add objectives, TBA lab content, and sample methods of evaluation and instruction; revise content
Course Major Modification	Riverside City	SPA	3	Spanish 3	Update description and textbooks; clarify SLO 3; add objectives, TBA lab content, and sample methods of evaluation and instruction; revise content
Course Major Modification	Moreno Valley	SPA	3N	Spanish for Spanish Speakers	Update course materials and add course objectives.
Course Major Modification	Riverside City	SPA	3N	Spanish for Spanish Speakers	Update course materials and add course objectives.
Course Major Modification	Moreno Valley	SPA	4	Spanish 4	Update description and textbooks; clarify SLO 3; add objectives, TBA lab content, and sample methods of evaluation and instruction; revise content
Course Major Modification	Norco	SPA	4	Spanish 4	Update description and textbooks; clarify SLO 3; add objectives, TBA lab content, and sample methods of evaluation and instruction; revise content
Course Major Modification	Riverside City	SPA	4	Spanish 4	Update description and textbooks; clarify SLO 3; add objectives, TBA lab content, and sample methods of evaluation and instruction; revise content
Course Major Modification	Riverside City	SPA	51	Introductory Listening Comprehension I	Update description; clarify SLO 3; add objectives and sample methods of evaluation and instruction

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Major Modification	Moreno Valley	SPA	8	Intermediate Conversation	Update description and textbooks; clarify SLO 3; add objectives and sample methods of evaluation and instruction; revise content
Course Major Modification	Norco	SPA	8	Intermediate Conversation	Update description and textbooks; clarify SLO 3; add objectives and sample methods of evaluation and instruction; revise content
Course Major Modification	Riverside City	SPA	8	Intermediate Conversation	Update description and textbooks; clarify SLO 3; add objectives and sample methods of evaluation and instruction; revise content
Course Minor Modification					
Course Minor Modification	Norco	CON	67	Mechanical Code	New Edition to text
Course Minor Modification	Norco	CON	70	Fundamentals of Soils Technology	Change under materials the Uniform Building Code 1997 to International Building Code 2015
New Course					
New Course	Moreno Valley	ADJ	40	Law Enforcement Crime Analysis	This is a new course that will become part of a new program in Crime Analysis designed to meet the needs of law enforcement to incorporate technology in the analysis of patterns of criminal acts.
New Course	Norco	BUS	DISC APP	Apprenticeship	Apprenticeship new discipline at Norco
New Course	Moreno Valley	EMS	41	Emergency Medical Responder	To help prepare students to meet the rigors of an entry-level provider for fire, EMS and safety positions in private or public setting that deal with medical and traumatic injuries.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
New Course	Moreno Valley	ENG	90BH	Honors Special Topics in English: Research Methodologies	<p>Revised most of the major categories in the COR to emphasize research methodologies across disciplines, updated and expanded the textbook options, and reconfigure it as transfer level and degree-credit course. Added all three colleges to COR.</p> <p>This course is intended to be taught by faculty teaching in the Honors Program across disciplines with an Honors section. It is a writing-based research course so is an ENG class and not intended to be cross-listed, but multiple disciplines are selected as possible for teaching since it is an academic discipline-based research methodologies course. Selected disciplines: ADJ,</p>
New Course	Riverside City	ENG	90BH	Honors Special Topics in English: Research Methodologies	<p>Revised most of the major categories in the COR to emphasize research methodologies across disciplines, updated and expanded the textbook options, and reconfigure it as transfer level and degree-credit course. Added all three colleges to COR.</p> <p>This course is intended to be taught by faculty teaching in the Honors Program across disciplines with an Honors section. It is a writing-based research course so is an ENG class and not intended to be cross-listed, but multiple disciplines are selected as possible for teaching since it is an academic discipline-based research methodologies course. Selected disciplines: ADJ,</p>

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
New Course	Moreno Valley Norco Riverside City	MAT	105	Corequisite Support for Math 5	Citing AB 705, students whose high school math courses and GPA are below established State levels from CCCC, are more likely to succeed in a college level math course with support.
New Course	Moreno Valley Norco Riverside City	MAT	112	Corequisite Support for Math 12	Citing AB 705, students whose high school math courses and GPA are below established State levels from CCCC, are more likely to succeed in a college level math course with support.
New Course	Moreno Valley Norco Riverside City	MAT	125	Corequisite Support for Math 25	Citing AB 705, students whose high school math courses and GPA are below established State levels from CCCC, are more likely to succeed in a college level math course with support.
New Course	Moreno Valley Norco Riverside City	MAT	136	Corequisite Support for Math 36	Citing AB 705, students whose high school math courses and GPA are below established State levels from CCCC, are more likely to succeed in a college level math course with support.
New Course	Moreno Valley	MDA	54A	Clinical Medical Assisting I	Additional lecture and laboratory hours needed to allow the students more practice time to acquire basic skills needed in a medical office.
New Course	Riverside City	MUS	98	Careers in Music	Necessary career information and guidance for modern music students and students interested in similar, entrepreneurial careers. This course is consistent with similar course offerings at the CSU.

Proposed Curricular Changes

Course_Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
New Course	Riverside City	MUS	P11	Live Sound Techniques I	New course in demand by many music technology students. Will become part of a future additional music technology certificate.
New Program					
New Program	Moreno Valley	FIT	CERT FSL	Fire Service Leadership	New program
New Program	Moreno Valley	HLS	CERT	Homeland Security, Moreno Valley	New program
New Program	Riverside City	KIN	RADT ND	Associate in Science in Nutrition and Dietetics for Transfer	New program
New Program	Riverside City	THE	CERT MT	Musical Theatre Local Certificate	New program
New Program	Moreno Valley & Riverside		CERT	IT Systems Support and Sales	New program
New Program	Moreno Valley		CERT	Education Paraprofessional	New program
New Program	Riverside City	THE	CERT TT	Technical Theatre CTE Certificate	New program
Program Modification					
Program Modification	Moreno Valley	ADJ	CERT BPS	PRGM MOD AdminofJus/Basic Public Safety Dispatch, Moreno Valley	See attached POR
Program Modification	Moreno Valley	ADJ	CERT DA	PRGM MOD AdminofJus/Basic Correctional Deputy Academy, Moreno Valley	See attached POR
Program Modification	Moreno Valley	ADJ	CERT LEI	PRGM MOD AdminofJus/LawEnf BasicPcOffAcad Intensive, Moreno Valley	See attached POR
Program Modification	Moreno Valley	ADJ	CERT LEM	PRGM MOD AdminofJus/LawEnf BasicPcOffModAcad, Moreno Valley	See attached POR
Program Modification	Moreno Valley		MCE/MAS 718	Medical Assisting	See attached POR

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R ___ M N ___

TOPs Code: 2133.00

Fire Service Leadership

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

This program is a professional development program designed for experienced firefighters within the firefighting industry. Modeled after the California State Fire Marshal's Company Officer and Chief Officer Certification Program, this program allows students to take courses to satisfy the certification requirements of the State Fire Marshal while simultaneously earning degree credit. The program emphasizes ethical managerial leadership practices and provides breadth in areas of instruction, command, human resources, administration, leadership, ethics, and organizational finance.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate skills and knowledge that is expected of upper level management positions within the fire service through application of leadership, management, and ethical decision making models.
- Analyze complex emergency response scenarios and effectively identify strategies and tactics for successful mitigation.
- Develop mission-specific goals and strategies to support executive leadership and effectively manage fire department daily operations as well as all-risk situations.
- Competently apply and continuously analyze intergovernmental relationships between city, county, state, and federal agencies as they are defined in the National Incident Management system and the State of California Master Mutual Aid Plan.

Required Courses

		<u>Units</u>
FIT-C-30	Intermediate ICS	0.50
FIT-CO2A	Human Resource Management	2.00
FIT-CO2B	General Administrative Functions	1.00
FIT-CO2C	Fire Inspection & Investigations	2.00
FIT-CO2D	All Risk Command Operations	2.00
FIT-CO2E	Wildland Incident Operations	1.50
FIT-CFO3A	Human Resource Management Chief Fire Officer	1.50
FIT-CFO3B	Budget and Fiscal Responsibilities Chief Fire Officer	1.00
FIT-CFO3C	General Administration Functions Chief Fire Officer	1.00
FIT-CFO3D	Emergency Services Delivery Responsibilities	1.00
FIT-M20	Personal Philosophy-Leadership	2.50
FIT-M21	Leading Others Ethically	2.50

Elective Courses

		<u>Units</u>
N/A		0.00

Total Units: **18.50**

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R__M_X_N__

TOPs Code:2105.30_43.0301

Homeland Security

Program Proposal

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

This program focuses on intensive instruction designed to prepare students for jobs in homeland security.

PROGRAM DESCRIPTION

This program is designed to introduce students to a comprehensive overview of homeland security from an all-hazard, multidisciplinary perspective. Examination of threats to homeland security, including natural and technological disasters, as well as acts of domestic and international terrorism, including weapons of mass destruction. Roles and responsibilities of government agencies, private organizations, and individual citizens in homeland security including law enforcement, fire, EMS, public health, education, mental health; and water, utility, and sanitation districts. Upon completion of HLS-1, students will meet the state and federal requirements for certification in SEMS/NIMS by completing: IS 100, Introduction to Incident Command; IS 200 ICS for Single Resources and Initial Action Incidents; IS 700 National Incident Management System: An Introduction; and IS 800 National Response Plan: An Introduction.

PROGRAM LEARNING OUTCOMES

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

- Define the roles and responsibilities of government agencies, private organizations, and individual citizens in the field of homeland security.
- Discuss specific types of threats to homeland security.
- Describe basic preparedness for major incidents from multi-disciplinary perspectives.
- Compare and contrast the different roles and responsibilities required for an effective local, state, and federal response structure.
- Conduct an examination of recovery efforts using a multi-disciplinary approach.
- Identify investigative techniques, legal issues, resources, and documentation required of first responders, emergency personnel, and community members for major incidents.
- Using case studies, analyze all-hazard, multi-disciplinary situations covering current and historical events and summarize their impact on society and policy.

Required Courses (18 units):

Units

HLS-1 Introduction to Homeland Security	3
HLS-2 Preparedness for Emergencies, Disasters and Homeland Security Incidents	3
HLS-3 Response to Emergencies, Disasters and Homeland Security Incidents	3
HLS-4 Recovery in Emergencies, Disasters and Homeland Security Incidents	3
HLS-5 Investigation of Emergencies, Disasters and Homeland Security Incidents	3
HLS-6 Case Studies in Emergencies, Disasters and Homeland Security Incidents	3

Total Units:

18

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R_X M__N__

TOPs Code: 130600_____

Associate in Science in Nutrition and Dietetics for Transfer degree

PROGRAM PREREQUISITE:

None.

Short description of Program

The Associate Degree for Transfer in Nutrition and Dietetics prepares students for success in a baccalaureate degree in Nutrition and Dietetics with the lower division course work required to transfer into the CSU system. Students completing the Associate Degree for Transfer in Nutrition and Dietetics will be prepared to transfer to a CSU as juniors and pursue a baccalaureate degree in Nutrition and Dietetics. Students transferring to a non-CSU campus should consult the catalog and determine the specific requirements of the campus to which they are applying.

The study of Nutrition provides a broad foundation in a practical and personally applicable exposure to a variety of scientific areas of nutrition, such as Chemistry, Microbiology, Anatomy, Physiology and Biology. Students in the program learn how the scientific method and process contributes to nutritional requirements and how nutrients function from a cellular to a more practical level and then apply this knowledge to their own health. This program will help the student understand the relationship of nutrition and disease prevention throughout the lifecycle.

Program Learning Outcomes

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

- Evaluate scientific concepts of nutrition related to the functioning of the nutrients in the basic life process and apply these concepts to determine the effects of nutrients on the human body.
- Outline the process by which the human body ingests, digests, absorbs, transports, utilizes and excretes food substances.
- List and describe the basic chemical structures of the six classes of nutrients, their action, interaction and balance in relation to health and disease.

Required Courses (15-21 units)

		<u>Units</u>
KIN-4	Nutrition	3
PSY-1	Introduction to Psychology	3
CHE-1A	General Chemistry, 1A	5
OR		
CHE 1A/1AH AND CHE-1B/1BH	General Chemistry/Honors, 1A/1AH and 1B/1BH	10
BIO 55	Microbiology	4

List A: Select one to two (3-13 units)

CHE 1A/1AH		
AND		
CHE 1B/1BH	General Chemistry 1A/1AH and 1B/1BH	10
BIO 50A	Anatomy and Physiology 1	4
AND		
BIO 50B	Anatomy and Physiology 2	4
MATH 12/12H	Statistics/Statistics Honors	4
OR		
SOC 48	Statistics for the Behavioral Sciences	3
Or		
PSY 48	Statistics for the Behavioral Sciences	3

List B – Select one (3-4 units)

HES 1	Health Science	3
OR		
KIN 36	Wellness: Lifestyle Choices	3

Associate Degree for Transfer

The Associate Degree for Transfer in Nutrition and Dietetics will be awarded upon completion of course work totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (SCUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade "C" or better.

Proposal Form for New Local Certificate

RIVERSIDE CITY COLLEGE

TITLE: Musical Theatre Local Certificate

DATE OF REQUEST: 10/30/18
FACULTY MEMBER SPONSORING PROPOSAL: Jodi Julian
CURRICULUM COMMITTEE REPRESENTATIVE: Mark Haines
DEPARTMENT CHAIR: Jodi Julian

RATIONALE FOR PROPOSED CERTIFICATE:

As a community college preparing students for BFA programs in Musical Theatre as a Discipline (along with the integration of Performance Riverside, our Discipline Musical Theatre Summer Conservatory, and multiple area productions and theme parks presenting musical theatre) it is imperative we explore a certificate not only to go along with the ADT, but to prepare students for work in the industry.

PROGRAM OUTLINE OF RECORD

Musical Theatre Local Certificate

College: Riverside City College

SHORT DESCRIPTION OF PROGRAM

The Musical Theatre Program is a dynamic training experience for students who seek a professional career in Musical Theatre. The curriculum is fundamentally craft-based, offering rich and intensive courses in singing, acting, music and dancing. We also have a commitment to bringing in guest artists and other visiting professionals to complement our existing curriculum. Our comprehensive course of study requires that students who successfully complete the program must be motivated, committed, hard-workers, as well as gifted. Students must demonstrate continued progress and development and pass ongoing faculty evaluation in order to remain in the program. Performance opportunities include Performance Riverside, a semi-professional theatre located on the campus of Riverside City College, which is home to a season of three productions each year, and, our flexible black box space which produces 1-2 productions each year.

PROGRAM LEARNING OUTCOMES

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

- Perform and/or design material appropriate to their area of emphasis as individuals in productions.
- Demonstrate identify, and work conceptually with all elements and styles of theatre.
- Experience the process of audition, rehearsal, design and performance through various forms of theatrical literature.

PLEASE ATTACH ADDITIONAL PAGES IF NEEDED

Proposal Form due to Technical Review Committee Chair by deadline above, for possible inclusion in Fall Catalog. All changes are District-Wide, unless changes are college-specific, and require discipline and department approval, where appropriate.

REQUIRED COURSES

MUSICAL THEATRE TECHNIQUES (Choose 9 units from the following):	UNITS
THE-37 Musical Theatre Techniques	3
THE-55 Beginning Musical Theatre I	3
THE-56 Beginning Musical Theatre II	3
THE-57 Intermediate Musical Theatre I	3
THE 58 Intermediate Musical Theatre II	3
MUSICAL THEATRE PRACTICUM (Choose 3 units from the following):	UNITS
THE-5 Theater Practicum	3
THE-6 Advanced Theater Practicum	3
DANCE TECHNIQUES (Choose 2 units from the following):	UNITS
DAN-D60 Dance Techniques for Musical Theatre	0.5
DAN-D20 Introduction to Social Dance	1
DAN-D21 Ballet, Beginning	1
DAN-D22 Ballet, Intermediate	1
DAN-D23 Ballet, Advanced	1
DAN-D30 Social Dance Styles	1
DAN-D32 Jazz, Beginning	1
DAN-D33 Jazz, Intermediate	1
DAN-D34 Jazz, Advanced	1
DAN-D43 Tap, Beginning	1
DAN-D44 Tap, Intermediate	1
DAN-D45 Tap, Advanced	1
CLASS PIANO (Choose 1 unit from the following):	UNITS
MUS-32A Class Piano I	1
MUS-32B Class Piano II	1
MUS-32C Class Piano III	1
MUS-32D Class Piano IV	1
APPLIED MUSIC (Choose 2 units from the following):	UNITS
MUS-38 Beginning Applied Music I	2
MUS-78 Beginning Applied Music II	2
MUS-87 Applied Music Training	1
TOTAL: 17 UNITS	

PLEASE ATTACH ADDITIONAL PAGES IF NEEDED

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RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE OF RECORD

College R M N
TOP's Code: 0708.20

**IT Technician Pathway - Certificate in IT Systems Support and
Sales**

PROGRAM PREREQUISITE:

None

SHORT DESCRIPTION OF PROGRAM:

The IT Systems Support and Sales certificate will provide students with proficiency in the areas of computer hardware and software troubleshooting, operating systems configuration, practical networking and security, customer service, user support, business retail practices.

PROGRAM LEARNING OUTCOMES:

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

- 1) Troubleshoot computer hardware and software issues.
- 2) Install and configure systems for personal and business usage.
- 3) Configure home and small business networking and security settings.
- 4) Provide user support and customer service with technical problems.
- 5) Apply business and communication practices in technical system services, maintenance and support.

The certificate program requires the completion of 6 core classes, for a total of 18 units.

<u>Required Courses</u>	<u>Units</u>
BUS-10 Introduction to Business	3
BUS-24 Business Communication	3
BUS-47 Applied Business and Management Ethics	3
CIS-1A Introduction to Computer Information Systems	3
CIS-25 Information and Communication Technology Essentials	3
<hr/>	
Total Units:	15

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD**

College: R M_X N _

TOPs Code: _____

Education Paraprofessional Program

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

This program prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. This includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons, and carrying out related assignments.

PROGRAM LEARNING OUTCOMES

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

- Provide assistance to a teacher in regular classroom settings or in facilitating instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English.
- Demonstrate instruction techniques of general classroom, such as assisting with lessons, maintaining order and implementing related assignments.
- Engage in professional communication with teachers and related school staff.

Required Courses

Units

EDU-1	Introduction to Elementary Classroom Teaching	4 units
EDU-200	Education Work Experience	1 unit
EAR-20	Child Growth and Development	3 units
HES-1	Health Science	3 units
COM-1/1H	Public Speaking	3 units
ENG 1A/1AH	English Composition	4 units
BIO 1/1H	General Biology	4 units

Total: 22 units

Total Units: 22 units

Proposal Form for New CTE Certificate

RIVERSIDE CITY COLLEGE

TITLE: Technical Theatre CTE Certificate

CODING: 1006

DATE OF REQUEST:

10/30/18

FACULTY MEMBER SPONSORING PROPOSAL:

Jodi Julian

CURRICULUM COMMITTEE REPRESENTATIVE:

Mark Haines

DEPARTMENT CHAIR:

Jodi Julian

RATIONALE FOR PROPOSED CERTIFICATE:

With the attached job market data it is imperative we find a solution for area technicians to work in the industry or prepare them for transfer.

PROGRAM OUTLINE OF RECORD

Technical Theatre CTE Certificate

College: Riverside City College

SHORT DESCRIPTION OF PROGRAM

This program will provide training in basic technical theatre skills for career employment in production and performance within the Theatre Industry

PROGRAM LEARNING OUTCOMES

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

- Perform and/or design material appropriate to their area of emphasis as individuals in productions.
- Demonstrate identify, and work conceptually with all elements and styles of theatre.
- Experience the process of audition, rehearsal, design and performance through various forms of theatrical literature.

PLEASE ATTACH ADDITIONAL PAGES IF NEEDED

Proposal Form due to Technical Review Committee Chair by deadline above, for possible inclusion in Fall Catalog. All changes are District-Wide, unless changes are college-specific, and require discipline and department approval, where appropriate.

REQUIRED COURSES

THEATRE STAGECRAFT AND PRACTICUM (9 units):

	UNITS
THE-41 Elementary Stagecraft	3
THE-5 Theater Practicum	3
THE-6 Advanced Theater Practicum	3

DESIGN AND PRACTICAL APPLICATION (Choose 9 units from the following):

	UNITS
THE-25 Makeup for the Stage	3
THE-44 Theatrical Set Design	3
THE-46 Theatrical Costume Design	3
THE-48 Lighting Design	3

TOTAL: 18 UNITS

PLEASE ATTACH ADDITIONAL PAGES IF NEEDED

Proposal Form due to Technical Review Committee Chair by deadline above, for possible inclusion in Fall Catalog. All changes are District-Wide, unless changes are college-specific, and require discipline and department approval, where appropriate.

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE OF RECORD

COLLEGE: R__M_X_N__
TOPs CODE: 2105.00
MCE784

Administration of Justice/Basic Public Safety Dispatch Course

Program Modification

PROGRAM PREREQUISITE:

None. Limitations on enrollment include the following: Must be a minimum of 18 years old, have no felony convictions, have no misdemeanor convictions involving weapons or acts of violence, and have a valid driver's license or learner's permit.

SHORT DESCRIPTION OF PROGRAM

This program provides basic skills and knowledge on emergency and non-emergency situations for proper telephone etiquette, customary radio protocols, accessing local emergency service systems, and individual stress management.

PROGRAM LEARNING OUTCOMES*

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

- 1) Demonstrate proper skills and etiquette on the telephone.
- 2) Demonstrate usual and customary radio protocols.
- 3) Explain how to access local emergency service systems.
- 4) Discuss individual stress management skills.
- 5) Demonstrate effective communications skills in handling complex situations.

Required Courses (6 units)

ADJ-D1A Basic Public Safety Dispatch

Units

6

Electives (2 units):

ADJ D1B	Dispatcher Update	1
ADJ D1C	Communications Training Officer	2
ADJ D3A	Handling the Rising Tide of Suicide	.25
ADJ D4A	Dispatcher Role in Critical Incidents	.25
ADJ D5A	Dispatcher Public Safety Advanced	.5
ADJ D6A	Crisis Negotiator Concepts	.25
ADJ D7A	Dispatcher's Role in Domestic Violence/Sexual Assault	.25

Total Required Units:

8

*This course is a basic overview of public safety dispatching and satisfies the July 1, 2011, revised curriculum set by the Peace Officer Standards and Training (P.O.S.T.) for basic public safety dispatching.

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE OF RECORD

COLLEGE: R__M_X_N__
TOPs CODE: 2105.10_43.0102
MCE783

Administration of Justice/Basic Correctional Deputy Academy*

Program Modification

PROGRAM PREREQUISITE:

None. Limitation on enrollment: Completion of P.O.S.T. reading and writing examination. Completion of P.O.S.T. physical fitness assessment. Possession of a valid California driver's license. Successful completion of medical examination. Fingerprint clearance through the California Department of Justice.

SHORT DESCRIPTION OF PROGRAM

This program provides entry-level training for correctional officers.

PROGRAM OBJECTIVES*

At the conclusion of this program, the student should be able to:

- 1) Identify the basic safety components of working in a correctional facility, including, but not limited to inmate safety, personal safety and facility safety.
- 2) Demonstrate an understanding of the importance of classification of inmates.
- 3) Identify the key liability issues that impact the individual correctional officer and the facility as a whole.

PROGRAM LEARNING OUTCOMES*

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

1. Interpret codes, statutes, and policies as they relate to the care and custody of inmates in a correctional facility.
2. Participate in the muscular strength development, cardiorespiratory endurance training, body composition assessment, physical agility, and muscular flexibility training to meet the principal demands of corrections environment.
3. Apply principles and tactics to maintain control and security while working with groups of inmates in a correctional facility.
4. Demonstrate the ability to provide basic first aid and life support measures as prescribed by the California Code Regulations.

Certificate Program

Required Course (14 units):

ADJ-C1D Basic Correctional Deputy Academy

Units

14

*This program meets or exceeds the mandates of the California Board of Corrections and Rehabilitation. This program fulfills the state-mandated Corrections Standards Authority training

requirements to work in city or county correctional facilities intended to incarcerate adult offenders.

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R__M_X_N__

TOPs Code: 2105.00
MCE563

Administration of Justice/Law Enforcement

Basic Peace Officer **Modular Academy**

Program Modification

PROGRAM PREREQUISITE:

None. **Non-Course Requirement:** Completion of the P.O.S.T. Reading and Writing Skills Examination or equivalent examination; completion of the P.O.S.T. Physical Fitness Assessment; completion of the P.O.S.T. personal history statement; possession of a valid California driver's license; successful completion of a medical examination and fingerprint clearance through the California State Department of Justice.

SHORT DESCRIPTION of PROGRAM

This program focuses on intensive basic instruction designed to meet the minimum requirements of a peace officer established as state law.

PROGRAM LEARNING OUTCOMES

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

- Analyze the various aspects of police work.
- Identify minimum competencies in police functions of most frequent occurrence.
- Compare and contrast the concepts of uniformity in police practices and procedures.
- Compare and contrast basic techniques for evaluating and analyzing occupationally hazardous situations and selection of the appropriate response or procedure.
- Apply laws of arrest, search and seizure, documentation of evidence and patrol procedures in a variety of scenarios and environments.
- Identify the various laws and case decisions that impact law enforcement and effectively apply these concepts in different situations and environments.
- Demonstrate the ability to perform the basics of the police function.

Required Courses (35 units):

	<u>Units</u>
ADJ-R1C Regular Basic Course, Modular Format, Module I Training	19
ADJ-R1B Level II Modular Academy Training	9
ADJ-R1A2 Level III Modular Academy Training	7

Total Units:

35

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R__M_X_N__

TOPs Code: 2105.00
MCE563

Administration of Justice/Law Enforcement

Program Modification

Basic Peace Officer Academy Intensive

PROGRAM PREREQUISITE:

None. Non-Course Requirement: Completion of the P.O.S.T. Reading and Writing Skills Examination or equivalent examination; completion of the P.O.S.T. Physical Fitness Assessment; completion of the P.O.S.T. personal history statement; possession of a valid California driver's license; successful completion of a medical examination and fingerprint clearance through the California State Department of Justice.

SHORT DESCRIPTION of PROGRAM

This program focuses on intensive basic instruction designed to meet the minimum requirements of a peace officer established as state law.

PROGRAM LEARNING OUTCOMES

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

- Analyze the various aspects of police work.
- Identify minimum competencies in police functions of most frequent occurrence.
- Compare and contrast the concepts of uniformity in police practices and procedures.
- Compare and contrast basic techniques for evaluating and analyzing occupationally hazardous situations and selection of the appropriate response or procedure.
- Apply laws of arrest, search and seizure, documentation of evidence and patrol procedures in a variety of scenarios and environments.

Course Objectives:

1. Apply laws of arrest, search and seizure, documentation of evidence, and patrol procedures in a variety of scenarios and environments.
2. Identify the various laws and case decisions that impact law enforcement and effectively apply these concepts in different situations and environments.
3. Demonstrate the ability to perform the basics of the police function.

Required Courses (49 units):

ADJ B1B Basic Peace Officer ~~Training~~-Academy Intensive

Units

49

Total Units:

49

MORENO VALLEY COLLEGE

PROGRAM: Certificate in Medical Assisting (Revision)

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

The Medical Assisting (MDA) Discipline offers courses with minimal prerequisites and provides students with entry level skills necessary for success in the field. The Medical Assisting Program supports the mission of the campus and district by providing accessible, pre-professional, career preparation in healthcare and promoting lifelong learning. The overall goal of the Medical Assisting Program is to graduate competent people who will be prepared to work in today's ever changing medical environment.

The proposed changes to the MA program are designed to address the changes in technology and skill sets required by physicians. The revised certificate program includes a student externship. Students will gain soft and technical skills necessary to become successful medical assistants. The changes were made with the input and support of our advisory committee. Additionally, we partnered with Riverside County Medical Association to survey physician offices to determine the skills they required in their medical assistants (results attached).

Current Medical Assisting Program

Administrative/Clinical Medical Assisting Certificate (22 units)

Required Courses (16 units)

- | | | |
|----------|---|---------|
| • MDA-1A | Medical Terminology 1A | 3 units |
| • MDA-1B | Medical Terminology 1B | 3 units |
| • MDA-54 | Clinical Medical Assisting and Pharmacology | 5 units |
| • MDA-59 | Medical Office Procedures | 5 units |

Electives (6 units)

- | | | |
|--------------|--|---------|
| • CIS-1A | Introduction of Computer Information Systems | 3 units |
| • CAT/CIS-3 | Computer Applications Using Windows | 3 units |
| • CAT/CIS-50 | Keyboarding and Document Processing | 3 units |
| • CAT/CIS-84 | WordPerfect for Windows | 3 units |

Revised Medical Assisting Program

Administrative/Clinical Medical Assisting Certificate (30 units)

Required Courses (30 units)

- MDA-10 Medical Terminology 3 units
- MDA-50 Medical Assisting Core 2 units
- MDA-54A Clinical Medical Assisting I 2 units
- MDA-54B Clinical Medical Assisting II 4 units
- MDA-11 Medical Documentation and Terminology 2 units
- MDA-59 Medical Office Procedures 3.5 units
- MDA-60 Survey of Human Diseases 2 units
- MDA-61 Pharmacology for Medical Office Personnel 2 units
- MDA-100 Clinical Externship 3.5 units
- BIO-45 Survey of Human Anatomy and Physiology 3 units

One of the following:

- CIS-1A Introduction of Computer Information Systems 3 units
- CAT/CIS-3 Computer Applications for Business 3 units
- CAT/CIS-80 Word Processing: Microsoft Word for Windows 3 units

Medical Terminology 1A and 1B are being combined into one class. Currently anatomy and physiology must be covered in the class; however, this will now be taught in BIO-45. Therefore, we will be able to concentrate and medical terminology. The addition of MDA-60 and MDA-61 will also reinforce the terminology learned in MDA-10 while increasing knowledge of disease processes and pharmacology. Medical documentation will increase the students ability to record all required elements in the patient's chart necessary for patient care and reimbursement. The clinical externship will provide the students with real life experience in a medical facility.

Proposed Sequencing

Fall Semester

- *Medical Terminology 3 units
- Medical Assisting Core 2 units
- Medical Office Procedures 3 units
- *Anatomy 10 3 units
- *Computer Applications 3 units
- Survey of Human Disease (on-line) 2 units

(Recommend at least one of the starred courses be taken in the summer prior to starting the program)

Winter

- Pharmacology (on-line) 2 units
- Clinical Medical Assisting 1.5 units

Spring

- Clinical Medical Assisting II 4 units
- Medical Documentation and Terminology 3 units
- Clinical Externship 3.5 units

Agenda Item (VIII-D-1)

Meeting	12/11/2018 - Regular
Agenda Item	Committee - Resources (VIII-D-1)
Subject	2017-2018 Independent Audit Report for the Riverside Community College District Foundation
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees receive the Riverside Community College District Foundation's independent audit report for the year ended June 30, 2018 for the permanent file of the District.

Background Narrative:

An independent audit of the Foundation's 2017-2018 financial statements was performed by CliftonLarsenAllen, LLP Certified Public Accountants (CLA). A representative of the firm will be available to present the report. Results of the audit are summarized below.

- Auditor's Opinion – The auditors have issued an unmodified opinion for the financial audit as of June 30, 2018, which is also known as a "clean" opinion. Unmodified is the highest level of assurance the auditors can provide of the four available opinions and indicates the financial statements are presented fairly, in all material respects, in accordance with generally accepted accounting principles.
- Audit Findings – There were no findings or questioned costs.
- Auditor's Required Communication – In accordance with the U.S. Auditing Standards AU-C 260, at the conclusion of the audit engagement CLA is required to communicate information to the Board of Trustees regarding their responsibility under Generally Accepted Auditing Standards (GAAS). Attached for your information is the required communication.
- The audit report was presented to and accepted by the Foundation's Board of Directors on November 13, 2018.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Launa K. Wilson, District Foundation Executive Director
Melissa Elwood, Controller

Attachments:

[12112018_Foundation Audit Report FY17-18 and CLA USAS Letter](#)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION
(A California Nonprofit Corporation)**

FINANCIAL STATEMENTS

**For the Fiscal Year Ended June 30, 2018
With Comparative Totals for the Fiscal Year Ended June 30, 2017
and
Independent Auditors' Report**

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION
(A California Nonprofit Corporation)

TABLE OF CONTENTS
June 30, 2018

Independent Auditors' Report	
Statement of Financial Position.....	1
Statement of Activities	2
Statement of Cash Flows	3
Statement of Functional Expenses	4
Notes to the Financial Statements	5



CliftonLarsonAllen LLP
CLAconnect.com

INDEPENDENT AUDITORS' REPORT

Board of Directors
Riverside Community College District Foundation
Riverside, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Riverside Community College District Foundation (the Foundation), a California nonprofit corporation, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Riverside Community College District Foundation
Riverside, California


We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Foundation as of June 30, 2018, and the changes in its net assets and its cash flows for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Foundation's June 30, 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 7, 2017. In our opinion, the summarized comparative information presented herein as of and for the fiscal year ended June 30, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.



CliftonLarsonAllen LLP
Glendora, California
November 5, 2018

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

STATEMENT OF FINANCIAL POSITION

June 30, 2018

With Comparative Totals as of June 30, 2017

	<u>June 30, 2018</u>	<u>June 30, 2017</u>
<u>Assets</u>		
Current Assets:		
Cash and cash equivalent	\$ 573,182	\$ 472,210
Accounts receivable	17,567	27,625
Pledge receivable - current portion	135,859	39,532
Prepaid expenses	12,743	
Total Current Assets	<u>\$ 739,351</u>	<u>\$ 539,367</u>
Non-Current Assets:		
Investments	9,522,729	8,669,696
Funds held with FCCC	454,164	446,836
Pledges receivable, net	506,192	773,314
Split interest agreements receivable	2,083,503	2,035,849
Total Non-Current Assets	<u>12,566,588</u>	<u>11,925,695</u>
Total Assets	<u>\$ 13,305,939</u>	<u>\$ 12,465,062</u>
<u>Liabilities and Net Assets</u>		
Current Liabilities:		
Accounts payable	\$ 3,982	\$
Due to Riverside Community College District	130,951	65,351
Refundable advances	187,082	229,448
Total Current Liabilities	<u>322,015</u>	<u>294,799</u>
Net Assets:		
Unrestricted	549,070	833,591
Temporarily restricted	5,767,232	4,915,781
Permanently restricted	6,667,622	6,420,891
Total Net Assets	<u>12,983,924</u>	<u>12,170,263</u>
Total Liabilities and Net Assets	<u>\$ 13,305,939</u>	<u>\$ 12,465,062</u>

See accompanying notes to the financial statements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2018
With Comparative Totals for the Fiscal Year Ended June 30, 2017

	June 30, 2018			June 30, 2017	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	Total
Revenue					
Support and revenue					
Contributions	\$	\$ 628,318	\$ 246,731	\$ 875,049	\$ 797,281
Grants		322,803		322,803	211,457
Special events		103,087		103,087	134,652
Administrative fees	115,756			115,756	-
Donated salaries and benefits	550,701			550,701	425,905
Donated facilities	10,808			10,808	11,040
In-kind donations	41,378			41,378	155,490
Total Support	<u>718,643</u>	<u>1,054,208</u>	<u>246,731</u>	<u>2,019,582</u>	<u>1,735,825</u>
Other income					
Investment income	(82,209)	800,965		718,756	849,514
Change in value - split interest agreements		47,652		47,652	54,651
Change in value - funds held by FCCC		7,327		7,327	29,658
Total Other Income	<u>(82,209)</u>	<u>855,944</u>	<u>-</u>	<u>773,735</u>	<u>933,823</u>
Total revenues before net assets released from restrictions					
assets released from restrictions	636,434	1,910,152	246,731	2,793,317	2,669,648
Net assets released from restrictions	<u>1,058,701</u>	<u>(1,058,701)</u>		<u>-</u>	<u>-</u>
Total Revenue	<u>1,695,135</u>	<u>851,451</u>	<u>246,731</u>	<u>2,793,317</u>	<u>2,669,648</u>
Operating Expenses					
Program services	1,236,091			1,236,091	1,116,761
Supporting services					
Management and general	524,285			524,285	283,219
Fundraising	219,280			219,280	273,151
Total Expenses	<u>1,979,656</u>	<u>-</u>	<u>-</u>	<u>1,979,656</u>	<u>1,673,131</u>
Change in net assets	<u>(284,521)</u>	<u>851,451</u>	<u>246,731</u>	<u>813,661</u>	<u>996,517</u>
Net Assets					
Beginning of year, before restatement	833,591	4,915,781	6,420,891	12,170,263	10,496,645
Restatements				-	677,101
Beginning of year	<u>833,591</u>	<u>4,915,781</u>	<u>6,420,891</u>	<u>12,170,263</u>	<u>11,173,746</u>
End of year	<u>\$ 549,070</u>	<u>\$ 5,767,232</u>	<u>\$ 6,667,622</u>	<u>\$ 12,983,924</u>	<u>\$ 12,170,263</u>

See accompanying notes to the financial statements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

STATEMENT OF CASH FLOWS
For the Fiscal Year Ended June 30, 2018
With Comparative Totals for the Fiscal Year Ended June 30, 2017

	<u>June 30, 2018</u>	<u>June 30, 2017</u>
Cash flows from operating activities		
Cash received from donations, grants and fundraisers	\$ 1,418,206	\$ 1,026,885
Cash paid for student scholarships, grants and campus programs	(862,538)	(819,113)
Cash paid for operating expenses and fundraising	<u>(307,827)</u>	<u>(143,565)</u>
Net cash provided (used) by operating activities	<u>247,841</u>	<u>64,207</u>
 Cash flows from investing activities		
Reinvested interest and dividends, net of expense	230,628	130,654
Proceeds from sale of investements	113,057	184,552
Purchase of investments	<u>(490,554)</u>	<u>(1,128,136)</u>
Net cash provided (used) by investing activities	<u>(146,869)</u>	<u>(812,930)</u>
 Net increase (decrease) in cash and cash equivalents	100,972	(748,723)
 Cash and cash equivalents, beginning of year	<u>472,210</u>	<u>1,220,933</u>
 Cash and cash equivalents, end of year	<u>\$ 573,182</u>	<u>\$ 472,210</u>
 Reconciliation of change in net assets to cash provided (used) by operating activities		
Change in net assets	813,661	996,517
Adjustment to reconcile change in net assets to cash provided (used) by operating activities		
Realized and unrealized gains on investments	(488,128)	(718,860)
Reinvested interest and dividends, net of expense	(230,628)	(130,654)
Donated stock	(21,220)	-
Allowance and write off of uncollectable accounts, net	33,809	(3,904)
Change in value - split interest agreements	(47,652)	(54,651)
Change in value - funds held by FCCC	(7,327)	(29,658)
(Increase) decrease in operating assets:		
Accounts receivable	10,058	(5,909)
Pledges receivable, net	170,795	80,387
Prepaid	(12,743)	-
Increase (decrease) in operating liabilities:		
Accounts payable	3,982	
Due to Riverside Community College District	65,600	(59,009)
Refundable advances	<u>(42,366)</u>	<u>(10,052)</u>
Net cash provided (used) by operating activities	<u>\$ 247,841</u>	<u>\$ 64,207</u>

See accompanying notes to the financial statements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSES
For the Fiscal Year Ended June 30, 2018
With Comparative Totals for the Fiscal Year Ended June 30, 2017

	June 30, 2018				June 30, 2017
	Program Services	Management and General	Fundraising	Total	Total
Donated salaries and benefits	\$ 105,175	\$ 298,157	\$ 147,369	\$ 550,701	\$ 425,905
Donated facilities	2,064	5,852	2,892	10,808	11,040
In-kind donations		41,378		41,378	155,490
Scholarships	541,042			541,042	520,549
Grant fulfillment	200,007			200,007	218,798
Support - instructional and student programs	121,489			121,489	79,766
Professional fees		17,975	7,374	25,349	-
Printing	1,539	1,853		3,392	7,895
Office expenses	5,028	110		5,138	50
Postage, shipping and delivery		165		165	1,232
Insurance	1,597			1,597	1,597
Equipment	15,685	57,033	1,608	74,326	1,423
Meetings and conferences	1,978			1,978	-
Travel	817			817	-
Memberships and dues	145			145	183
Advertising	435			435	-
Special events			60,037	60,037	70,845
Contract services	100,980			100,980	96,098
Administrative fees	115,756			115,756	-
Allowance and write off of uncollectable pledges receivable, net	(20)	33,829		33,809	(3,904)
Other expenses	22,374	67,933		90,307	86,164
	<u>\$ 1,236,091</u>	<u>\$ 524,285</u>	<u>\$ 219,280</u>	<u>\$ 1,979,656</u>	<u>\$ 1,673,131</u>

See accompanying notes to the financial statements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

For the Fiscal Year Ended June 30, 2018

With Comparative Totals for the Fiscal Year Ended June 30, 2017

NOTE 1: ORGANIZATION

The Riverside Community College District Foundation (the Foundation), is a nonprofit public benefit corporation incorporated in the State of California on October 21, 1975, to solicit funds, provide support for the programs and projects of the Riverside Community College District (the District), and to account for the issuance of scholarships to the students of the District. The Foundation also serves as a link between the District and the community.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting.

Donations, other than cash, or the equivalent of cash (stocks, bonds, etc.), are recorded at estimated fair value at the time of the donation.

Classification of Net Assets

The Foundation reports information regarding its financial position and activities according to three classes of net assets:

Unrestricted Net Assets

Net assets that are not subject to donor-imposed stipulations.

Temporarily Restricted Net Assets

Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Foundation and/or passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Temporarily restricted net assets are restricted for scholarships, endowment grants and other programmatic support.

Permanently Restricted Net Assets

Net assets subject to donor-imposed stipulations that they be maintained permanently by the Foundation. Generally, the donors of these assets permit the Foundation to use all or part of the income earned on any related investments for general or specific purposes.

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS For the Fiscal Year Ended June 30, 2018 *With Comparative Totals for the Fiscal Year Ended June 30, 2017*

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Contributions

Contributions, including unconditional promises to give are recognized as revenues in the period the contribution or unconditional promise is received. Contributions of assets other than cash are recorded at their estimated fair value at the time of the gift.

The gifts are reported as either temporarily or permanently restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified as unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Cash and Cash Equivalents

Cash and cash equivalents are defined as all checking and money market accounts with an original maturity of 90 days or less.

Accounts Receivable

Accounts receivable consists primarily of interest and donations receivable. Bad debts are accounted for by the direct write off method. Management has deemed all amounts as collectable; therefore, no allowance for doubtful accounts is considered necessary.

Pledges Receivable

Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Unconditional pledges that are due in more than one year are recognized at fair value using the applicable mid-term federal rate published by the Internal Revenue Service (IRS) for the month of June 2018. Amortization of the discount is included in contribution revenue.

The Foundation has net pledges receivables for unconditional promises to give in the amount of \$642,051 and \$812,846 at June 30, 2018 and 2017, respectively. Management has reviewed the collectability of these pledges and determines the balances to be fully collectable; however, a 5% allowance of uncollectable pledges is established. A plan to regularly evaluate pledges receivable and the potential collectability is in place and reviewed throughout the year. The allowance and write off of uncollectable pledges receivable is netted in the statement of functional expense.

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS For the Fiscal Year Ended June 30, 2018 *With Comparative Totals for the Fiscal Year Ended June 30, 2017*

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Investments

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Investment income (interest and dividends) is included in the change in net assets from operations unless the income or loss is restricted by donor or law.

Split-Interest Agreements

The Foundation has two charitable remainder trusts and one testamentary trust, referred to as split-interest agreements. The terms and discount rates for these agreements are based upon the life expectancy of the donor(s) and present value tables provided by the Internal Revenue Service for determining the amount of the charitable contribution. The charitable remainder trusts are administered by a third-party. Assets associated with the split-interest agreements are recognized at the present value of the estimated future benefits of the agreement.

Accounts Payable

Accounts payable consists of amounts due to vendors for goods and services received prior to June 30th annually.

Functional Allocations of Expenses

The costs of providing the various programs and supporting services have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Reclassifications

Certain reclassifications to the summarized comparative information have been made to conform to the current year presentation. The reclassifications has no effect on the previously reported net assets or change in net assets.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS For the Fiscal Year Ended June 30, 2018 *With Comparative Totals for the Fiscal Year Ended June 30, 2017*

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Administrative Fee

To allow for sufficient operating support, a 5% administrative fee may be assessed on all new gifts to the Foundation. In addition, an annual fee of up to 2% may be charged on all gifts. These fee assessments are reviewed on an annual basis.

In-Kind Donations

The Foundation receives non-cash donations for items auctioned during their special fundraising events. These donations have been reflected in the statement of activities as in-kind donations and as management and general expenses. The amount represents the fair value, when available, of the donated item.

Comparative Totals

The financial statements and notes include certain prior-year summarized comparative information in total, but not by net assets class. Accordingly, such information should be read in conjunction with the Foundation's financial statements for the fiscal year ended June 30, 2017.

Income Taxes

The Foundation is a non-profit foundation exempt from federal income and California franchise taxes under Section 501(c)(3) of the Internal Revenue Code and corresponding California provisions.

The Foundation has evaluated its tax positions and the certainty as to whether those positions will be sustained in the event of any audit by taxing authorities at the federal and state levels. The primary tax positions evaluated relate to the Foundation's continued qualification as a tax-exempt organization and whether there are unrelated business income activities that would be taxable. Management has determined that all income tax positions will more likely than not be sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required.

The Foundation files informational returns in the U.S. federal jurisdiction, and the state of California. With few exceptions, the Foundation is no longer subject to U.S. federal and state examinations for generally three and four years, respectively.

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS For the Fiscal Year Ended June 30, 2018 *With Comparative Totals for the Fiscal Year Ended June 30, 2017*

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Subsequent Events

The Foundation has evaluated subsequent events through November 5, 2018, which is the date these financial statements were available to be issued. There were no subsequent events requiring disclosure as of June 30, 2018.

NOTE 3: CONCENTRATION OF CREDIT RISK

Financial Instruments and Credit Risk

The Foundation manages deposit concentration risk by placing cash and money market accounts, with financial institutions believed by us to be creditworthy. At times, amounts on deposit may exceed insured limits or include uninsured investments in money market mutual funds. To date, the Foundation has not experienced losses in any of these accounts. Credit risk associated with accounts receivable and promises to give is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due organizations supportive of our mission. Investments are made by diversified investment managers whose performance is monitored by the Finance Committee of the Board of Directors. Although the fair values of investments are subject to fluctuation on a year-to-year basis, the Finance Committee believes that the investment policies and guidelines are prudent for the long-term welfare of the organizations.

Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Foundation's deposits may not be returned to it. The Foundation occasionally has a need to maintain cash balances in excess of \$250,000, the amount insured by the Federal Deposit Insurance Corporation (FDIC).

Investments

Investments with brokers are insured by the Securities Investor Protection Corporation (SIPC) up to \$500,000 of which \$250,000 may be cash. Insurance protects assets in the case of broker-dealer insolvency and not against declines in market valuation. As of June 30, 2018 the Foundation had investments in excess of the SIPC insurance amount. The Foundation followed established policies in directing and monitoring the investment management of the Foundation's investments during the year.

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018
With Comparative Totals for the Fiscal Year Ended June 30, 2017

NOTE 4: INVESTMENTS

Investment return for the fiscal year ended June 30, 2018 was as follows:

	<u>2018</u>	<u>2017</u>
Realized loss on investments, net	\$ 103,576	\$ (57,503)
Unrealized gain on investments, net	384,552	776,363
Interest and dividends	<u>296,935</u>	<u>180,310</u>
Total investment income	<u>785,063</u>	<u>899,170</u>
Investment expenses	<u>(66,307)</u>	<u>(49,656)</u>
Total investment income, net of expenses	<u>\$ 718,756</u>	<u>\$ 849,514</u>

Realized losses result from the sale of investments below historical cost. Unrealized losses result from the decline in market value of investments held from period to period.

Cost and fair values at June 30, 2018, are as follows:

	<u>June 30, 2018</u>		<u>June 30, 2017</u>	
	Cost	Fair Value	Cost	Fair Value
Investments				
Fixed Income (Level 1)	\$ 3,451,894	\$ 3,386,543	\$ 5,907,371	\$ 6,198,760
Equities (Level 1)	<u>4,932,653</u>	<u>6,136,186</u>	<u>2,029,915</u>	<u>2,470,936</u>
Total	<u>\$ 8,384,547</u>	<u>\$ 9,522,729</u>	<u>\$ 7,937,286</u>	<u>\$ 8,669,696</u>

Levels 1 through 3 have been assigned to the fair value measurement of investments. The fair value of measurement is determined as follows:

- Level 1 – quoted prices in an active market for identical assets.
- Level 2 – quoted prices for similar assets and market-corroborated inputs.
- Level 3 – the organization’s own assumptions about market participation, including assumptions about risk, developed based on the best information available in the circumstances.

NOTE 5: SPLIT INTEREST AGREEMENTS

The Foundation is the beneficiary of three split-interest agreement (two charitable remainder unitrusts and one testamentary trust) for which the Foundation is not the administrator. The Foundation recognized the present value of the estimated future benefits of the agreement to be received as temporarily restricted contribution revenue and as a receivable when notified of the agreement.

Contributions receivable from split-interests agreements totaled \$2,083,503 and \$2,035,849 at June 30, 2018 and 2017, respectively. The Foundation will not receive its share of the trust assets until the last heir to the estates passes away.

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018
With Comparative Totals for the Fiscal Year Ended June 30, 2017

NOTE 6: PLEDGES RECEIVABLE

Unconditional promises to give at June 30, 2018 are as follows:

	2018	2017
Receivable - less than one year	\$ 135,859	\$ 39,532
Receivable - one to five years	550,757	843,478
Gross unconditional pledges	686,616	883,010
Less: discount	(44,565)	(70,164)
Net pledges receivable	<u>\$ 642,051</u>	<u>\$ 812,846</u>

Pledges receivable have been discounted to present value using a discount rate of 2.17% in 2017-18 and 1.96% in 2016-17.

NOTE 7: REFUNDABLE ADVANCES

During the fiscal year ended June 30, 2016, the Foundation was awarded and received a \$250,000 grant to sustain and strengthen campus-based support and services that promote the health, wellbeing and higher education success of current and former foster youth across the District, through May 31, 2019. Of the total received, \$62,918 had been incurred as general and administrative fees and thus recognized as revenue through the fiscal year ended June 30, 2018. During the years ended June 30, 2018 and 2017, total expenses incurred as general and administrative fees and thus recognized as revenue were \$42,366 and \$10,052, respectively.

NOTE 8: INVESTMENT WITH FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC)

The Foundation has entered into a partnership arrangement with the California Community Colleges Scholarship Endowment (CCCSE) through the Foundation for California Community Colleges (FCCC). The FCCC has an investment advisory committee charged with the responsibility for directing and monitoring the investment management of the CCCSE's assets.

The Foundation has transferred a total of \$365,253 to the FCCC for Osher Scholarships and a donation of \$26,668 was made on the Foundation's behalf for Sempra Energy Scholarships. These funds are invested in a pooled investment fund held by the FCCC (Level 2). At June 30, 2018 the fair value of these pooled investments totaled \$454,163, which consisted of cash of \$22,708, equity securities of \$313,373, and fixed income instruments of \$118,082. A net investment gain of \$27,862 was recognized during the fiscal years ended June 30, 2018. At June 30, 2017 the fair value of these pooled investments totaled \$446,836, which consisted of cash of \$22,342, equity securities of \$290,444, and fixed income instruments of \$134,051. A net investment gain of \$52,392 was recognized during fiscal year ended June 30, 2017.

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018
With Comparative Totals for the Fiscal Year Ended June 30, 2017

NOTE 8: INVESTMENT WITH FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC)

FCCC Net Assets as of June 30, 2018

	<u>June 30, 2018</u>			<u>June 30, 2017</u>
	Temporarily Restricted	Permanently Restricted	Total	Total
Osher Scholarships	\$ 56,556	\$ 365,253	\$ 421,809	\$ 414,999
Sempre Energy Scholarships	5,687	26,668	32,355	31,837
	<u>\$ 62,243</u>	<u>\$ 391,921</u>	<u>\$ 454,164</u>	<u>\$ 446,836</u>

Changes in FCCC Net Assets for the Fiscal Year Ended June 30, 2018

	<u>June 30, 2018</u>			<u>June 30, 2017</u>
	Temporarily Restricted	Restricted	Total	Total
Endowment net assets, beginning of year	\$ 54,915	\$ 391,921	\$ 446,836	\$ 417,178
Contributions	-	-	-	-
Investment return:				
Investment income, net of expenses	7,338	-	7,338	7,957
Net appreciation (realized and unrealized)	20,524	-	20,524	44,435
Total investment return	<u>27,862</u>	<u>-</u>	<u>27,862</u>	<u>52,392</u>
Other changes:				
Fund distributions	(20,534)	-	(20,534)	(22,734)
Total other changes	<u>(20,534)</u>	<u>-</u>	<u>(20,534)</u>	<u>(22,734)</u>
Endowment net assets, end of year	<u>\$ 62,243</u>	<u>\$ 391,921</u>	<u>\$ 454,164</u>	<u>\$ 446,836</u>

The CCCSE was set up to provide matching scholarships funds for California community colleges. The CCCSE was formed through a generous \$50 million matching commitment from the Osher Foundation and an initial contribution of \$25 million. The CCCSE began to distribute scholarship funding from the initial \$25 million gift to each participating community college in the 2009-10 year. The allocation is based on each college's full time equivalent students (FTES) and each scholarship will be valued at \$1,000 for a school year. For the year ended June 30, 2018, the Foundation received \$63,286 including \$20,534 in fund distributions from investment returns from the Osher Scholarship Fund. For the fiscal year ended June 30, 2017, the Foundation received \$68,390 including \$22,734 in fund distributions from investment returns

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS For the Fiscal Year Ended June 30, 2018 *With Comparative Totals for the Fiscal Year Ended June 30, 2017*

NOTE 8: INVESTMENT WITH FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC)

from the Osher Scholarship Fund.

NOTE 9: ENDOWMENT

The Foundation's endowment consists of various endowments established for scholarships and educational program purposes. Its endowment includes both donor-restricted endowment funds and funds designated by the Board of Directors to function as endowments. As required by generally accepted accounting principles, net assets associated with endowment funds, including funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

Interpretation of Relevant Law

The Board of Directors of the Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the organization in a manner consistent with the standard of prudence prescribed by UPMIFA.

In accordance with UPMIFA, the organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

1. The duration and preservation of the fund
2. The purposes of the organization and the donor-restricted endowment fund
3. General economic conditions
4. The possible effect of inflation and deflation
5. The expected total return from income and the appreciation of investments
6. Other resources of the organization
7. The investment policies of the organization

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018
With Comparative Totals for the Fiscal Year Ended June 30, 2017

NOTE 9: ENDOWMENT

Endowment Net Asset Composition by Type of Fund as of June 30, 2018

	<u>June 30, 2018</u>			<u>June 30, 2017</u>
	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Donor-restricted	\$	\$ 1,349,485	\$ 6,069,051	\$ 7,418,536
Board-designated	81,272			81,272
	<u>\$ 81,272</u>	<u>\$ 1,349,485</u>	<u>\$ 6,069,051</u>	<u>\$ 7,499,808</u>
				<u>\$ 6,906,335</u>

Changes in Endowment Net Assets for the Fiscal Year Ended June 30, 2018

	<u>June 30, 2018</u>			<u>June 30, 2017</u>
	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Endowment net assets, beginning of year	\$ 72,898	\$ 1,048,975	\$ 5,784,462	\$ 6,906,335
Contributions			284,589	284,589
Investment return:				106,708
Investment income, net of expenses	1,206	92,010		93,216
Net depreciation (realized and unrealized)	7,168	546,946		554,114
Total investment return	<u>8,374</u>	<u>638,956</u>	<u>-</u>	<u>647,330</u>
Other changes:				
Distributions		(338,446)		(338,446)
Total other changes	<u>-</u>	<u>(338,446)</u>	<u>-</u>	<u>(338,446)</u>
Endowment net assets, end of year	<u>\$ 81,272</u>	<u>\$ 1,349,485</u>	<u>\$ 6,069,051</u>	<u>\$ 7,499,808</u>
				<u>\$ 6,906,335</u>

Return Objectives and Risk Parameters

The Foundation has adopted an investment policy which actively safeguards the assets while maintaining some growth to ensure the donations will provide a benefit to the college and its student population. Endowment assets include those assets of donor-restricted funds that the Foundation must hold in perpetuity or for a donor-specified period(s) as well as board designated funds. Under this policy, as approved by the Board of Directors, the endowment assets are invested in a manner that is intended to balance safety of principal, growth of principal and

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018
With Comparative Totals for the Fiscal Year Ended June 30, 2017

NOTE 9: ENDOWMENT

generation of income.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Foundation invests the funds for long-term growth and income, while preserving principal with minimum risk.

Spending Policy and How the Investment Objectives Relate to Spending Policy

The Foundation has a spending policy which allows an annual spending limit of no more than 4.5% of a trailing three-year average of the total Endowment market value calculated on June 30 of each year.

NOTE 10: NET ASSETS RELEASED FROM RESTRICTIONS

Net assets of \$1,058,701 were released from temporary donor restrictions during the fiscal year 2017-18. The Foundation met donor imposed restrictions by incurring qualified expenses.

NOTE 11: RESTRICTED NET ASSETS

The Foundation has temporarily restricted and permanently restricted endowed scholarship programs or programs as of June 30, 2018 and is represented as follows:

	<u>June 30, 2018</u>	<u>June 30, 2017</u>
Temporarily restricted		
Scholarships	\$ 3,275,825	\$ 2,696,518
Other restricted programs	2,491,407	2,219,263
Total temporarily restricted	<u>\$ 5,767,232</u>	<u>\$ 4,915,781</u>
Permanently restricted		
Endowed scholarships	\$ 6,667,622	\$ 6,420,891
Total permanently restricted	<u>\$ 6,667,622</u>	<u>\$ 6,420,891</u>

NOTE 12: RELATED PARTY

The Foundation was organized as an independent organization under California Business Code and has a signed master agreement with the District. The agreement allows the District to provide administrative services to assist the Foundation in carrying out its purpose. The District pays salaries and benefits of the executive director, assistant director, and three administrative positions. In addition, working space for employees who perform administrative services for

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018
With Comparative Totals for the Fiscal Year Ended June 30, 2017

NOTE 12: RELATED PARTY

the Foundation is provided by the District at no charge. In return, the Foundation provides various levels of monetary support and service to the District. These transactions are recorded within financial statements as distributions, student programs, and scholarship expense.

The donated services and facilities for the fiscal year ended June 30, 2018 were valued at \$550,701 and \$10,808. The donated services and facilities for the fiscal year ended June 30, 2017 were valued at \$425,905 and \$11,040. These were recognized in the financial statements as donated services and facilities and operating expenses. In addition, certain expenses for professional services, supplies and equipment for the Foundation were paid for by the District. For the fiscal years ended June 30, 2018 and 2017, these expenses were valued at \$41,378 and \$155,490, respectively, and are recognized as in-kind donations and operating expenses.

NOTE 13: PRIOR YEAR RESTATEMENTS

Restatements applied to the beginning temporarily and permanently restricted net assets at July 1, 2016 comprise of four amounts. A summary and description of these restatements are as follows:

	Temporarily Restricted	Permanently Restricted	Total
Change in designation	\$ 2,021,862	\$ (2,021,862)	\$ -
Funds held with FCCC - Osher			
Donation		85	85
Cumulative change in value	22,349		22,349
Funds held with FCCC - Sempra Energy			
Donation		26,668	26,668
Cumulative change in value	2,908		2,908
Split interest agreement - testamentary trust	625,091		625,091
Total restatements	<u>\$ 2,672,210</u>	<u>\$ (1,995,109)</u>	<u>\$ 677,101</u>

Change in Designation

The corpus amounts of net assets were researched by the Foundation during the fiscal year ended June 30, 2017 to identify earnings on permanently restrictions donations which had previously been classified as permanently restricted. These amounts has been transferred to temporarily restricted net assets, in the amount of \$2,021,862.

Funds Held with FCCC – Osher

The Foundation had not previously recognized the additional funds sent by a donor to FCCC on the Foundations behalf as funds held with FCCC or the change in value of Osher as management’s interpretation was to not recognize the change in value since management did

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

For the Fiscal Year Ended June 30, 2018

With Comparative Totals for the Fiscal Year Ended June 30, 2017

NOTE 13: PRIOR YEAR RESTATEMENTS

not manage or maintain control of the investment. Additional research determined that the change in value be reflected in the statement of activities and changes in net assets. A restatement of \$22,349 was applied to increase temporarily restricted net assets and \$85 to increase permanently restricted net assets was applied. These amounts represents the additional fair value of funds held with FCCC at June 30, 2016 and the additional donation.

Funds Held with FCCC – Sempra Energy

The Foundation had not previously recognized the additional funds sent by Sempra Energy to FCCC on the Foundations behalf as funds held with FCCC. Management's interpretation was to not recognize the donation and change in value since management did not manage or maintain control of the investment. Additional research determined that the additional funds sent to FCCC on the Foundations behalf be recognized as funds held with FCCC and change in value be reflected in the statement of activities and changes in net assets. A restatement of \$2,908 to increase temporarily restricted net assets and \$26,668 to increase permanently restricted net assets was applied. These amounts represent the fair value of funds held with FCCC at June 30, 2016 and the donation.

Split Interest Agreement – Testamentary Trust

As discussed in Note 13, the Foundation had researched and reviewed donor files to verify corpus amounts. During this process, the Foundation identified a testamentary trust that had not previously recognized the as a receivable from the split-interest agreement. A restatement of \$625,091 was applied to increase temporarily restricted net assets. This amount represents the fair value of the split interest agreement receivable at June 30, 2016.



CliftonLarsonAllen LLP
CLAconnect.com

November 5, 2018

The Board of Directors
Riverside Community College District Foundation
Riverside, California

We have audited the financial statements of Riverside Community College District Foundation (the Foundation) for the year ended June 30, 2018, and have issued our report thereon dated November 5, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 29, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Foundation are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2017-18. We noted no transactions entered into by the Foundation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements are:

Allowances for Uncollectable Accounts – The Foundation utilizes the reserve method of accounting for bad debts and evaluates its ability to collect pledges receivable based on specific donor circumstances, current economic conditions and trends, historical experience and the age of past due pledges receivable. See Notes 2 and 6.

Fair Value of Pledges Receivable – Unconditional promises to give that are not due on a current basis are measured at fair value. Management has elected to measure fair value using the present value valuation technique and has assumed a discount rate of 2.17% in 2017-18 and 1.96% in 2016-17. See Notes 2 and 6.

The Board of Directors
Riverside Community College District Foundation
Page 2

Qualitative Aspects of Accounting Practices (continued)

Fair Value of Investments – Investments are reported at fair value based on the priority of the inputs to the valuation technique and classified based on a three-level fair value hierarchy as discussed in Notes 4 and 9.

Fair Value of Split-Interest Agreements – The Trusts are reported at fair value based on the present value of the net proceeds that are expected to be available to the Foundation at their maturity dates. Management has elected to measure fair value using the present value valuation technique and has assumed a discount rate of 1.49% in 2017-18 and 1.96% in 2016-17 through the estimated maturity dates. See Note 5.

Functional Expenses - Management's estimate of the functional allocation of expenses shared between programs, management and general, and fundraising is based on a reasonable and consistent basis using factors such as direct payroll allocation, square footage, full time equivalents within each department, and total direct expenses.

Donated Services, Facilities and In-Kind Donations – The Foundation records the value of donated services and facilities, and donated items as in-kind donations on the statement of activities and statement of functional expense when there is an objective basis available to measure their value. See Notes 2 and 12.

Unrelated Business Income Tax (UBIT) – The Foundation has considered the Financial Accounting Standards Board's (FASB) statement related to uncertainty in income taxes. This guidance requires organizations to evaluate tax positions and the certainty as to whether those positions will be sustained in the event of an audit by taxing authorities. The primary tax positions evaluated relate to the Foundation's tax exempt status and the potential for unrelated business income activities conducted that would be taxable. Management has determined that all income tax positions are more likely than not of being sustained upon potential audit or examination; therefore, no disclosures of income tax contingencies are required. See Note 2.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The Board of Directors
Riverside Community College District Foundation
Page 3

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The financial statement disclosures are neutral, consistent, and clear. The most sensitive disclosures affecting the financial statements were:

Investments - The disclosure of investments described in Note 4 to the financial statements summarizes the cost and fair value information for the investments held by the Foundation as of June 30, 2018 and 2017. Fair value measurements of the investments are assigned a category based on the source of valuation for the indicated investments (measured using significant unobservable inputs).

Uniform Prudent Management of Institutional Funds Act (UPMIFA) – UPMIFA is the disclosure pertaining to endowments and interpretation of the Uniform Prudent Management of Institutional Funds Act (UPMIFA) described in Note 8 to the financial statements. This disclosure summarizes the Board’s interpretation of UPMIFA and the criteria used to determine the value of permanently restricted net assets as of June 30, 2018, with comparative information as of June 30, 2017.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 5, 2018.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor’s report. We are pleased to report that no such disagreements arose during the course of our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole. Exhibit A summarizes uncorrected misstatements of the financial statements.

The Board of Directors
Riverside Community College District Foundation
Page 4

In addition, a reconciliation between the internal financial statements ending net assets and the audited ending net assets has been provided for management's use in Exhibit B. A post-closing entry from 2016-17 for investments earnings was recognized in the 2017-18 Statement of Activities. This adjustment had no effect on the ending net assets.

Significant Issues Discussed with Management

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Foundation's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

The following issues are considered significant and relevant to communicate to management and those charged with governance in overseeing the financial reporting process:

Master Agreement

In accordance with California Code and Regulations (Title 5, Division 6, Chapter 10, Subchapter 4.5, Section 59257) the Riverside Community College District (the District) and the Foundation have entered into a master agreement dated November 17, 2009.

The agreement allows the District to provide administrative services and working space to assist the Foundation in carrying out its purpose and establishes monitoring procedures. Per the terms of the agreement, this document is to be reviewed every five years.

We recommend the agreement be reviewed to ensure it is updated and reflects the current operations of the Foundation & monitoring procedures of the District.

Items to be Considered in the Future Audits

The Financial Accounting Standards Board (FASB) released a new standard pertaining to the presentation of financial statements for not for-profit entities that will have significant implications to the Riverside Community College District Foundation's financial statements. This standard is effective for fiscal years beginning after December 15, 2017. For the Riverside Community College District Foundation, this standard is effective for the fiscal year June 30, 2019 and early implementation is allowed.

The proposed standard contains a number of changes to the current Not-for-Profit financial statement model. Some of the more significant changes include a shift in the presentation of net assets on the statement of financial position and the statement of activities from the current three classes (unrestricted, temporarily restricted, and permanently restricted) to two classes (net assets with and net assets without donor restrictions). This change attempts to highlight the specific nature of each net asset restriction rather than on whether there are temporary or permanent restrictions.

The Board of Directors
Riverside Community College District Foundation
Page 5

In addition to the changes to the basic financial statements, certain disclosures will also be enhanced to provide additional information. Disclosures impacted by the new requirements include, but are not limited to, the availability of resources to meet cash needs for general expenditures within the next year, resources restricted by governing board actions, the composition of net assets subject to donor restrictions and how the restrictions affect the use of resources, and the nature and function of operating expenses.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Foundation’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

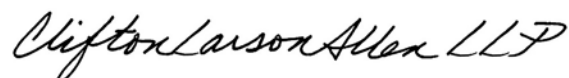
Other Information in Documents Containing Audited Financial Statements

We are aware that the District issues other documents that contain the audited basic financial statements of the Foundation. When such documents are to be published, such as the Foundation’s Annual Report, we have a responsibility to determine that such financial information is materially consistent with the audited statements of the Foundation.

Closing

This information is intended solely for the use of the Board of Directors and management of the Foundation and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



CliftonLarsonAllen LLP
Glendora, California

Exhibits:

- A. Schedule of Uncorrected Misstatements
- B. Reconciliation between Internal and External Financial Statements

EXHIBIT A
Schedule of Uncorrected Misstatements

Account	Description	Debit	Credit	Net Effect on Ending Net Assets
Journal Entry # 1				
To reverse the duplicate recognition of donated stock. The donated stock was recorded in the general ledger investment account number for UBS Financial - Equities, but recognized as unrealized gain in the general ledger investment account number for Union Bank during the reconciliation process.				
99.0-00-8860	INTEREST INCOME	\$ 21,220	\$	\$
97.0-00-9150U	UBS Financial - Equities : INVESTMENTS		21,220	
Total		<u><u>21,220</u></u>	<u><u>21,220</u></u>	(21,220)
Journal Entry # 2				
To correct the change in net present value for split interest agreement for the Wetzel testamentary trust. The beginning balance was not updated in the calculation.				
98.0-00-8815	REMAINDER TRUST CONTRIBUTIONS	54,185		
98.0-00-9164	BENEFICL INT, REMAINDER TRUST		54,185	
Total		<u><u>54,185</u></u>	<u><u>54,185</u></u>	(54,185)
Journal Entry # 3				
To correct the unrestricted administrative fees charged to the split interest agreements for the Stover Charitable Remainder Unitrusts. Change is in classification only.				
Journal entry has no effect on ending net assets.				
99.0-00-8815	REMAINDER TRUST CONTRIBUTIONS	1,301		
99.0-00-9710	UNAPPROPRIATED FUND BALANCE	69,688		
97.0-00-8815	REMAINDER TRUST CONTRIBUTIONS		1,301	
97.0-00-9710	UNAPPROPRIATED FUND BALANCE		69,688	
Total		<u><u>70,989</u></u>	<u><u>70,989</u></u>	-
Journal Entry # 4				
To reverse pledge receivable for premiums paid by donor for life insurance.				
Contributions for payments is associated with a contingent receivable and should not be accrued.				
98.0-00-8820	CONTRIBUTIONS, GIFTS, GRANTS	24,500		
97.0-00-9165	PLEDGES RECEIVABLE		24,500	
Total		<u><u>24,500</u></u>	<u><u>24,500</u></u>	(24,500)
				<u><u>\$ (99,905)</u></u>

EXHIBIT B
Reconciliation between Internal and External Financial Statements

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Unrestricted (97000)	\$ 467,798	\$	\$	\$ 467,798
Restricted Programs (98000-98499)		2,506,679		2,506,679
Scholarships (98500-98999)		481,089		481,089
Spendable PR (99000)		2,794,736		2,794,736
Perm Rest (88000)			6,733,622	6,733,622
Ending net assets - per financial highlights	<u>467,798</u>	<u>5,782,504</u>	<u>6,733,622</u>	<u>12,983,924</u>
Reclassifications:				
Board designated endowments	<u>81,272</u>	<u>(15,272)</u>	<u>(66,000)</u>	<u>-</u>
Ending net assets - per audited financial statements	<u>\$ 549,070</u>	<u>\$ 5,767,232</u>	<u>\$ 6,667,622</u>	<u>\$ 12,983,924</u>

Agenda Item (VIII-D-2)

Meeting	12/11/2018 - Regular
Agenda Item	Committee - Resources (VIII-D-2)
Subject	2017-2018 Proposition 39 Independent Financial and Performance Audits
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees receive the Proposition 39 independent financial and performance audits of the District's Measure C general obligation bond for the year ended June 30, 2018 for the permanent file of the District.

Background Narrative:

In accordance with the provisions of Proposition 39, independent financial and performance audits of the District's Measure C general obligation bond were performed by CliftonLarsonAllen LLP Certified Public Accountants (CLA). A representative of the audit firm will be available to present the reports. Results of the audits are summarized below.

- Auditor's Opinion – The auditors have issued unmodified opinions for both the financial and performance audits as of June 30, 2018 and 2017, which is also known as a "clean" opinion. Unmodified is the highest level of assurance the auditors can provide of the four available opinions and indicates the financial statements are presented fairly, in all material respects, in accordance with generally accepted accounting principles.
- Audit Findings – There were no findings or questioned costs related to the financial and performance audits.
- Auditor's Required Communication – In accordance with the U.S. Auditing Standards AU-C 260, at the conclusion of the audit engagement CLA is required to communicate information to the Board of Trustees regarding their responsibility under Generally Accepted Auditing Standards (GAAS). Attached for your information is the required communication.
- The audit report was presented to the Citizens Bond Oversight Committee at its regularly scheduled meeting on October 18, 2018.

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

Attachments:

[12112018_2017-2018 Proposition 39 Financial and Performance Audit and USAS Letter](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RIVERSIDE COUNTY

**REPORT ON PROPOSITION 39 FUNDING
FINANCIAL AND PERFORMANCE AUDITS
June 30, 2018**

RIVERSIDE COMMUNITY COLLEGE DISTRICT

TABLE OF CONTENTS
June 30, 2018

Financial Audit of the General Obligation Bond Funded Capital Outlay Projects	1
Independent Auditor’s Report.....	2
Balance Sheet – General Obligation Bond Funded Capital Outlay Projects	4
Statement of Revenues, Expenditures, and Changes in Fund Balances – General Obligation Bond Funded Capital Outlay Projects	5
Notes to the Financial Statements.....	6
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	11
Schedule of Findings and Responses.....	13
Performance Audit of the General Obligation Bond Funded Capital Outlay Projects	14
Independent Auditor’s Report on Proposition 39 Compliance Requirements.....	15
Background Information.....	16
Objectives	16
Scope of the Audit	16
Procedures Performed.....	17
Conclusion	17
Supplementary Information	18

**FINANCIAL AUDIT OF THE GENERAL OBLIGATION BOND FUNDED CAPITAL
OUTLAY PROJECTS**



CliftonLarsonAllen LLP
CLAconnect.com

INDEPENDENT AUDITOR'S REPORT

The Board of Trustees
The Measure C Citizens' Bond Oversight Committee
Riverside Community College District

Report on the Financial Statements

We have audited the accompanying financial statements of the General Obligation Bond Funded Capital Outlay Projects of the Riverside Community College District (the District) as of and for the year ended June 30, 2018, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

The Board of Trustees
The Measure C Citizens' Bond Oversight Committee
Riverside Community College District

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the General Obligation Bond Funded Capital Outlay Projects of the District as of June 30, 2018, and the change in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present fairly only the General Obligation Bond Funded Capital Outlay Projects and do not purport to, and do not, present fairly the financial position of the District as of June 30, 2018 or the change in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Information

Our audit of the General Obligation Bond Funded Capital Outlay Projects of the District was conducted for the purpose of forming an opinion on the financial statements referred to above. The supplementary schedule is presented for purposes of additional analysis and is not a required part of the financial statements. The supplementary schedule, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary schedule, is fairly stated in all material respects in relation to the financial statements.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 9, 2018 on our consideration of the District's internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting and compliance.



CliftonLarsonAllen LLP
Glendora, California
October 9, 2018

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**BALANCE SHEET
June 30, 2018**

Assets

Cash in county treasury	\$ 7,269,061
Accounts receivable	141,151
Total Assets	\$ 7,410,212

Liabilities and Fund Balance

Liabilities

Accounts payable	\$ 702,251
Due to other funds	178,291
Total Liabilities	880,542

Fund Balance

Restricted	6,529,670
Total Fund Balance	6,529,670
Total Liabilities and Fund Balance	\$ 7,410,212

See the accompanying notes to the financial statements

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
For the Fiscal Year Ended June 30, 2018**

Revenues	
Interest income	\$ 115,494
Other local revenue	<u>(210,933)</u>
Total Revenues	<u>(95,439)</u>
Expenditures	
Salaries	136,031
Benefits	59,913
Supplies	140
Other services	467,514
Capital outlay	<u>1,335,435</u>
Total Expenditures	<u>1,999,033</u>
Net change in fund balance	(2,094,472)
Fund Balance at Beginning of Year	<u>8,624,142</u>
Fund Balance at End of Year	<u><u>\$ 6,529,670</u></u>

See the accompanying notes to the financial statements

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accounting Policies

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants.

Financial Reporting Entity

These financial statements are not intended to present fairly the financial position and results of operations of the District in compliance with accounting principles generally accepted in the United States of America.

Fund Structure

The Statement of Revenues, Expenditures and Change in Fund Balance is a statement of financial activities of the General Obligation Bond Funded Capital Outlay Projects related to the current reporting period. Fund expenditures frequently include amounts for land, buildings, equipment, retirement of indebtedness, transfers to other funds, etc. Consequently, these statements do not purport to present the result of operations or the net income or loss for the period as would a statement of income for a profit-type organization.

Basis of Accounting

The General Obligation Bond Funded Capital Outlay Projects is maintained on the modified accrual basis of accounting. As such, revenues are recognized when they become susceptible to accrual, which is to say, when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received or services rendered).

Cash in the county treasury is recorded at cost, which approximates fair value, in accordance with the requirements of GASB Statement No. 31.

Fund Balance Classification

In accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the governmental fund financial statements present fund balance classifications that comprise a hierarchy based on the extent to which the District is bound to honor constraints on the specific purposes for which amounts can be spent. Amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors,

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation are considered restricted. The fund balance of the General Obligation Bond Funded Capital Outlay Projects is therefore classified as restricted.

Capital Assets and Long-Term Debt

The accounting and reporting treatment applied to the capital assets and long-term liabilities associated with the General Obligation Bond Funded Capital Outlay Projects are determined by its measurement focus. The General Obligation Bond Funded Capital Outlay Projects is accounted for on a spending or “financial flow” measurement focus. This means that only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered a measure of “available spendable resources”. Thus, the capital assets and long-term liabilities associated with the General Obligation Bond Funded Capital Outlay Projects are accounted for in the basic financial statements of the District.

Estimates

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 2: DEPOSITS – CASH IN COUNTY TREASURY

In accordance with Education Code Section 84000, the District maintains substantially all of its cash in the Riverside County Treasury as part of the common investment pool. These pooled funds are carried at amortized cost which approximates fair value. The fair value is 99.39% of the District’s deposits for the General Obligation Bond Funded Capital Outlay Projects in this pool as of June 30, 2018, as provided by the County Treasurer.

The county is authorized to deposit cash and invest excess funds by California Government Code Sections 53534, 53601, 53635, and 53648. The county is restricted to invest in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer’s investment pool, bankers’ acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The funds maintained by the county are either secured by federal depository insurance or are collateralized. The county investment pool is not required to be rated. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 2: DEPOSITS – CASH IN COUNTY TREASURY

The county investment pool is not registered as an investment company with the Securities and Exchange Commission (SEC) nor is it an SEC Rule 2a7-like pool. California Government Code statutes and the County Board of Supervisors set forth the various investment policies that the County Treasurer follows. The method used to determine the value of the participant's equity withdrawn is based on the book value, which is amortized costs, of the participant's percentage participation on the date of such withdrawals.

The pool sponsor's annual financial report may be obtained from the County of Riverside Treasurer-Tax Collector Capital Markets, 4080 Lemon Street, 4th Floor, Riverside, CA 92502.

NOTE 3: BONDED DEBT

On March 2, 2004, the voters of Riverside Community College District approved Measure C, a \$350 million bond measure designed to provide funds to improve facilities and safety at the Moreno Valley, Norco, and Riverside City Colleges.

Series D and D-1

In October 2011, the District issued General Obligation Bonds, Series D and D-1 in the amount of \$109,999,278. These bonds consisted of \$7,699,278 tax-exempt Series D bonds and \$102,300,000 in federally taxable Build America Bonds Series D-1. The Build America Bonds program was created by the American Recovery and Reinvestment Act to assist state and local governments in financing capital projects at lower borrowing costs and to stimulate the economy and create jobs.

The District elected to treat the Series D-1 bonds as "Build America Bonds" under Section 54AA of the Tax Code, and the Series D-1 Bonds be "qualified bonds" under Section 54AA(g)(2) of the Tax Code which make the District eligible for a cash subsidy payment from the United States Treasury equal to 35% of the interest payable on the Series D-1 Bonds. The District will deposit the cash subsidy payments with the County to be credited to the Debt Service Fund for the Series D-1 Bonds. Cash subsidy payments are expected to be received contemporaneously with each interest payment date.

Refunding

In April 2014, the District issued General Obligation Refunding Bonds, Series A (Tax Exempt) in the amount of \$29,130,000 to advance refund all or a portion of the outstanding principal amount of the District's General Obligation Series A Bonds, 2005 Refunding Bonds and General Obligation Series C Bonds and to pay costs of issuance associated with the Bonds. General Obligation Refunding Bonds, Series B (Federally Taxable) in the amount of \$43,960,000 were

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 3: BONDED DEBT

also issued to advance refund a portion of the outstanding principal amount of the District's 2005 Refunding Bonds and to pay costs of issuance associated with the Bonds.

Series E and Refunding

In July 2015, the District issued General Obligation Bonds, Series E in the amount of \$45,004,145 to finance the repair, acquisition, construction, and equipping of certain district facilities, and to pay all legal, financial, and contingent costs in connection with the issuance of the Bonds. General Obligation Refunding Bonds were also issued in the amount of \$43,920,000 to advance refund the outstanding principal amount of the District's General Obligation Series C Bonds, and to pay costs of issuance associated with the Bonds.

The outstanding general obligation bonded debt of the District at June 30, 2018 is:

General Obligation Bonds	Date of Issue	Original Maturity Date	Interest Rate %	Amount of Original Issue	Outstanding July 1, 2017	Issued	Redeemed	Outstanding June 30, 2018
2010 Series D	10/27/2010	8/1/2025	2.36-5.53	\$ 7,699,278	\$ 7,190,569	\$	\$ 349,375	\$ 6,841,194
2010 Series D-1	10/27/2010	8/1/2040	6.97-7.02	102,300,000	102,300,000			102,300,000
2014 Tax Exempt Refunding	5/29/2014	8/1/2027	2.00-5.00	29,130,000	28,260,000		425,000	27,835,000
2014 Taxable Refunding	5/29/2014	8/1/2024	0.40-3.61	43,960,000	39,115,000		3,660,000	35,455,000
2015 Series E	7/1/2015	8/1/2039	3.81-5.05	45,004,145	42,414,145		1,265,000	41,149,145
2015 Refunding	7/1/2015	8/1/2032	2.00-5.00	43,920,000	42,885,000		100,000	42,785,000
Total				<u>\$ 272,013,423</u>	<u>\$ 262,164,714</u>	<u>\$ -</u>	<u>\$ 5,799,375</u>	<u>\$ 256,365,339</u>

The annual debt service requirements to maturity for general obligation bonds are as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>
2019	\$ 4,894,266	\$ 12,818,830
2020	5,295,056	13,067,432
2021	5,813,846	13,082,058
2022	6,680,859	12,506,165
2023	7,232,769	12,629,696
2024-2028	44,564,218	61,050,746
2029-2033	60,025,470	51,521,140
2034-2038	71,733,811	59,582,504
2039-2041	50,125,044	23,209,545
Total	<u>\$ 256,365,339</u>	<u>\$ 259,468,116</u>

Capital appreciation bonds were issued as part of the 2010 Series D and 2015 Series E issuances. Prior to their applicable maturity dates, each capital appreciation bond will accrete interest on the principal component, with all interest accreting through the applicable maturity date and payable only upon maturity or prior payment of the principal component. Accreted interest accrued has been reflected in the long term debt balance on the District's general purpose financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 4: COMMITMENTS AND CONTINGENCIES

Purchase Commitments

As of June 30, 2018 the District was committed under various capital expenditure purchase agreements for bond projects totaling approximately \$1,930,000.



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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

The Board of Trustees
The Measure C Citizens' Bond Oversight Committee
Riverside Community College District
Riverside, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the General Obligation Bond Funded Capital Outlay Projects financial statements of the Riverside Community College District (the District), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's General Obligation Bond Funded Capital Outlay Projects financial statements, and have issued our report thereon dated October 9, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CliftonLarsonAllen LLP
Glendora, California
October 9, 2018

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**SCHEDULE OF FINDINGS AND RESPONSES
June 30, 2018**

There were no findings related to the financial audit of the General Obligation Bond Funded Capital Outlay Projects for the year ended June 30, 2018. In addition, there were no findings related to the financial audit of the General Obligation Bond Funded Capital Outlay Projects for the year ended June 30, 2017.

**PERFORMANCE AUDIT OF THE GENERAL OBLIGATION BOND FUNDED
CAPITAL OUTLAY PROJECTS**



CliftonLarsonAllen LLP
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INDEPENDENT AUDITOR'S REPORT

The Board of Trustees
The Measure C Citizens' Bond Oversight Committee
Riverside Community College District

We have conducted a performance audit of the Riverside Community College District (the District) Measure C General Obligation Bond funds for the year ended June 30, 2018.

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page 16 of this report which includes determining the District's compliance with the performance requirements for the Proposition 39 Measure C General Obligation Bond funds under the applicable provisions of Section 1(b)(3)(C) of Article XIII A of the California Constitution. Management is responsible for the District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal control of the District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution. Accordingly, we do not express any assurance on internal control.

The results of our tests indicated that, in all significant respects, the District expended Measure C General Obligation Bond funds for the fiscal year ended June 30, 2018, only for the specific projects developed by the District's Board of Trustees, and approved by the voters in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

A handwritten signature in black ink that reads 'CliftonLarsonAllen LLP'.

CliftonLarsonAllen LLP
Glendora, California
October 9, 2018

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT
June 30, 2018**

BACKGROUND INFORMATION

In November 2000, the voters of the State of California approved Proposition 39 authorizing the issuance of general obligation bonds by California public school districts and community colleges under certain circumstances and subject to certain conditions.

On March 2, 2004, the voters of Riverside Community College District approved Measure C, a \$350 million bond measure designed to provide funds to improve facilities and safety at the Moreno Valley, Norco, and Riverside campuses.

Pursuant to the requirements of Proposition 39, and related state legislation, the Board of Trustees of the District established a Citizens' Bond Oversight Committee and appointed its members. The principal purpose of the Citizens' Bond Oversight Committee, as set out in state law, is to inform the public as to the expenditures of the proceeds of the bonds issued pursuant to the Measure C bond authorization. The Citizens' Bond Oversight Committee is required to issue at least one report annually as to its activities and findings.

Section 1(b)(3)(C) of Article XIII A of the California Constitution requires the District to conduct an annual independent performance audit to ensure that the proceeds of the bonds deposited into the General Obligation Bond Funded Capital Outlay Projects – Measure C Bond Program have been expended only for the authorized bond projects.

OBJECTIVES

The objectives of our performance audit were to:

- Determine the expenditures charged to the District Measure C General Obligation Bond Funded Capital Outlay Projects.
- Determine whether expenditures charged to the Measure C General Obligation Bond Funded Capital Outlay Projects have been made in accordance with the bond project list approved by the voters through the approval of Measure C in March 2004.

SCOPE OF THE AUDIT

The scope of our performance audit covered the fiscal period from July 1, 2017 to June 30, 2018. The propriety of expenditures for capital projects and maintenance projects funded through other state or local funding sources, other than the proceeds of the bonds, were not included within the scope of our audit. Expenditures incurred subsequent to June 30, 2018, were not reviewed or included within the scope of our audit or in this report.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT
June 30, 2018**

PROCEDURES PERFORMED

- We identified the expenditures and projects charged to the general obligation bond proceeds by obtaining the general ledger and project listing.
- We selected a judgmental sample of expenditures considering all object codes and projects for the year ended June 30, 2018. Our sample included 32 transactions totaling \$1,772,996 (98% of non-salary related expenditures) and \$195,944 of salaries and benefits (100% of salaries and benefits).
- We reviewed the actual invoices and supporting documentation to determine that expenditures charged to projects were:
 - Supported by invoices with evidence of proper approval and documentation of receipt of goods or services;
 - Supported by proper bid documentation, as applicable;
 - Properly expended on the authorized bond projects as listed on the voter-approved bond project list;
 - Used for salaries of administrators only to the extent they perform administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.

CONCLUSION

The results of our tests indicated that, in all significant respects, the District has properly accounted for the expenditures of the funds held in the General Obligation Bond Funded Capital Outlay Projects – Measure C Bond Program and that such expenditures were made on authorized bond projects.

SUPPLEMENTARY INFORMATION

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT
BOND PROJECT SUMMARY
June 30, 2018**

The District has identified the following projects to be funded with proceeds from the general obligation bonds. The District incurred costs of \$320,443,170 through June 30, 2018 for these construction projects. Capital outlay and other financing expenditures were as follows:

	BUDGET	TOTAL PROJECT COSTS THROUGH June 30, 2017	FY 17-18 ACTUAL COSTS	TOTAL PROJECT COSTS THROUGH June 30, 2018
Phase I - Parking Structure - Riverside	\$ 20,940,662	\$ 20,940,662	\$ -	\$ 20,940,662
Wheelock PE Complex/Athletic Field - Riverside	4,516,435	4,516,435	-	4,516,435
Swing Space - Riverside	4,273,734	4,273,733	-	4,273,733
Quad Modernization - Riverside	9,171,807	9,171,807	-	9,171,807
RCCD System Office Purchase	2,629,981	2,629,981	-	2,629,981
MLK Renovation - Riverside	1,010,614	1,010,614	-	1,010,614
Bridge Space - Riverside	1,175,132	1,175,132	-	1,175,132
Industrial Technology Facility Project - Norco	9,715,350	9,715,349	-	9,715,349
Computer/Network/ System Upgrades - District Wide	1,002,052	1,002,052	-	1,002,052
Phone and Voicemail Upgrades - District Wide	349,000	349,000	-	349,000
Scheduled Maintenance - Historic - District Wide	1,403,045	1,403,045	-	1,403,045
Nursing/Sciences Building - Riverside	16,347,203	16,347,203	-	16,347,203
Student/Academic Services Facility Project - Moreno Valley	5,917,791	5,917,791	-	5,917,791
Wheelock PE Complex Gymnasium Retrofit - Phase I & II - Riverside	13,204,882	13,204,882	-	13,204,882
Feasibility / Planning / Management / Staffing	7,194,104	6,782,847	293,031	7,075,878
Stokoe Innovative Learning Center - Riverside	7,399,505	7,399,506	-	7,399,506
ECS Secondary Effects - Moreno Valley	286,227	286,227	-	286,227
Room Renovations - Norco	100,019	100,019	-	100,019
Food Services Remodel - Riverside	987,705	987,705	-	987,705
Food Services Remodel - Moreno Valley	2,649,606	2,649,607	-	2,649,607
Infrastructure Projects - District Wide	484,414	484,414	-	484,414
Hot Water Loop System & Boiler Repl. - Moreno Valley	869,848	869,848	-	869,848
Emergency Phone Project - District Wide	379,717	379,717	-	379,717
Utility Retrofit Project - District Wide	6,181,188	6,181,189	-	6,181,189
Modular Redistribution Norco/MoVal/BC/Riv	8,425,862	8,425,862	-	8,425,862
ECS Building Upgrade Project - Moreno Valley/Norco	389,561	389,561	-	389,561
PBX Building - Riverside	428,119	428,119	-	428,119
PBX / NOC / M & O Facility - Norco	11,277,010	11,336,910	-	11,336,910
PBX / NOC / M & O Facility - Moreno Valley	2,896,858	2,771,210	127,633	2,898,843
Life Science / Physical Science Reconstruction - Riverside	208,000	152,500	55,414	207,914
Center for Student Success - Norco	15,633,873	15,633,873	-	15,633,873
Long Range Master Plan - District Wide	1,439,077	1,439,077	-	1,439,077
Logic Domain - Capital Project Management System	213,375	187,238	12,750	199,988
Aquatics Center - Riverside	10,874,233	10,865,983	8,250	10,874,233
Soccer Field / Artificial Turf - Norco	3,879,314	3,879,314	-	3,879,314
Learning Gateway Building - Moreno Valley	4,984,261	4,984,261	-	4,984,261
Bradshaw Building Electrical Project - Riverside	366,353	366,353	-	366,353
Quad Basement Remodel Project - Riverside	352,941	352,941	-	352,941
Black Box Theatre Remodel Project - Riverside	10,955	10,955	-	10,955
Technology Building A Remodel Project - Riverside	11,375	11,375	-	11,375
Center for Health, Wellness, and Kinesiology Phase I - Norco	86,500	86,500	-	86,500

See independent auditor's report

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT
BOND PROJECT SUMMARY
June 30, 2018**

	BUDGET	TOTAL PROJECT COSTS THROUGH June 30, 2017	FY 17-18 ACTUAL COSTS	TOTAL PROJECT COSTS THROUGH June 30, 2018
Health Science Center - Moreno Valley	164,971	164,971	-	164,971
ADA Transition Plan - District Wide	6,046,162	6,046,162	-	6,046,162
March Dental Education Center - Moreno Valley	9,873,530	9,873,529	-	9,873,529
Secondary Effects Project - Norco	16,028,180	16,028,180	-	16,028,180
Utility Infrastructure Project - District Wide	6,232,049	6,232,049	-	6,232,049
Safety and Site Improvement Project - Norco	967,442	967,442	-	967,442
Safety and Site Improvement Project - Moreno Valley	719,827	719,827	-	719,827
Administrative Move to Humanities Bldg - Moreno Valley	25,990	25,990	-	25,990
Science Laboratories Remodel Project - Moreno Valley	302,804	302,804	-	302,804
Ben Clark Public Safety Training Center - Center Status - Moreno Valley	84,500	64,954	-	64,954
Interim Parking Lease - Riverside	177,023	177,023	-	177,023
Center for Human Performance - Moreno Valley	112,009	112,009	-	112,009
Cosmetology Building - Riverside	142,500	142,500	-	142,500
Alumni Carriage House Restoration Project	122,270	122,270	-	122,270
IT Upgrade (including audit) - District Wide	6,000,000	5,162,971	109,232	5,272,203
Culinary Arts / District Office Building - District	33,596,018	32,399,371	(54,174)	32,345,197
Parking Structure Fall Deterrent - Riverside	7,576	7,576	-	7,576
Nursing Portables - Moreno Valley	705,338	705,338	-	705,338
Central Plant Boiler Replacement - Norco	161,847	161,847	-	161,847
DSA Project Closures - District Wide	7,290	7,290	-	7,290
Scheduled Maintenance - New - District Wide	2,860,000	2,652,532	-	2,652,532
Electronic Contract Document Storage - District Wide	50,000	-	-	-
2014 - 2015 IPP/FPP District	-	-	-	-
Program Contingency	4,655,039	-	-	-
Program Reserve	4,111,519	-	-	-
District Design Standards	355,000	345,031	-	345,031
Library Learning Center - Moreno Valley	143,000	127,000	15,914	142,914
Student Services Building - Riverside	25,925,000	20,641,542	1,059,381	21,700,923
Lovekin Parking/Tennis Project - Riverside	4,351,724	4,351,724	-	4,351,724
Food Services "grab-n-go" Facility Project - Riverside	81,372	81,372	-	81,372
Master Plan Updates - District Wide	1,259,800	708,909	352,724	1,061,633
Swing Space - Market Street Properties	737,303	737,303	-	737,303
Groundwater Monitoring Wells - Norco	211,149	211,148	-	211,148
Emergency Phone Project - Moreno Valley	341,582	341,582	-	341,582
Self-Generation Incentive Program - Norco	3,110,000	3,027,126	-	3,027,126
Physicians Assistant Laboratory Remodel - Moreno Valley	49,191	49,191	-	49,191
Visual & Performing Arts Center - Norco	114,000	114,000	-	114,000
Audio Visual Upgrade and Lighting Project - Moreno Valley	134,457	134,457	-	134,457
Mechanical Upgrade Project - Moreno Valley	660,245	660,245	-	660,245
Cellular Repeater Booster System - Riverside	25,000	-	18,879	18,879
Student Services Project - Moreno Valley	11,000,000	-	-	-
Coil School for the Arts - Riverside	24,280,001	25,736,075	-	25,736,075
Coil School for the Arts - Parking Structure	1,456,076	-	-	-
Total Capital Outlay	347,056,472	318,444,137	1,999,033	320,443,170
Series A Refunding Escrow	57,686,474	57,686,474	-	57,686,474
COPS Payoffs	11,582,875	11,582,873	-	11,582,873
Costs of issuance	2,839,859	3,026,475	-	3,026,475
Debt service	1,926,402	2,835,612	-	2,835,612
Election costs	98,238	98,236	-	98,236
Total Other Financing Uses	74,133,848	75,229,670	-	75,229,670
TOTALS	\$ 421,190,320	\$ 393,673,807	\$ 1,999,033	\$ 395,672,840

See independent auditor's report



CliftonLarsonAllen LLP
CLAconnect.com

October 9, 2018

The Board of Trustees
The Measure C Citizens' Bond Oversight Committee
Riverside Community College District
Riverside, California

We have audited the financial statements of the General Obligation Bond Funded Capital Outlay Projects of Riverside Community College District for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were accruals of receivables and liabilities. We evaluated that these estimates are reasonable in relation to the financial statements taken as a whole.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures. The financial statement disclosures are neutral, consistent, and clear.

Riverside Community College District
October 9, 2018
Page 2

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our financial and performance audits.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements

Disagreement with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the audit report. We are pleased to report that no such disagreements arose during the course of our audit

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 9, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants related to the General Obligation Bond Funded Capital Outlay Projects.

Significant Issues Discussed with Management Prior to Engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District’s auditors. However, these

Riverside Community College District
October 9, 2018
Page 3

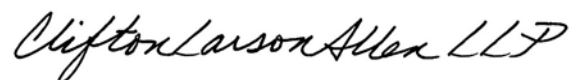
discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Restriction on Use

This information is intended solely for the information and use of the Board of Trustees, Measure C Citizens' Bond Oversight Committee, and management of the District and is not intended to be, and should not be used, by anyone other than these specified parties.

Closing

We will be pleased to respond to any questions you have about the foregoing. If you would like any information or would like to discuss any of the matters raised, please do not hesitate to contact Renee Graves at (626) 857-7300. We appreciate the opportunity to continue to be of service to Riverside Community College District.



CliftonLarsonAllen LLP
Glendora, California

Agenda Item (VIII-D-3)

Meeting	12/11/2018 - Regular
Agenda Item	Committee - Resources (VIII-D-3)
Subject	2017-2018 Independent Audit Report for the Riverside Community College District
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees receive the Riverside Community College District's independent audit report for the year ended June 30, 2018 for the permanent file of the District.

Background Narrative:

In accordance with Education Code Section 84040(b), an independent audit of the District's 2017-2018 financial statements was performed by Vavrinek, Trine, Day & Co., LLP Certified Public Accountants (VTD). A representative of the firm will be available to present the report. Results of the audit are summarized below.

- Auditor's Opinion – The auditors have issued an unmodified opinion for the financial and State and Federal audit as of June 30, 2018, which is also known as a "clean" audit. Unmodified is the highest level of assurance the auditors can provide of the four available opinions. This opinion indicates the financial statements are presented fairly, in all material respects, in accordance with generally accepted accounting principles, and the District complied, in all material respects, with the types of compliance requirements that could have a direct and material effect on each of its major Federal and State programs.
- Audit Findings – There were no findings or questioned costs.
- Auditor's Required Communication – In accordance with the U.S. Auditing Standards AU-C 260, at the conclusion of the audit engagement VTD is required to communicate information to the Board of Trustees regarding their responsibility under Generally Accepted Auditing Standards (GAAS). Attached for your information is the required communication.
- Management Recommendation Letter – Attached is VTD's recommendation for strengthening internal controls and operating efficiency as it relates to cash collections.

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

Attachments:

[12112018_RCCD Annual Financial Report FY17-18, VTD USAS Letter and VTD Management Letter](#)



RIVERSIDE COMMUNITY
COLLEGE DISTRICT

ANNUAL FINANCIAL REPORT

JUNE 30, 2018

RIVERSIDE COMMUNITY COLLEGE DISTRICT

TABLE OF CONTENTS
JUNE 30, 2018

FINANCIAL SECTION

Independent Auditor's Report	2
Management's Discussion and Analysis	5
Basic Financial Statements - Primary Government	
Statement of Net Position	14
Statement of Revenues, Expenses, and Changes in Net Position	15
Statement of Cash Flows	16
Fiduciary Funds	
Statement of Net Position	18
Statement of Changes in Net Position	19
Notes to Financial Statements	21

REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Changes in the District's Net OPEB Liability and Related Ratios	70
Schedule of OPEB Investment Returns	71
Schedule of the District's Proportionate Share of the Net OPEB Liability - MPP Program	72
Schedule of the District's Proportionate Share of the Net Pension Liability	73
Schedule of District Contributions for Pensions	74
Note to Required Supplementary Information	75

SUPPLEMENTARY INFORMATION

District Organization	77
Schedule of Expenditures of Federal Awards	78
Schedule of Expenditures of State Awards	81
Schedule of Workload Measures for State General Apportionment Annual (Actual) Attendance	83
Reconciliation of <i>Education Code</i> Section 84362 (50 Percent Law) Calculation	84
Reconciliation of Annual Financial and Budget Report (CCFS-311) With Audited Financial Statements	87
Proposition 30 Education Protection Account (EPA) Expenditure Report	88
Reconciliation of Governmental Funds to the Statement of Net Position	89
Note to Supplementary Information	91

INDEPENDENT AUDITOR'S REPORTS

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government</i> <i>Auditing Standards</i>	94
Report on Compliance for Each Major Program and Report on Internal Control Over Compliance Required by the Uniform Guidance	96
Report on State Compliance	98

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Summary of Auditor's Results	101
Financial Statement Findings and Recommendations	102
Federal Awards Findings and Questioned Costs	103
State Awards Findings and Questioned Costs	104
Summary Schedule of Prior Audit Findings	105

FINANCIAL SECTION



VAVRINEK, TRINE, DAY & CO., LLP
Certified Public Accountants

VALUE THE *difference*

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Riverside Community College District
Riverside, California

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities and the aggregate remaining fund information of Riverside Community College District (the District) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the 2017-2018 *Contracted District Audit Manual*, issued by the California Community Colleges Chancellor's Office. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate remaining fund information of the District as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter - Change in Accounting Principles

As discussed in Note 2 and Note 15 to the financial statements, in 2018, the District adopted new accounting guidance, GASB Statements No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, and No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require the Management's Discussion and Analysis on pages 5 through 12, the Schedule of Changes in the District's Net OPEB Liability and Related Ratios on page 70, the Schedule of OPEB Investment Returns on page 71, the Schedule of the District's Proportionate Share of the Net OPEB Liability - MPP Program on page 72, the Schedule of the District's Proportionate Share of the Net Pension Liability on page 73, and the Schedule of District Contributions for Pensions on page 74 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

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

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 21, 2018, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Vanneth, Tamm, Day & Co, LLP

Riverside, California
November 21, 2018

USING THIS ANNUAL REPORT

The purpose of this annual report is to provide readers with information about the activities, programs, and financial condition of the Riverside Community College District (the District) as of June 30, 2018. The report consists of three basic financial statements: the Statement of Net Position; Statement of Revenues, Expenses, and Changes in Net Position; and Statement of Cash Flows and provides information about the District as a whole. This section of the annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on June 30, 2018. Please read it in conjunction with the District's financial statements, which immediately follow this section. Responsibility for the completeness and accuracy of this information rests with District management.

OVERVIEW OF THE FINANCIAL STATEMENTS

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

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

FINANCIAL HIGHLIGHTS

- The District's primary funding source is from apportionment received from the State of California. The basis of this apportionment is the calculation of Full-Time Equivalent Students (FTES). During the 2017-2018 fiscal year, total reported resident FTES were 30,535 as compared to 29,652 in the 2016-2017 fiscal year. The District has no unfunded credit FTES for fiscal year 2017-2018.
- Several scheduled maintenance projects at the District and its three colleges resulted in building and site improvements totaling \$1,237,507 in the 2017-2018 fiscal year. The completed projects, listed below, are primarily funded through Physical Plant and Instructional Support, the District's voter approved General Obligation Bond (Measure C), and one-time budget savings allocations.

Security Improvements, Phase II – District-wide
 Carpet/Tile Replacement, Humanities – Moreno Valley College
 Landscaping, Phase II – Moreno Valley College
 ATEC Building Tile Roof Replacement – Norco College
 Third Street Access and Egress Paving – Norco College
 Asphalt Repair – Riverside City College
 Hazmat/Asbestos Removal – Riverside City College
 Noble Building Demolition – Riverside City College

RIVERSIDE COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2018

- Employee salaries increased by 9.85 percent or \$13.0 million from the 2016-2017 fiscal year and employee benefits increased by 32.40 percent or \$13.0 million. The increase in salaries is primarily due to a contractual salary increase of 2.0 percent for all permanent employees; a contractual salary increase of 2.5 percent for part-time faculty; a COLA increase of 1.56 percent; scheduled salary step increases; employee reclassifications; and an increase in the number of positions. The increase in benefit costs is due to increases in health and welfare benefit costs; an increase of 1.85 percent in CalSTRS employer contributions; 1.64 percent CalPERS employer contributions; and fixed charge increases associated with the increased number of positions discussed above.
- During the 2017-2018 fiscal year, the District provided approximately \$83.8 million in financial aid to students, representing an increase of 9.4 percent over the \$76.6 million in fiscal year 2016-2017. This aid was provided in the form of grants, scholarships, loans, and tuition reductions funded through the Federal government, State Chancellor's Office, and local funding as shown below.

Federal Pell Grants (PELL)	\$ 47,476,986
Federal Supplement Education Opportunity Grant (FSEOG)	1,108,524
Federal Direct Student Loans (Direct Loans)	3,785,564
Federal Work Study Program (FWS)	1,143,357
State of California Cal Grants (B & C)	5,584,064
State of California Full Time Student Success Grant	1,787,743
California Community College Promise Grant	<u>22,879,802</u>
Total Financial Aid Provided to Students	<u>\$ 83,766,040</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2018**

THE DISTRICT AS A WHOLE

Net Position

Table 1

	(as restated)		
	2018	2017	Change
ASSETS			
Current Assets			
Cash and investments	\$ 133,980,113	\$ 124,319,728	\$ 9,660,385
Accounts receivable (net)	17,692,325	12,075,155	5,617,170
Other current assets	157,003	194,466	(37,463)
Total Current Assets	<u>151,829,441</u>	<u>136,589,349</u>	<u>15,240,092</u>
Capital assets (net)	<u>429,548,028</u>	<u>440,959,728</u>	<u>(11,411,700)</u>
Total Assets	<u>581,377,469</u>	<u>577,549,077</u>	<u>3,828,392</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred charge on refunding	8,636,776	9,479,658	(842,882)
Deferred outflows of resources related to pensions	61,177,833	40,579,912	20,597,921
Total Deferred Outflows of Resources	<u>69,814,609</u>	<u>50,059,570</u>	<u>19,755,039</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 651,192,078</u>	<u>\$ 627,608,647</u>	<u>\$ 23,583,431</u>
Current Liabilities			
Accounts payable and other current liabilities	\$ 67,152,941	\$ 55,136,096	\$ 12,016,845
Current portion of long-term obligations	7,073,716	7,673,413	(599,697)
Total Current Liabilities	<u>74,226,657</u>	<u>62,809,509</u>	<u>11,417,148</u>
Long-Term Obligations	<u>512,267,025</u>	<u>496,207,689</u>	<u>16,059,336</u>
Total Liabilities	<u>586,493,682</u>	<u>559,017,198</u>	<u>27,476,484</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows of resources related to pensions	<u>17,238,691</u>	<u>10,299,894</u>	<u>6,938,797</u>
NET POSITION			
Net investment in capital assets	178,793,863	186,569,478	(7,775,615)
Restricted	23,113,535	20,111,913	3,001,622
Unrestricted	<u>(154,447,693)</u>	<u>(148,389,836)</u>	<u>(6,057,857)</u>
Total Net Position	<u>47,459,705</u>	<u>58,291,555</u>	<u>(10,831,850)</u>
Total Liabilities, Deferred Inflows and Net Position	<u>\$ 651,192,078</u>	<u>\$ 627,608,647</u>	<u>\$ 23,583,431</u>

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2018

Operating Results for the Year

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

Table 2

	2018	2017	Change
Operating Revenues			
Tuition and fees (net)	\$ 20,645,851	\$ 19,689,266	\$ 956,585
Grants and contracts	67,573,811	43,605,674	23,968,137
Other operating revenues	10,212	30,635	(20,423)
Total Operating Revenues	<u>88,229,874</u>	<u>63,325,575</u>	<u>24,904,299</u>
Operating Expenses			
Salaries and benefits	198,426,634	172,382,755	26,043,879
Supplies and maintenance	56,687,139	48,651,743	8,035,396
Student financial aid	63,492,406	53,298,914	10,193,492
Depreciation	17,803,097	16,960,528	842,569
Total Operating Expenses	<u>336,409,276</u>	<u>291,293,940</u>	<u>45,115,336</u>
Loss on Operations	<u>(248,179,402)</u>	<u>(227,968,365)</u>	<u>(20,211,037)</u>
Nonoperating Revenues			
State apportionments	114,799,282	111,781,459	3,017,823
Property taxes	54,642,122	53,128,130	1,513,992
State revenues	6,960,968	9,627,908	(2,666,940)
Federal and State financial aid grants	61,378,617	52,841,452	8,537,165
Net investment income	1,682,844	807,537	875,307
Net interest expense	(14,638,528)	(14,619,076)	(19,452)
Other nonoperating revenues	9,519,831	16,077,997	(6,558,166)
Total Nonoperating Revenue	<u>234,345,136</u>	<u>229,645,407</u>	<u>4,699,729</u>
Other Revenues (Losses)			
State capital income	3,213,350	1,356,211	1,857,139
Local capital income (losses)	(210,934)	213,750	(424,684)
Total Other Revenues (Losses)	<u>3,002,416</u>	<u>1,569,961</u>	<u>1,432,455</u>
Net Increase (Decrease) in Net Position	<u>\$ (10,831,850)</u>	<u>\$ 3,247,003</u>	<u>\$ (14,078,853)</u>

The District's primary revenue sources are local property taxes, student enrollment fees, and State apportionment, which increased in fiscal year 2017-2018. Property taxes levied and received from property within the District's boundaries increased slightly during the year.

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**MANAGEMENT'S DISCUSSION AND ANALYSIS
 JUNE 30, 2018**

During 2017-2018, the District's investment income was \$1.7 million and interest expense was \$14.6 million. Interest income is primarily derived from cash held in the Riverside County Treasury. Investment income has increased approximately \$0.9 million from the 2016-2017 fiscal year due to the interest yield on funds held in the Riverside County Investment Pool.

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

Table 3

Year ended June 30, 2018:

	Salaries and Employee Benefits	Supplies, Materials, and Other Operating Expenses and Services	Student Financial Aid	Depreciation	Total
Instructional activities	\$ 92,167,130	\$ 4,388,111	\$ -	\$ -	\$ 96,555,241
Academic support	26,148,065	14,799,433	-	-	40,947,498
Student services	34,030,178	6,145,832	-	-	40,176,010
Plant operations and maintenance	8,340,605	6,235,915	-	-	14,576,520
Instructional support services	25,530,860	17,208,962	-	-	42,739,822
Community services and economic development	2,210,501	530,447	-	-	2,740,948
Ancillary services and auxiliary operations	9,999,295	3,163,444	-	-	13,162,739
Student aid	-	-	63,492,406	-	63,492,406
Physical property and related acquisitions	-	4,214,995	-	-	4,214,995
Unallocated depreciation	-	-	-	17,803,097	17,803,097
Total	<u>\$ 198,426,634</u>	<u>\$ 56,687,139</u>	<u>\$ 63,492,406</u>	<u>\$ 17,803,097</u>	<u>\$ 336,409,276</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**MANAGEMENT'S DISCUSSION AND ANALYSIS
 JUNE 30, 2018**

Changes in Cash Position

Table 4

	<u>2018</u>	<u>2017</u>	<u>Change</u>
Cash Provided by (Used in)			
Operating activities	\$ (221,828,653)	\$ (239,677,310)	\$ 17,848,657
Noncapital financing activities	230,563,709	271,965,452	(41,401,743)
Capital financing activities	(377,342)	(10,258,004)	9,880,662
Investing activities	<u>1,302,671</u>	<u>635,101</u>	<u>667,570</u>
Net Increase (Decrease) in Cash	9,660,385	22,665,239	(13,004,854)
Cash, Beginning of Year	<u>124,319,728</u>	<u>101,654,489</u>	<u>22,665,239</u>
Cash, End of Year	<u>\$ 133,980,113</u>	<u>\$ 124,319,728</u>	<u>\$ 9,660,385</u>

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

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2018

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2018, the District had \$617.9 million in a broad range of capital assets, including land, buildings, and furniture and equipment. At June 30, 2018, the District's net capital assets were \$429.5 million. Major capital improvement projects are ongoing throughout the District. These projects are primarily funded through Physical Plant and Instructional Support and Proposition 39: Clean Energy revenues, and District General Obligation Bonds. Projects are accounted for within the Construction in Progress account until the project is completed at which time the cost of the buildings and/or improvements will be recorded to the depreciable Buildings and Improvement category.

Note 6 in the financial statements provides additional information on capital assets. A summary of capital assets is presented below.

Table 5

	Balance July 1, 2017	Additions	Deletions	Balance June 30, 2018
Land and construction in progress	\$ 146,793,875	\$ 1,423,942	\$ (55,809,532)	\$ 92,408,285
Buildings and land improvements	417,886,397	59,261,520	(674,274)	476,473,643
Furniture and equipment	47,736,895	1,884,741	(561,758)	49,059,878
Subtotal	612,417,167	62,570,203	(57,045,564)	617,941,806
Accumulated depreciation	(171,457,439)	(17,803,097)	866,758	(188,393,778)
	<u>\$440,959,728</u>	<u>\$ 44,767,106</u>	<u>\$ (56,178,806)</u>	<u>\$ 429,548,028</u>

Obligations

At the end of the 2017-2018 fiscal year, the District had \$275.3 million in general obligation bonds outstanding, including premium. These bonds are repaid in annual installments, in accordance with the obligation requirements for each debt issuance, by way of property tax assessments on property within the District's boundaries.

The District is also obligated to employees of the District for compensated absences, load banking benefits, and retiree health payments.

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

Aggregate Net Pension Liability (NPL)

At year-end, the District had an aggregate net pension liability of \$195.5 million. The District has therefore recorded its proportionate share of net pension liabilities for CalSTRS and CalPERS.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2018

Note 10 in the financial statements provides additional information on long-term obligations. A summary of long-term obligations is presented below.

Table 6

	(as restated)			Balance June 30, 2018
	Balance July 1, 2017	Additions	Deletions	
General obligation bonds	\$ 279,417,963	\$ 2,887,054	\$ (6,989,065)	\$ 275,315,952
Aggregate net other postemployment benefits (OPEB) liability	43,868,844	738,654	(162,910)	44,444,588
Aggregate net pension obligation	176,820,554	18,647,419	-	195,467,973
Other liabilities	3,773,741	338,487	-	4,112,228
Total Long-Term Obligations	\$ 503,881,102	\$ 22,611,614	\$ (7,151,975)	\$ 519,340,741
Amount due within one year				\$ 7,073,716

GENERAL FUND BUDGETARY HIGHLIGHTS

Over the course of the year, the District revises its budget to provide for unanticipated changes in revenues and expenditures. The Board of Trustees adopted the final amendment to the budget for the 2017-2018 fiscal year on June 19, 2018.

The District's final revised budget for the unrestricted General Fund anticipated that expenditures would exceed revenues by \$30.23 million. The actual results for the year showed revenues exceeded expenditures by \$2.09 million.

ECONOMIC FACTORS AFFECTING THE FUTURE OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT

The financial position of the District is closely tied to the economic position of the State of California since the District's largest source of general unrestricted revenue is State apportionment at 51.63 percent of total revenues. The District reported an increase of 75 FTES during fiscal year 2017-2018 resulting from an increase of course offerings. Beginning in FY 2018-2019, the State of California adopted a new method for funding California community colleges, referred to as the Student Centered Funding Formula. The Student Centered Funding Formula shifts the emphasis of funding from solely on access through full-time equivalent students to a combination of access, equity and student success, with the equity component determined by the number of College Promise and Pell Grants awarded, and the student success component determined, among other aspects, by the number of degrees and certificates awarded. The District's fiscal year 2018-2019 unrestricted general fund adopted budget anticipates revenue increases of \$18.37 million, expenditure increases of \$19.35 million, and a Board-approved contingency of 5.0 percent. The District continues to manage enrollment and operating costs to ensure ongoing financial stability and to achieve reserve levels required by Board policy and the State Chancellor's Office.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

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

BASIC FINANCIAL STATEMENTS

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**STATEMENT OF NET POSITION - PRIMARY GOVERNMENT
JUNE 30, 2018**

ASSETS

Current Assets

Cash and cash equivalents	\$ 3,022,627
Investments - unrestricted	52,761,841
Investments - restricted	78,195,645
Accounts receivable	16,045,621
Student accounts receivable, net	1,612,391
Due from fiduciary funds	34,313
Prepaid expenses	126,260
Inventories	30,743

Total Current Assets 151,829,441

Noncurrent Assets

Nondepreciable capital assets	92,408,285
Depreciable capital assets, net of depreciation	337,139,743

Total Noncurrent Assets 429,548,028

TOTAL ASSETS 581,377,469

DEFERRED OUTFLOWS OF RESOURCES

Deferred charges on refunding	8,636,776
Deferred outflows of resources related to pensions	61,177,833

TOTAL DEFERRED OUTFLOWS OF RESOURCES 69,814,609

LIABILITIES

Current Liabilities

Accounts payable	15,262,647
Accrued interest payable	4,861,401
Due to fiduciary funds	132,862
Unearned revenue	42,350,349
Claims liability	4,545,682
Compensated absences payable - current portion	1,603,716
Bonds payable - current portion	5,470,000

Total Current Liabilities 74,226,657

Noncurrent Liabilities

Compensated absences and load banking payable - noncurrent portion	2,508,512
Bonds payable - noncurrent portion	260,290,680
Bond premium	9,555,272
Aggregate net other postemployment benefits (OPEB) liability	44,444,588
Aggregate net pension liability	195,467,973

Total Noncurrent Liabilities 512,267,025

TOTAL LIABILITIES 586,493,682

DEFERRED INFLOWS OF RESOURCES

Deferred inflows of resources related to pensions	17,238,691
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NET POSITION

Net investment in capital assets	178,793,863
Restricted for:	
Debt service	12,156,648
Capital projects	1,885,451
Educational programs	9,071,436
Unrestricted	(154,447,693)

TOTAL NET POSITION \$ 47,459,705

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**STATEMENT OF REVENUES, EXPENSES,
 AND CHANGES IN NET POSITION - PRIMARY GOVERNMENT
 FOR THE YEAR ENDED JUNE 30, 2018**

OPERATING REVENUES	
Student Tuition and Fees	\$ 43,525,653
Less: Scholarship discount and allowance	<u>(22,879,802)</u>
Net tuition and fees	<u>20,645,851</u>
Grants and Contracts, Noncapital:	
Federal	12,475,636
State	45,612,861
Local	<u>9,485,314</u>
Net grants and contracts, noncapital	<u>67,573,811</u>
Other Operating Revenues	<u>10,212</u>
TOTAL OPERATING REVENUES	<u><u>88,229,874</u></u>
OPERATING EXPENSES	
Salaries	145,222,476
Employee benefits	53,204,158
Supplies, materials, and other operating expenses and services	51,738,750
Student financial aid	63,492,406
Equipment, maintenance, and repairs	4,948,389
Depreciation	<u>17,803,097</u>
TOTAL OPERATING EXPENSES	<u><u>336,409,276</u></u>
OPERATING LOSS	<u><u>(248,179,402)</u></u>
NONOPERATING REVENUES (EXPENSES)	
State apportionments, noncapital	114,799,282
Federal financial aid grants, noncapital	53,444,995
State financial aid grants, noncapital	7,933,622
Local property taxes levied for general purposes	38,128,216
Local property taxes levied for capital debt	16,513,906
State taxes and other revenues	6,960,968
Investment income	1,568,056
Interest expense on capital related debt	(14,638,528)
Investment income on capital related debt	114,788
Loss on disposal of capital assets	(369,273)
Other nonoperating revenue	<u>9,889,104</u>
TOTAL NONOPERATING REVENUES (EXPENSES)	<u><u>234,345,136</u></u>
LOSS BEFORE OTHER REVENUES	<u><u>(13,834,266)</u></u>
OTHER REVENUES	
State revenues, capital	3,213,350
Local revenues, capital	<u>(210,934)</u>
TOTAL OTHER REVENUES	<u><u>3,002,416</u></u>
CHANGE IN NET POSITION	<u><u>(10,831,850)</u></u>
NET POSITION, BEGINNING OF YEAR, AS RESTATED (SEE NOTE 15)	<u><u>58,291,555</u></u>
NET POSITION, END OF YEAR	<u><u>\$ 47,459,705</u></u>

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**STATEMENT OF CASH FLOWS - PRIMARY GOVERNMENT
 FOR THE YEAR ENDED JUNE 30, 2018**

CASH FLOWS FROM OPERATING ACTIVITIES	
Tuition and fees	\$ 20,028,779
Payments to vendors for supplies and services	(57,205,425)
Payments to or on behalf of employees	(191,476,248)
Payments to students for scholarships and grants	(63,492,406)
Federal, State, and local grants and contracts, noncapital	70,306,435
Other operating receipts	<u>10,212</u>
Net Cash Flows From Operating Activities	<u>(221,828,653)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
State apportionments	114,799,282
Noncapital grants and contracts	61,378,617
Property taxes - non-debt related	38,128,216
State taxes and other apportionments	6,911,269
Other nonoperating	<u>9,346,325</u>
Net Cash Flows From Noncapital Financing Activities	<u>230,563,709</u>
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES	
Purchase of capital assets	(2,183,857)
State revenue, capital projects	3,343,631
Local revenue, capital projects	(210,934)
Property taxes - related to capital debt	16,513,906
Principal paid on capital debt	(6,989,065)
Interest paid on capital debt	(14,695,387)
Interest received on capital related debt	114,788
Deferred charges on refunding	842,882
Other expenses for capital financing activities, net	<u>2,886,694</u>
Net Cash Flows From Capital Financing Activities	<u>(377,342)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest received from investments	<u>1,302,671</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	9,660,385
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>124,319,728</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 133,980,113</u>

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**STATEMENT OF CASH FLOWS - PRIMARY GOVERNMENT, CONTINUED
 FOR THE YEAR ENDED JUNE 30, 2018**

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

Operating Loss	<u>\$ (248,179,402)</u>
Adjustments to Reconcile Operating Loss to Net Cash Flows	
From Operating Activities:	
Depreciation	17,803,097
Changes in Assets, Deferred Outflows, Liabilities, and Deferred Inflows:	
Accounts receivable	(4,700,924)
Inventories	(72)
Prepaid expenses	22,070
Accounts payable and other accrued liabilities	(463,477)
Unearned revenue	6,816,476
Compensated absences and load banking	338,487
Claims liability	971,053
Aggregate net other postemployment benefits (OPEB)	575,744
Deferred outflows of resources related to pensions	(20,597,921)
Aggregate net pension obligation	18,647,419
Deferred inflows of resources related to pensions	<u>6,938,797</u>
Total Adjustments	<u>26,350,749</u>
Net Cash Flows From Operating Activities	<u><u>\$ (221,828,653)</u></u>

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

Cash in banks	\$ 3,022,627
Unrestricted cash in county treasury	52,761,841
Restricted cash in county treasury	<u>78,195,645</u>
Total Cash and Cash Equivalents	<u><u>\$ 133,980,113</u></u>

NON CASH TRANSACTIONS

On behalf payments for benefits	\$ 5,786,555
Board of Governors fee waivers	<u>22,879,802</u>
	<u><u>\$ 28,666,357</u></u>

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**FIDUCIARY FUNDS
 STATEMENT OF NET POSITION
 JUNE 30, 2018**

	Retiree OPEB Trust	Associated Students Trust
	<u> </u>	<u> </u>
ASSETS		
Cash and cash equivalents	\$ -	\$ 2,568,489
Investments	1,169,405	-
Accounts receivable	-	6,794
Due from primary government	-	132,862
Prepaid expenses	-	9,581
Total Assets	<u>1,169,405</u>	<u>2,717,726</u>
 LIABILITIES		
Accounts payable	-	88,212
Due to primary government	-	34,313
Due to student groups	-	1,411,842
Total Liabilities	<u>-</u>	<u>1,534,367</u>
 NET POSITION		
Restricted for postemployment benefits other than pensions	1,169,405	-
Unreserved	-	1,183,359
Total Net Position	<u>\$ 1,169,405</u>	<u>\$ 1,183,359</u>

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**FIDUCIARY FUNDS
 STATEMENT OF CHANGES IN NET POSITION
 FOR THE YEAR ENDED JUNE 30, 2018**

	Retiree OPEB Trust	Associated Students Trust
ADDITIONS		
Interest and investment income	\$ 116,869	\$ -
District contributions	6,209,619	-
Other local revenues	-	991,781
Total Additions	<u>6,326,488</u>	<u>991,781</u>
DEDUCTIONS		
Benefit payments	5,968,234	-
Services and operating expenditures	2,197	952,678
Total Deductions	<u>5,970,431</u>	<u>952,678</u>
Change in Net Position	356,057	39,103
Net Position - Beginning, as Restated (See Note 15)	<u>813,348</u>	<u>1,144,256</u>
Net Position - Ending	<u>\$ 1,169,405</u>	<u>\$ 1,183,359</u>

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

NOTES TO FINANCIAL STATEMENTS

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

NOTE 1 - ORGANIZATION

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

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Reporting Entity

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

- **Riverside Community College District Development Corporation**

The Riverside Community College District Development Corporation (the Corporation) is a legally separate organization and a component unit of the District. The Corporation was formed to provide financing and acquire assets for the District. A majority of the Corporation's Board of Directors either serves by reason of their position in the District or is appointed by the District's Board of Trustees. The financial activity has been "blended" or consolidated within the financial statements as the District as if the activity was the District's. Within the other supplementary information section of the report, the activity is included as the Riverside Community College District Development Corporation Fund as a Special Revenue Fund of the District. Individually prepared financial statements are not prepared for the Corporation. Condensed component unit information for the Corporation, the District's blended component unit, for the year ended June 30, 2018, is as follows:

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2018**

Condensed Statement of Net Position

ASSETS

Cash and cash equivalents	\$ 16,189
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NET POSITION

Restricted for:	
Capital projects	\$ 16,189

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

NONOPERATING REVENUES

Interest income	\$ 7
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CHANGE IN NET POSITION

7

NET POSITION, BEGINNING OF YEAR

16,182

NET POSITION, END OF YEAR

\$ 16,189

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

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

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

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

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

The financial statements are presented in accordance with the reporting model as prescribed in GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, and GASB Statement No. 35, *Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities*, as amended by GASB Statements No. 37, No. 38, No. 39, and No. 61. The business-type activities model followed by the District requires the following components of the District's financial statements:

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

Cash and Cash Equivalents

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

Investments

In accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and External Investment Pools*, investments held at June 30, 2018, are stated at fair value. Fair value is estimated based on quoted market prices at year-end. Short-term investments have an original maturity date greater than three months, but less than one year at time of purchase. Long-term investments have an original maturity of greater than one year at the time of purchase.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Restricted Assets

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

Accounts Receivable

Accounts receivable include amounts due from the Federal, State and/or local governments, or private sources, in connection with reimbursement of allowable expenditures made pursuant to the District's grants and contracts. Accounts receivable also consist of tuition and fee charges to students and auxiliary enterprise services provided to students, faculty, and staff, the majority of each residing in the State of California. The District provides for an allowance for uncollectible accounts as an estimation of amounts that may not be received. This allowance is based upon management's estimates and analysis. The allowance was estimated at \$363,214 for the year ended June 30, 2018.

Prepaid Expenses

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

Inventories

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

Capital Assets and Depreciation

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

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

Accrued Liabilities and Long-term Obligations

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Debt Premiums

Debt premiums are amortized over the life of the bonds using the straight-line method.

Deferred Charge on Refunding

Deferred charge on refunding is amortized using the straight-line method over the remaining life of the new debt or the life of the old debt, whichever is shorter.

Deferred Outflows/Inflows of Resources

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

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

Pensions

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

Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District Plan and the CalSTRS Medicare Premium Payment (MPP) Program and additions to/deductions from the District Plan and the MPP's fiduciary net position have been determined on the same basis as they are reported by the District Plan and the MPP. For this purpose, the District Plan and the MPP recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest-earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Compensated Absences

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

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

Unearned Revenue

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

Noncurrent Liabilities

Noncurrent liabilities include bonds payable, bond premiums, compensated absences, load banking, the aggregate net OPEB liability, and aggregate net pension obligations with maturities greater than one year.

Net Position

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

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

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

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

When both restricted and unrestricted resources are available for use, it is the District's practice to use restricted resources first and the unrestricted resources when they are needed. The government-wide financial statements report \$23,113,535 of restricted net position.

Operating Revenues and Expenses

Classification of Revenues - The District has classified its revenues as either operating or nonoperating. Certain significant revenue streams relied upon for operation are classified as nonoperating as defined by GASB Statements No. 34 and No. 35. Classifications are as follows:

Operating revenues - Operating revenues include activities that have the characteristics of exchange transactions such as student tuition and fees, net of scholarship discounts and allowances, Federal, State, and local grants and contracts, and sales and services of auxiliary enterprises.

Nonoperating revenues - Nonoperating revenues include activities that have the characteristics of nonexchange transactions such as State apportionments, property taxes, investment income, gifts and contributions, and other revenue sources defined in GASB Statements No. 34 and No. 35.

Classification of Expenses - Nearly all of the District's expenses are from exchange transactions and are classified as either operating or nonoperating according to the following criteria:

Operating expenses - Operating expenses are necessary costs to provide the services of the District and include employee salaries and benefits, supplies, operating expenses, and student financial aid.

Nonoperating expenses - Nonoperating expenses include interest expense and other expenses not directly related to the services of the District.

State Apportionments

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Property Taxes

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

The voters of the District passed a General Obligation Bond in 2004 for the acquisition, construction, and remodeling of certain District property. As a result of the passage of the Bond, property taxes are assessed on the property within the District specifically for the repayment of the debt incurred. The taxes are assessed, billed, and collected as noted above and remitted to the District when collected.

Scholarships, Discounts, and Allowances

Student tuition and fee revenue is reported net of scholarships, discounts, and allowances. Fee waivers approved by the Board of Governors are included within the scholarships, discounts, and allowances in the Statement of Revenues, Expenses, and Changes in Net Position. Scholarship discounts and allowances represent the difference between stated charges for enrollment fees and the amount that is paid by students or third parties making payments on the students' behalf.

Federal Financial Assistance Programs

The District participates in federally funded Pell Grants, SEOG Grants, and Work-Study programs, as well as other programs funded by the Federal government. Financial aid to students is either reported as operating expenses or scholarship allowances, which reduce revenues. The amount reported as operating expense represents the portion of aid that was provided to the student in the form of cash. Scholarship allowances represent the portion of aid provided to students in the form of reduced tuition. These programs are audited in accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Interfund Activity

Interfund transfers and interfund receivables and payables are eliminated during the consolidation process in the Primary Government and Fiduciary Funds' financial statements, respectively.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Change in Accounting Principles

In June 2015, the GASB issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The primary objective of this Statement is to improve accounting and financial reporting by State and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by State and local governmental employers about financial support for OPEB that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and inter-period equity, and creating additional transparency.

This Statement replaces the requirements of Statements No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*, for OPEB. Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, establishes new accounting and financial reporting requirements for OPEB plans.

The District has implemented the provisions of this Statement as of June 30, 2018.

In March 2017, the GASB issued Statement No. 85, *Omnibus 2017*. The objective of this Statement is to address practice issues that have been identified during implementation and application of certain GASB statements. This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits [OPEB]). Specifically, this Statement addresses the following topics:

- Blending a component unit in circumstances in which the primary government is a business-type activity that reports in a single column for financial statement presentation;
- Reporting amounts previously reported as goodwill and "negative" goodwill;
- Classifying real estate held by insurance entities;
- Measuring certain money market investments and participating interest-earning investment contracts at amortized cost;
- Timing of the measurement of pension or OPEB liabilities and expenditures recognized in financial statements prepared using the current financial resources measurement focus;
- Recognizing on behalf payments for pensions or OPEB in employer financial statements;
- Presenting payroll-related measures in required supplementary information for purposes of reporting by OPEB plans and employers that provide OPEB;
- Classifying employer-paid member contributions for OPEB;
- Simplifying certain aspects of the alternative measurement method for OPEB; and
- Accounting and financial reporting for OPEB provided through certain multiple-employer defined benefit OPEB plans.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

The District has implemented the provisions of this Statement as of June 30, 2018.

In May 2017, the GASB issued Statement No. 86, *Certain Debt Extinguishment Issues*. The primary objective of this Statement is to improve consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources—resources other than the proceeds of refunding debt—are placed in an irrevocable trust for the sole purpose of extinguishing debt. This Statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance.

The District has implemented the provisions of this Statement as of June 30, 2018.

In June 2018, the GASB issued Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*. The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

The District has implemented the provisions of this Statement as of June 30, 2018.

New Accounting Pronouncements

In November 2016, the GASB issued Statement No. 83, *Certain Asset Retirement Obligations*. This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

This Statement establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources for AROs. This Statement requires that recognition occur when the liability is both incurred and reasonably estimable. The determination of when the liability is incurred should be based on the occurrence of external laws, regulations, contracts, or court judgments, together with the occurrence of an internal event that obligates a government to perform asset retirement activities. Laws and regulations may require governments to take specific actions to retire certain tangible capital assets at the end of the useful lives of those capital assets, such as decommissioning nuclear reactors and dismantling and removing sewage treatment plants. Other obligations to retire tangible capital assets may arise from contracts or court judgments. Internal obligating events include the occurrence of contamination, placing into operation a tangible capital asset that is required to be retired, abandoning a tangible capital asset before it is placed into operation, or acquiring a tangible capital asset that has an existing ARO.

The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Early implementation is encouraged.

In January 2017, the GASB issued Statement No. 84, *Fiduciary Activities*. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

This Statement establishes criteria for identifying fiduciary activities of all State and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities.

The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Early implementation is encouraged.

In June 2017, the GASB issued Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

The requirements of this Statement are effective for the reporting periods beginning after December 15, 2019. Early implementation is encouraged.

In April 2018, the GASB issued Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*. The primary objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

This Statement defines debt for purposes of disclosure in notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date the contractual obligation is established.

This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses.

For notes to financial statements related to debt, this Statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt.

The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Early implementation is encouraged.

NOTE 3 - DEPOSITS AND INVESTMENTS

Policies and Practices

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

Investment in County Treasury - The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (*Education Code* Section (ECS) 41001). The fair value of the District's investment in the pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis. The County Treasurer also holds investments in a separate investment agreement account other than the County Pooled Investment noted above on behalf of the District. Funds in this investment agreement are strictly related to the District's general obligation bonds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2018**

General Authorizations

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

Authorized Under Debt Agreements

Investments of debt proceeds held by bond trustees are governed by provisions of the debt agreements rather than the general provisions of the California Government Code. These provisions allow for the acquisition of investment agreements with maturities of up to 30 years.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2018**

Summary of Deposits and Investments

Deposits and investments as of June 30, 2018, consist of the following:

		<u>Primary Government</u>
Cash on hand and in banks		\$ 2,972,627
Cash in revolving		50,000
Investments		<u>130,957,486</u>
	Total Deposits and Investments	<u>\$ 133,980,113</u>
		<u>Fiduciary Funds</u>
Cash on hand and in banks		\$ 2,568,489
Investments		<u>1,169,405</u>
	Total Deposits and Investments	<u>\$ 3,737,894</u>

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The District manages its exposure to interest rate risk by investing in the Riverside County Investment Pool.

Specific Identification

Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuation is provided by the following schedule that shows the distribution of the District's investment by maturity:

<u>Investment Type</u>	<u>Fair Market Value</u>	<u>Maturity Date*</u>
Riverside County Investment Pool	\$ 130,222,070	1.17
Mutual Funds	<u>1,169,405</u>	N/A
Total	<u>\$ 131,391,475</u>	

*Weighted average of maturity in years.

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investments in the Riverside County Investment Pool are rated AAA/S1 by Fitch Ratings Ltd. as of June 30, 2018. The District's investments in Mutual Funds are not required to be rated, nor have they been rated as of June 30, 2018.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Custodial Credit Risk - Deposits

This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk. However, the California Government Code requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agency. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2018, the District had bank balances of \$5,483,877 exposed to custodial credit risk because it was uninsured, but collateralized at 110 percent of balance over \$250,000 with securities held by the pledging financial institution's trust department or agent, but not in the name of the District.

NOTE 4 - FAIR VALUE MEASUREMENTS

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices in active markets for identical assets that the District has the ability to access at the measurement date. Level 1 assets may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 - Observable inputs, other than Level 1 prices, such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, such as interest rates and curves observable at commonly quoted intervals, implied volatilities, and credit spreads. For financial reporting purposes, if an asset has a specified term, a Level 2 input is required to be observable for substantially the full term of the asset.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonably available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

Uncategorized - Investments in the Riverside County Investment Pool are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018**

The District's fair value measurements are as follows at June 30, 2018:

Investment Type	Fair Value	Level 1 Inputs	Uncategorized
Riverside County Investment Pool	\$ 130,222,070	\$ -	\$ 130,222,070
Mutual Funds	1,169,405	1,169,405	-
Total	\$ 131,391,475	\$ 1,169,405	\$ 130,222,070

All assets have been valued using a market approach, with quoted market prices.

NOTE 5 - ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2018, consisted primarily of intergovernmental grants, entitlements, interest, and other local sources.

The accounts receivable are as follows:

	Primary Government
Federal Government	
Categorical aid	\$ 3,382,896
State Government	
Categorical aid	6,021,531
Lottery	1,281,260
Local Sources	
Interest	519,044
Property taxes	1,470,081
Self insurance	778,710
Other local sources	2,592,099
Total	\$ 16,045,621
Student receivables	\$ 1,975,605
Less allowance for bad debt	(363,214)
Student receivables, net	\$ 1,612,391
Total Receivables, Net	\$ 17,658,012
	Fiduciary Funds
Other local	\$ 6,794

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

NOTE 6 - CAPITAL ASSETS

Capital asset activity for the District for the fiscal year ended June 30, 2018, was as follows:

	Balance July 1, 2017	Additions	Deductions	Balance June 30, 2018
Capital Assets Not Being Depreciated				
Land	\$ 32,502,697	\$ -	\$ -	\$ 32,502,697
Construction in progress	114,291,178	1,423,942	55,809,532	59,905,588
Total Capital Assets Not Being Depreciated	<u>146,793,875</u>	<u>1,423,942</u>	<u>55,809,532</u>	<u>92,408,285</u>
Capital Assets Being Depreciated				
Land improvements	14,459,363	882,791	-	15,342,154
Buildings and improvements	403,427,034	58,378,729	674,274	461,131,489
Furniture and equipment	47,736,895	1,884,741	561,758	49,059,878
Total Capital Assets Being Depreciated	<u>465,623,292</u>	<u>61,146,261</u>	<u>1,236,032</u>	<u>525,533,521</u>
Total Capital Assets	<u>612,417,167</u>	<u>62,570,203</u>	<u>57,045,564</u>	<u>617,941,806</u>
Less Accumulated Depreciation				
Land improvements	11,350,389	948,376	-	12,298,765
Buildings and improvements	118,932,981	14,729,169	305,000	133,357,150
Furniture and equipment	41,174,069	2,125,552	561,758	42,737,863
Total Accumulated Depreciation	<u>171,457,439</u>	<u>17,803,097</u>	<u>866,758</u>	<u>188,393,778</u>
Net Capital Assets	<u>\$ 440,959,728</u>	<u>\$ 44,767,106</u>	<u>\$ 56,178,806</u>	<u>\$ 429,548,028</u>

Depreciation expense for the year was \$17,803,097.

The District was the beneficiary of an extensive bequest of Mine Okubo's estate, a Japanese-American artist, inclusive of paintings, works of art, reference materials, photographs, books, writings, letters, and printed material. The District took possession of the materials bequeathed from the estate of Ms. Okubo as of June 30, 2009. The District has included the collection and materials as priceless in the District's capital assets (non-depreciable assets). During the course of the next several years and as the District learns the collection's long-term historical value, the values will be added to the District's capital assets. As of June 30, 2018, the District has not recorded a value for the collection in the financial statements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2018**

NOTE 7 - ACCOUNTS PAYABLE

Accounts payable at June 30, 2018, consisted of the following:

	<u>Primary Government</u>
Accrued payroll and benefits	\$ 1,225,140
Apportionment	5,468,465
Federal categorical programs	44
State categorical programs	108,114
Construction payables	1,454,986
Vendor payables	<u>7,005,898</u>
Total	<u>\$ 15,262,647</u>
	<u>Fiduciary Funds</u>
Vendor payables	<u>\$ 88,212</u>

NOTE 8 - UNEARNED REVENUE

Unearned revenue at June 30, 2018, consisted of the following:

	<u>Primary Government</u>
Federal financial assistance	\$ 13,483
State categorical aid	30,448,467
Scheduled maintenance	3,282,291
Prop 39 Clean Energy	2,142,060
Other State aid	983,582
Enrollment fees	1,326,303
Health and liability self-insurance	2,435,231
Other local	<u>1,718,932</u>
Total	<u>\$ 42,350,349</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

NOTE 9 - INTERFUND TRANSACTIONS

Interfund Receivables and Payables (Due To/Due From)

Interfund receivable and payable balances arise from interfund transactions and are recorded by all funds affected in the period in which transactions are executed. Interfund activity within the governmental funds and fiduciary funds, respectively, has been eliminated respectively in the consolidation process of the basic financial statements. Balances owing between the primary government and the fiduciary funds are not eliminated in the consolidation process. As of June 30, 2018, the amounts owed between the primary government and the fiduciary funds were \$34,313 and \$132,862, respectively.

Interfund Operating Transfers

Operating transfers between funds of the District are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use restricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations. Operating transfers within the funds of the District have been eliminated in the consolidation process. Transfers between the primary government and the fiduciary funds are not eliminated in the consolidation process. During the 2018 fiscal year, there were no transfers made between the primary government and the fiduciary funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

NOTE 10 - LONG-TERM OBLIGATIONS

Long-Term Obligations Summary

The changes in the District's long-term obligations during the 2018 fiscal year consisted of the following:

	(as restated)			Balance June 30, 2018	Due in One Year
	Balance July 1, 2017	Additions	Deductions		
Bonds Payable					
General obligation bonds, Series 2010 D/D-1	\$ 113,222,831	\$ 744,652	\$ 765,000	\$ 113,202,483	\$ 970,000
Unamortized debt premium	1,342,895	-	58,176	1,284,719	-
General obligation bonds, Refunding Bonds 2014, Series A and B	67,375,000	-	4,085,000	63,290,000	4,400,000
Unamortized debt premium	3,758,479	-	372,742	3,385,737	-
General obligation bonds, Series 2015 E	45,605,795	2,142,402	1,265,000	46,483,197	-
Unamortized debt premium	164,557	-	7,452	157,105	-
Refunding Bonds 2015	42,885,000	-	100,000	42,785,000	100,000
Unamortized debt premium	5,063,406	-	335,695	4,727,711	-
Total Bonds Payable	279,417,963	2,887,054	6,989,065	275,315,952	5,470,000
Other Liabilities					
Compensated absences	2,974,674	274,537	-	3,249,211	1,603,716
Load banking	799,067	63,950	-	863,017	-
Aggregate net other postemployment benefits (OPEB) liability	43,868,844	738,654	162,910	44,444,588	-
Aggregate net pension liability	176,820,554	18,647,419	-	195,467,973	-
Total Other Liabilities	224,463,139	19,724,560	162,910	244,024,789	1,603,716
Total Long-Term Obligations	\$ 503,881,102	\$ 22,611,614	\$ 7,151,975	\$ 519,340,741	\$ 7,073,716

Description of Debt

Payments on the general obligation bonds are made by the Bond Interest and Redemption Fund with local property tax collections. The compensated absences and aggregate net pension liability are paid by the fund for which the employees' salaries are paid from. The District's General Fund makes payments for the aggregate net other postemployment benefits (OPEB) liability and load banking.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Bonded Debt

2010 General Obligation Bonds

During December 2010, the District issued the 2010 General Obligation Bonds in the amount of \$109,999,278. The bonds mature beginning on August 1, 2015 through August 1, 2040, with interest yields ranging from 2.36 to 5.53 percent. The bonds issued included \$102,300,000 of current interest Build America Bonds (Series 2010D-1 Bonds) and \$7,699,278 of capital appreciation tax-exempt bonds (Series 2010D Bonds), with the value of the capital appreciation bonds maturing to a principal balance of \$15,920,000. At June 30, 2018, the principal balance outstanding was \$113,202,483 and unamortized premium cost of \$1,284,719. Premium costs are amortized over the life of the bonds as a component of interest expense on the bonds.

The District has designated the Series 2010D-1 Bonds as "Build America Bonds" for purposes of the American Recovery and Reinvestment Act of 2009 (the Stimulus Act), the interest on which is not excluded from gross income for Federal income tax purposes, but is exempt from State of California personal income taxes. The District expects to receive a cash subsidy from the United States Treasury equal to 35 percent of the interest payable on such Series 2010D-1 Bonds. The District is obligated to make all payments of principal and interest on the Series 2010D-1 Bonds from the sources described in the official statement whether or not it receives cash subsidy payments pursuant to the Stimulus Act. Effective March 1, 2013, the subsidy percentage was reduced by 8.7 percent, to 26.3 percent as a result of sequestration by the Federal government. The sequestration percentage was again adjusted to 7.2 percent as of October 1, 2013, resulting in a semi-annual subsidy of \$1,170,987. As of June 30, 2018, the sequestration percentage remains at 7.2 percent.

The bonds are being used for the purposes of financing the repair, acquisition, construction, and equipping of certain District facilities, and to pay all legal, financial, and contingent costs in connection with the issuance of the bonds. The bonds are general obligations of the District payable solely from the proceeds of ad valorem property taxes. Interest with respect of the bonds accrues from the date of their delivery and is payable semiannually on February 1 and August 1 of each year, commencing August 1, 2015.

2014 General Obligation Refunding Bonds

During May 2014, the District issued the \$73,090,000 2014 General Obligation Refunding Bonds, Series A and Series B (federally taxable) in the amounts of \$29,130,000 and \$43,960,000, respectively. Amounts paid to the refunded bond escrow agent in excess of outstanding debt at the time of payment are recorded as deferred charges on refunding on the statement of net position and are amortized to interest expense over the life of the liability. The refunding resulted in an economic gain of \$4,105,270 based on the difference between the present value of the existing debt service requirements and the new debt service requirements discounted at 5.81 percent.

Series A tax-exempt bonds have a final maturity to occur on August 1, 2027, with interest rates from 2.00 to 5.00 percent. The net proceeds of \$34,006,704 (representing the principal amount of \$29,130,000 plus premium on issuance of \$4,876,704) from the issuance were used to advance refund a portion of the District's outstanding 2004 General Obligation Bonds, Series 2004A, advance refund a portion of the District's 2005 General Obligation Refunding Bonds, advance refund a portion of the 2004 General Obligation Bonds, Series 2007C, and pay the costs associated with the issuance of the refunding bonds. At June 30, 2018, the principal balance outstanding was \$27,835,000. Unamortized premium received on issuance of the bonds amounted to \$3,385,737 as of June 30, 2018.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Series B federally taxable bonds have a final maturity to occur on August 1, 2024, with interest rates from 0.40 to 3.61 percent. The proceeds of \$43,960,000 from issuance were used to advance refund a portion of the District's outstanding 2005 General Obligation Refunding Bonds, and pay the costs associated with the issuance of the federally taxable bonds. At June 30, 2018, the principle balance outstanding was \$35,455,000.

2015 General Obligation Bonds, Series 2015E

During July 2015, the District issued the 2015 General Obligation Bonds, Series E in the amount of \$45,004,145. The bonds mature beginning on August 1, 2015 through August 1, 2039, with interest yields ranging from 3.81 to 5.05 percent. At June 30, 2018, the principal outstanding was \$46,483,197 and unamortized premium cost of \$157,105. Premium costs are amortized over the life of the bonds as a component of interest expense on the bonds.

The bonds are being used for the purposes of financing the costs of renovating, acquiring, construction, repairing, and equipping District buildings and to pay all legal, financial, and contingent costs in connection with the issuance of the bonds. The bonds are general obligations of the District payable solely from the proceeds of ad valorem property taxes. Interest with respect of the bonds accrues from the date of their delivery and is payable semiannually on February 1 and August 1 of each year, commencing August 1, 2015.

2015 General Obligation Refunding Bonds

During July 2015, the District issued the 2015 General Obligation Refunding Bonds in the amount of \$43,920,000. Amounts paid to the refunded bond escrow agent in excess of outstanding debt at the time of payment are recorded as deferred charges on refunding on the statement of net position and are amortized to interest expense over the life of the liability. The refunding resulted in an economic gain of \$5,372,100 based on the difference between the present value of the existing debt service requirements and the new debt service requirements discounted at 4.32 percent.

The bonds have a final maturity to occur on August 1, 2032, with interest rates from 2.00 to 5.00 percent. The net proceeds of \$49,654,797 (representing the principal amount of \$43,920,000 plus premium on issuance of \$5,734,797) from the issuance were used to advance refund a portion of the District's outstanding 2004 General Obligation Bonds, Series 2007C, advance refund the remaining balance of the District's 2005 General Obligation Refunding Bonds and pay the costs associated with the issuance of the refunding bonds. At June 30, 2018, the principal balance outstanding was \$42,785,000. Unamortized premium received on issuance of the bonds amounted to \$4,727,711 as of June 30, 2018.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

The outstanding general obligation bonded debt is as follows:

Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds		Accreted Interest		Bonds Outstanding June 30, 2018
				Outstanding July 1, 2017	Issued	Addition	Redeemed	
2010	2041	2.36%-5.53%	\$ 109,999,278	\$ 113,222,831	\$ -	\$ 744,652	\$ 765,000	\$ 113,202,483
2014	2028	0.40%-5.00%	73,090,000	67,375,000	-	-	4,085,000	63,290,000
2015	2040	3.81%-5.05%	45,004,145	45,605,795	-	2,142,402	1,265,000	46,483,197
2015	2033	2.00%-5.00%	43,920,000	42,885,000	-	-	100,000	42,785,000
				<u>\$ 269,088,626</u>	<u>-</u>	<u>\$ 2,887,054</u>	<u>\$ 6,215,000</u>	<u>\$ 265,760,680</u>

The General Obligation Bonds, Series 2010 D/D1 mature through 2041 as follows:

Fiscal Year	Principal (Including accreted interest to date)	Accreted Interest	Current Interest to Maturity	Total
2019	\$ 915,087	\$ 54,913	\$ 7,164,193	\$ 8,134,193
2020	986,542	188,458	7,164,193	8,339,193
2021	1,071,954	288,046	7,164,193	8,524,193
2022	1,324,987	235,013	7,164,193	8,724,193
2023	1,425,661	349,339	7,164,193	8,939,193
2024-2028	5,178,252	2,191,748	35,820,965	43,190,965
2029-2033	8,165,000	-	35,483,394	43,648,394
2034-2038	51,670,000	-	24,554,543	76,224,543
2039-2041	42,465,000	-	4,623,855	47,088,855
Total	<u>\$ 113,202,483</u>	<u>\$ 3,307,517</u>	<u>\$ 136,303,722</u>	<u>\$ 252,813,722</u>

The General Obligation Bonds, 2014 Refunding Bonds, Series A and B mature through 2028 as follows:

Fiscal Year	Principal	Interest to Maturity	Total
2019	\$ 4,400,000	\$ 2,396,286	\$ 6,796,286
2020	4,770,000	2,284,479	7,054,479
2021	5,175,000	2,141,647	7,316,647
2022	5,635,000	1,966,891	7,601,891
2023	6,130,000	1,763,760	7,893,760
2024-2028	37,180,000	4,620,795	41,800,795
Total	<u>\$ 63,290,000</u>	<u>\$ 15,173,858</u>	<u>\$ 78,463,858</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

The General Obligation Bonds, Series 2015 E mature through 2040 as follows:

Fiscal Year	Principal (Including accreted interest to date)	Accreted Interest	Total
2019	\$ -	\$ -	\$ -
2020	-	-	-
2021	-	-	-
2022	-	-	-
2023	-	-	-
2024-2028	3,703,353	1,556,647	5,260,000
2029-2033	11,327,995	9,197,005	20,525,000
2034-2038	22,741,765	30,543,235	53,285,000
2039-2040	8,710,084	16,044,916	24,755,000
Total	\$ 46,483,197	\$ 57,341,803	\$ 103,825,000

The General Obligation Bonds, 2015 Refunding mature through 2033 as follows:

Fiscal Year	Principal	Interest to Maturity	Total
2019	\$ 100,000	\$ 2,056,975	\$ 2,156,975
2020	100,000	2,054,975	2,154,975
2021	100,000	2,052,975	2,152,975
2022	100,000	2,050,475	2,150,475
2023	100,000	2,047,475	2,147,475
2024-2028	500,000	10,192,375	10,692,375
2029-2033	41,785,000	4,288,138	46,073,138
Total	\$ 42,785,000	\$ 24,743,388	\$ 67,528,388

Compensated Absences

At June 30, 2018, the liability for compensated absences was \$3,249,211.

Load Banking

At June 30, 2018, the liability for load banking was \$863,017.

Aggregate Net Pension Obligation

At June 30, 2018, the liability for the aggregate net pension liability amounted to \$195,467,973. See Note 12 for additional information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2018**

Aggregate Net Other Postemployment Benefits (OPEB) Liability

For the fiscal year ended June 30, 2018, the District reported aggregate net OPEB liability and OPEB expense for the following plans:

<u>OPEB Plan</u>	<u>Aggregate Net OPEB Liability</u>	<u>OPEB Expense</u>
District Plan	\$ 43,453,968	\$ 4,516,450
Medicare Premium Payment (MPP) Program	990,620	(162,910)
Total	<u>\$ 44,444,588</u>	<u>\$ 4,353,540</u>

The details of each plan are as follows:

District Plan

Plan Administration

The District's governing board administers the Postemployment Benefits Plan (the Plan). The Plan is a single-employer defined benefit plan that is used to provide postemployment benefits other than pensions (OPEB) for eligible retirees and their spouses.

Management of the plan is vested in the District management. Management of the trustee assets is vested with the California Employers' Retiree Benefit Trust.

Plan Membership

At June 30, 2018, the Plan membership consisted of the following:

Inactive employees or beneficiaries currently receiving benefits payments	108
Active employees	<u>1,050</u>
	<u>1,158</u>

California Employers' Retiree Benefit Trust (CERBT)

The CERBT OPEB Trust (the Trust) is an irrevocable governmental trust pursuant to Section 115 of the IRC for the purpose of funding certain postemployment benefits other than pensions. The Trust is administered by the California Public Employees' Retirement System (CalPERS) as directed by the investment alternative choice selected by the District. The District retains the responsibility to oversee the management of the Trust, including the requirement that investments and assets held within the Trust continually adhere to the requirements of the California Government Code Section 53600.5 which specifies that the trustee's primary role is to preserve capital, to maintain investment liquidity, and to protect investment yield. As such, the District acts as the fiduciary of the Trust. The financial activity of the Trust has been discretely presented.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Benefits Provided

The Plan provides medical and dental insurance benefits to eligible retirees and their spouses. Benefits are provided through a third-party insurer, and the full cost of benefits is covered by the Plan. The District's governing board has the authority to establish and amend the benefit terms as contained within the negotiated labor agreements.

Contributions

The contribution requirements of Plan members and the District are established and may be amended by agreements with the District, the Faculty Association (CCA/CTA/NEA), the local California School Employees Association (CSEA), and unrepresented groups. The required contribution is based on projected pay-as-you-go financing requirements, with an additional amount to prefund benefits as determined annually through the agreements with the District, CTA, CSEA, and the unrepresented groups. For fiscal year 2017-2018, the District contributed \$6,209,619 to the Plan, of which \$3,585,234 was used for current premiums and \$2,624,385 was used to fund the OPEB Trust. Of this amount, \$2,383,000 was disbursed as a reimbursement to the District for current year OPEB premiums.

Investment

Investment Policy

The Plan's policy in regard to the allocation of invested assets is established and may be amended by the governing board by a majority vote of its members. It is the policy of the District to pursue an investment strategy that reduces risks through the prudent diversification for the portfolio across a broad selection of distinct asset classes. The Plan's investment policy discourages the use of cash equivalents, except for liquidity purposes, and aims to refrain from dramatically shifting asset class allocation over short time spans. The following was the governing board's adopted asset allocation policy as of June 30, 2018:

<u>Asset Class</u>	<u>Target Allocation</u>
Global Equity	40%
Fixed Income	39%
Treasury Inflation-Protected Securities (TIPS)	10%
Real Estate Investment Trusts (REITs)	8%
Commodities	3%

Rate of Return

For the year ended June 30, 2018, the annual money-weighted rate of return on investments, net of investment expense, was 4.51 percent. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Net OPEB Liability of the District

The District's net OPEB liability of \$43,453,968 was measured as of June 30, 2018, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date. The components of the net OPEB liability of the District at June 30, 2018, were as follows:

Total OPEB liability	\$ 44,623,373
Plan fiduciary net position	<u>(1,169,405)</u>
District's net OPEB liability	<u>\$ 43,453,968</u>
Plan fiduciary net position as a percentage of the total OPEB liability	<u>2.62%</u>

Actuarial Assumptions

The total OPEB liability in the June 30, 2018 actuarial valuation was determined using the following assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.75 percent
Salary increases	3.00 percent, average, including inflation
Investment rate of return	6.73 percent, net of OPEB plan investment expense, including inflation
Healthcare cost trend rates	6.00 percent for medical; 5.00 percent for dental

The discount rate was based on the 20 year municipal bond rate.

Mortality rates were based on the 2016 CalSTRS Mortality Table for certificated employees and the 2014 CalPERS Active Mortality for Miscellaneous Employees Table for classified employees. Mortality rates vary by age and sex. (Unisex mortality rates are not often used as individual OPEB benefits do not depend on the mortality table used.) If employees die prior to retirement, past contributions are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination or reduction. Although higher mortality rates reduce service costs, the mortality assumption is not likely to vary from employer to employer.

The actual assumptions used in the June 30, 2018 valuation were based on the results of an actual experience study for the period July 1, 2017 to June 30, 2018.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2018, (see the discussion of the Plan's investment policy) are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return
Global Equity	6.73%
Fixed Income	6.73%
Treasury Inflation-Protected Securities (TIPS)	6.73%
Real Estate Investment Trusts (REITs)	6.73%
Commodities	6.73%

Discount Rate

The discount rate used to measure the total OPEB liability was 6.73 percent. The projection of cash flows used to determine the discount rate assumed that the District contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
	(a)	(b)	(a) - (b)
Balance at June 30, 2017	\$ 43,528,662	\$ 813,348	\$ 42,715,314
Service cost	1,751,284	-	1,751,284
Interest	2,928,661	-	2,928,661
Contributions - employer	-	6,209,619	(6,209,619)
Net investment income	-	116,869	(116,869)
Benefit payments	(3,585,234)	(5,968,234)	2,383,000
Administrative expense	-	(2,197)	2,197
Net change in total OPEB liability	1,094,711	356,057	738,654
Balance at June 30, 2018	<u>\$ 44,623,373</u>	<u>\$ 1,169,405</u>	<u>\$ 43,453,968</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

<u>Discount Rate</u>	<u>Total OPEB Liability</u>
1% decrease (5.73%)	\$ 47,763,137
Current discount rate (6.73%)	44,623,373
1% increase (7.73%)	41,730,361

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percent lower or higher than the current healthcare costs trend rates:

<u>Healthcare Cost Trend Rates</u>	<u>Total OPEB Liability</u>
1% decrease (5% for medical; 4% for dental)	\$ 40,889,520
Current healthcare cost trend rate (6% for medical; 5% for dental)	44,623,373
1% increase (7% for medical; 6% for dental)	48,916,343

OPEB Expense

For the year ended June 30, 2018, the District recognized OPEB expense of \$4,516,450.

Medicare Premium Payment (MPP) Program

Plan Description

The Medicare Premium Payment (MPP) Program is administered by the California State Teachers' Retirement System (CalSTRS). The MPP Program is a cost-sharing multiple-employer other postemployment benefit plan (OPEB) established pursuant to Chapter 1032, Statutes 2000 (SB 1435). CalSTRS administers the MPP Program through the Teachers' Health Benefits Fund (THBF).

A full description of the MPP Program regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2016 annual actuarial valuation report, Medicare Premium Payment Program Actuarial Valuation. This report and CalSTRS audited financial information are publicly available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/member-publications>.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Benefits Provided

The MPP Program pays Medicare Part A premiums and Medicare Parts A and B late enrollment surcharges for eligible members of the State Teachers Retirement Plan (STRP) Defined Benefit (DB) Program who were retired or began receiving a disability allowance prior to July 1, 2012 and were not eligible for premium free Medicare Part A. The payments are made directly to the Centers for Medicare and Medicaid Services (CMS) on a monthly basis.

The MPP Program is closed to new entrants as members who retire after July 1, 2012, are not eligible for coverage under the MPP Program.

Contributions

The MPP Program is funded on a pay-as-you go basis from a portion of monthly District contributions. In accordance with California *Education Code* Section 25930, contributions that would otherwise be credited to the DB Program each month are instead credited to the MPP Program to fund monthly program and administrative costs. Total redirections to the MPP Program are monitored to ensure that total incurred costs do not exceed the amount initially identified as the cost of the program.

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the OPEB

At June 30, 2018, the District reported a liability of \$990,620 for its proportionate share of the net OPEB liability for the MPP Program. The net OPEB liability was measured as of June 30, 2016, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date. The District's proportion of the net OPEB liability was based on a projection of the District's long-term share of contributions to the OPEB Plan relative to the projected contributions of all participating school districts, actuarially determined. The District's proportionate share for the measurement periods of June 30, 2017 and June 30, 2016, was 0.2355 percent and 0.2465, respectively, resulting in a net decrease in the proportionate share of 0.0110 percent.

For the year ended June 30, 2018, the District recognized OPEB expense of \$(162,910).

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Actuarial Methods and Assumptions

The total OPEB liability for the MPP Program as of June 30, 2016, was determined based on a financial reporting actuarial valuation that used the June 30, 2016 assumptions presented in the table below. The June 30, 2017 total OPEB liability was determined by applying update procedures to the financial reporting actuarial valuation as of June 30, 2016, and rolling forward the total OPEB liability to June 30, 2017, using the assumptions listed in the following table:

Measurement Date	June 30, 2017	June 30, 2016
Valuation Date	June 30, 2016	June 30, 2016
Experience Study	July 1, 2010 through June 30, 2016	July 1, 2010 through June 30, 2015
Actuarial Cost Method	Entry age normal	Entry age normal
Investment Rate of Return	3.58%	2.85%
Medicare Part A Premium Cost Trend Rate	3.70%	3.70%
Medicare Part B Premium Cost Trend Rate	4.10%	4.10%

For the valuation as of June 30, 2016, CalSTRS used custom mortality tables based on RP2000 Series tables issued by the Society of Actuaries, adjusted to fit CalSTRS specific experience through June 30, 2015. For the valuation as of June 30, 2017, CalSTRS changed the mortality assumptions based on the July 1, 2010 through June 30, 2015, experience study adopted by the board in February 2017. CalSTRS now uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among the members. The projection scale was set equal to 110 percent of the ultimate improvement factor from the Mortality Improvement Scale (MP-2016) table, issued by the Society of Actuaries.

Assumptions were made about future participation (enrollment) into the MPP Program because CalSTRS is unable to determine which members not currently participating meet all eligibility criteria for enrollment in the future. Assumed enrollment rates were derived based on past experience and are stratified by age with the probability of enrollment diminishing as the members' age increases. This estimated enrollment rate was then applied to the population of members who may meet criteria necessary for eligibility and are not currently enrolled in the MPP Program. Based on this, the estimated number of future enrollments used in the financial reporting valuation was 571 or an average of 0.32 percent of the potentially eligible population (177,763).

The MPP Program is funded on a pay-as-you-go basis with contributions generally being made at the same time and in the same amount as benefit payments and expenses coming due. Any funds within the MPP Program as of June 30, 2017 and 2016, were to manage differences between estimated and actual amounts to be paid and were invested in the Surplus Money Investment Fund, which is a pooled investment program administered by the State Treasurer.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2018**

Discount Rate

The discount rate used to measure the total OPEB liability as of June 30, 2017 and 2016 was 3.58 percent and 2.85 percent, respectively. The MPP Program is funded on a pay-as-you-go basis as described in Note 2, and under the pay-as-you-go method, the OPEB Plan's fiduciary net position was not projected to be sufficient to make projected future benefit payments. Therefore, a discount rate of 3.58 percent and 2.85 percent, which is the Bond Buyer 20-Bond GO Index from Bondbuyer.com as of June 30, 2017 and 2016, respectively, was applied to all periods of projected benefit payments to measure the total OPEB liability.

Sensitivity of the District's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate

The following presents the District's proportionate share of the net OPEB liability calculated using the current discount rate, as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount Rate	Net OPEB Liability
1% decrease (2.58%)	\$ 1,096,685
Current discount rate (3.58%)	990,620
1% increase (4.58%)	887,449

Sensitivity of the District's Proportionate Share of the Net OPEB Liability to Changes in the Medicare Costs Trend Rates

The following presents the District's proportionate share of the net OPEB liability calculated using the current discount rate, as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Medicare Costs Trend Rate	Net OPEB Liability
1% decrease (2.7% Part A and 3.1% Part B)	\$ 895,177
Current Medicare costs trend rate (3.7% Part A and 4.1% Part B)	990,620
1% increase (4.7% Part A and 5.1% Part B)	1,085,110

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

NOTE 11 - RISK MANAGEMENT

Property and Liability Insurance Coverages

The District is exposed to various risks of loss related to torts and liability; theft of, damage to and destruction of assets; errors and omissions and injuries to employees. The District obtains coverage for these risks as a member of various joint powers authorities or through the purchase of coverage from a risk retention group. The District has coverage up to \$55,000,000 for liability and tort risks. This coverage is subject to a \$100,000 self-insured retention. The District carries replacement coverage on its buildings and furniture and equipment with limits of \$800,000,000 (total pool value) with a \$50,000 self-insurance retention. A property and equipment audit performed by the Joint Powers Authority is used to identify the aforementioned exposures. However, claims against the property coverage would use current replacement value to respond to a covered event. Employee health benefits are covered by the employees enrolling in either one of two health maintenance organizations or in the District's self-insured health plan. The District's self-insured limit for the self-insured plan is \$100,000, and it purchases insurance coverage for the excess claims. The District purchases coverage for the dental benefits from a joint powers authority.

Joint Powers Authority Risk Pools

During fiscal year ended June 30, 2018, the District contracted with the California Schools Risk Management (CSRМ) Joint Powers Authority for property and liability insurance coverage. Settled claims have not exceeded this commercial coverage in any of the past three years. There has not been a significant reduction in coverage from the prior year.

Workers' Compensation

For fiscal year 2017-2018, the District participated in the California Schools Risk Management Fund Joint Powers Authority (JPA), an insurance purchasing pool. The District is self-insured for the first \$500,000 of each workers' compensation claim. The intent of the JPA is to achieve the benefit of a reduced premium for the District by virtue of its grouping and representation with other participants in the JPA. The workers' compensation experience of the participating districts is calculated as one experience, and a common premium rate is applied to all districts in the JPA. Each participant pays its workers' compensation premium based on its individual rate. Total savings are then calculated and each participant's individual performance is compared to the overall saving. A participant will then either receive money from or be required to contribute to the "equity-pooling fund." This "equity pooling" arrangement ensures that each participant shares equally in the overall performance of the JPA. Participation in the JPA is limited to K-12 and community college districts that can meet the JPA's selection criteria.

Insurance Program / JPA Name	Type of Coverage	Limits
Self-Insured Certificate #7582 (California)	Workers' Compensation	\$ 500,000
California Schools Risk Management (CSRМ)	Excess Worker's Compensation	\$ 1,000,000
California Schools Risk Management (CSRМ)	General Liability	\$ 500,000
Southern California Schools Risk Management (SCSRМ) and Schools Excess Liability Fund (SELF)	Excess Liability	\$ 4,500,000
California Schools Risk Management (CSRМ)	Property	\$ 25,000,000
		\$ 600,000,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Rates are set through an annual calculation process. The District pays a monthly contribution which is placed in a common fund from which claim payments are made for all participating districts. Claims are paid for all participants regardless of the claim's flow. The Board of Directors has the right to return monies to a district subsequent to the settlement of all expenses and claims if a district withdraws from the pool.

The District records an estimated liability for indemnity torts and other claims against the District. Claims liabilities are based on estimates of the ultimate costs of reported claims (including future claim adjustment expenses) and an estimate for claims incurred, but not reported based on historical experience. The estimated liabilities are calculated using historical experience and internal actuarial analysis.

Claims Liabilities

The District establishes a liability for both reported and unreported events, which includes estimates of both future payments of losses and related claim adjustment expenses. The following represent the changes in approximate aggregate liabilities for the District from July 1, 2016 to June 30, 2018:

	Self- Insurance
Liability Balance, July 1, 2016	\$ 3,370,882
Claims and changes in estimates	8,878,989
Claims payments	<u>(8,675,242)</u>
Liability Balance, June 30, 2017	3,574,629
Claims and changes in estimates	11,196,098
Claims payments	<u>(10,225,045)</u>
Liability Balance, June 30, 2018	<u>\$ 4,545,682</u>
Assets available to pay claims at June 30, 2018	<u><u>\$ 9,931,010</u></u>

The District records an estimated liability for indemnity healthcare, workers' compensation, torts, and other claims against the District. Claims liabilities are based on estimates of the ultimate cost of the reported claims including future claim adjustment expenses and an estimate for claims incurred, but not reported based on historical experience. The estimated liabilities are calculated using an actuarial valuation of its self-insured medical benefits, workers' compensation, and general liability programs.

Employee Medical Benefits

The District has contracted with Kaiser Permanente, and Health Net, and also offers the RCCD Self-Insured PPO Health Plan to provide employee medical benefits. The District provides health and welfare benefits to all full-time and permanent part-time employees (20 hours or more) and their dependents. Those employees working less than full-time will receive a pro-rata share of the benefit package. Employees in positions less than 20 hours per week do not receive any fringe benefits.

- Medical - The employee has a choice of Kaiser Permanente, Health Net, or the RCCD Self-Insured PPO Health Plan. The employee may elect to change carriers once per year during open enrollment. Normally, such election shall be effective October 1 of each year.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018**

- Dental - Delta Dental insurance coverage for employees and dependents shall be provided by the District. All employees shall participate in the program.
- Life Insurance - The District provides a \$50,000 life insurance policy by a carrier designated by the District. All employees shall participate in this life insurance program.

NOTE 12 - EMPLOYEE RETIREMENT SYSTEMS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Academic employees are members of the California State Teachers' Retirement System (CalSTRS) and classified employees are members of the California Public Employees' Retirement System (CalPERS).

For the fiscal year ended June 30, 2018, the District reported the net pension liabilities, deferred outflows of resources, deferred inflows of resources, and pension expense for each of the above plans as follows:

<u>Pension Plan</u>	<u>Collective Net Pension Liability</u>	<u>Collective Deferred Outflows of Resources</u>	<u>Collective Deferred Inflows of Resources</u>	<u>Collective Pension Expense</u>
CalSTRS	\$ 120,279,953	\$ 37,806,494	\$ 14,432,541	\$ 11,547,647
CalPERS	75,188,020	23,371,339	2,806,150	12,256,748
Total	<u>\$ 195,467,973</u>	<u>\$ 61,177,833</u>	<u>\$ 17,238,691</u>	<u>\$ 23,804,395</u>

The details of each plan are as follows:

California State Teachers' Retirement System (CalSTRS)

Plan Description

The District contributes to the State Teachers' Retirement Plan (STRP) administered by CalSTRS. STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2016, annual actuarial valuation report, Defined Benefit Program Actuarial Valuation. This report and CalSTRS audited financial information are publicly available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/member-publications>.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Benefits Provided

The STRP provides retirement, disability, and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age, and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service.

The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program, and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the State is the sponsor of the STRP and obligor of the trust. In addition, the State is both an employer and nonemployer contributing entity to the STRP.

The District contributes exclusively to the STRP Defined Benefit Program, thus disclosures are not included for the other plans.

The STRP provisions and benefits in effect at June 30, 2018, are summarized as follows:

	STRP Defined Benefit Program	
	On or before December 31, 2012	On or after January 1, 2013
Hire date		
Benefit formula	2% at 60	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	60	62
Monthly benefits as a percentage of eligible compensation	2.0% - 2.4%	2.0% - 2.4%
Required employee contribution rate	10.25%	9.205%
Required employer contribution rate	14.43%	14.43%
Required State contribution rate	9.328%	9.328%

Contributions

Required member, District, and State of California contribution rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contribution rates are expressed as a level percentage of payroll using the entry age normal actuarial method. In accordance with AB 1469, employer contributions into the CalSTRS will be increasing to a total of 19.1 percent of applicable member earnings phased over a seven-year period. The contribution rates for each plan for the year ended June 30, 2018, are presented above, and the District's total contributions were \$11,721,821.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2018, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related State support, and the total portion of the net pension liability that was associated with the District were as follows:

Total net pension liability, including State share:	
District's proportionate share of net pension liability	\$ 120,279,953
State's proportionate share of net pension liability associated with the District	71,156,604
Total	<u>\$ 191,436,557</u>

The net pension liability was measured as of June 30, 2017. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating college districts and the State, actuarially determined. The District's proportionate share for the measurement periods of June 30, 2017 and June 30, 2016, was 0.1301 percent and 0.1386 percent, respectively, resulting in a net decrease in the proportionate share of 0.0085 percent.

For the year ended June 30, 2018, the District recognized pension expense of \$11,547,647. In addition, the District recognized pension expense and revenue of \$7,162,595 for support provided by the State. At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 11,721,821	\$ -
Net change in proportionate share of net pension liability	3,356,600	9,131,275
Differences between projected and actual earnings on the pension plan investments	-	3,203,390
Differences between expected and actual experience in the measurement of the total pension liability	444,807	2,097,876
Changes of assumptions	22,283,266	-
Total	<u>\$ 37,806,494</u>	<u>\$ 14,432,541</u>

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2018**

The deferred outflows/(inflows) of resources related to the difference between projected and actual earnings on pension plan investments will be amortized over a closed five-year period and will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows/(Inflows) of Resources
2019	\$ (2,663,096)
2020	2,015,179
2021	290,576
2022	(2,846,049)
Total	<u>\$ (3,203,390)</u>

The deferred outflows/(inflows) of resources related to the net change in proportionate share of net pension liability, differences between expected and actual experience in the measurement of the total pension liability, and changes of assumptions will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period. The EARSL for the measurement period is seven years and will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows/(Inflows) of Resources
2019	\$ 2,173,577
2020	2,173,577
2021	2,173,577
2022	2,173,578
2023	3,304,025
Thereafter	2,857,188
Total	<u>\$ 14,855,522</u>

Actuarial Methods and Assumptions

Total pension liability for STRP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2016, and rolling forward the total pension liability to June 30, 2017. The financial reporting actuarial valuation as of June 30, 2016, used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation date	June 30, 2016
Measurement date	June 30, 2017
Experience study	July 1, 2010 through June 30, 2015
Actuarial cost method	Entry age normal
Discount rate	7.10%
Investment rate of return	7.10%
Consumer price inflation	2.75%
Wage growth	3.50%

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among its members. The projection scale was set equal to 110 percent of the ultimate improvement factor from the Mortality Improvement Scale (MP-2016) table, issued by the Society of Actuaries.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The best estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant (Pension Consulting Alliance-PCA) as an input to the process. The actuarial investment rate of return assumption was adopted by the board in February 2017 in conjunction with the most recent experience study. For each future valuation, CalSTRS consulting actuary (Milliman) reviews the return assumption for reasonableness based on the most current capital market assumptions. Best estimates of 20-year geometrically-linked real rates of return and the assumed asset allocation for each major asset class for the year ended June 30, 2017, are summarized in the following table:

<u>Asset Class</u>	<u>Assumed Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global equity	47%	6.30%
Fixed income	12%	0.30%
Real estate	13%	5.20%
Private equity	13%	9.30%
Absolute Return/Risk Mitigating Strategies	9%	2.90%
Inflation sensitive	4%	3.80%
Cash/liquidity	2%	-1.00%

Discount Rate

The discount rate used to measure the total pension liability was 7.10 percent. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.10 percent) and assuming that contributions, benefit payments, and administrative expense occurred midyear. Based on these assumptions, the STRP's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2018**

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate, as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

<u>Discount Rate</u>	<u>Net Pension Liability</u>
1% decrease (6.10%)	\$ 176,609,157
Current discount rate (7.10%)	120,279,953
1% increase (8.10%)	74,564,987

California Public Employees' Retirement System (CalPERS)

Plan Description

Qualified employees are eligible to participate in the School Employer Pool (SEP) under CalPERS, a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2016, annual actuarial valuation report, Schools Pool Actuarial Valuation. This report and CalPERS audited financial information are publicly available reports that can be found on the CalPERS website under Forms and Publications at: <https://www.calpers.ca.gov/page/forms-publications>.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members who must be public employees and beneficiaries. Benefits are based on years of service credit, a benefit factor, and the member's final compensation. Members hired on or before December 31, 2012, with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. Members hired on or after January 1, 2013, with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after five years of service. The Basic Death Benefit is paid to any member's beneficiary if the member dies while actively employed. An employee's eligible survivor may receive the 1957 Survivor Benefit if the member dies while actively employed, is at least age 50 (or age 52 for members hired on or after January 1, 2013), and has at least five years of credited service. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2018**

The CalPERS provisions and benefits in effect at June 30, 2018, are summarized as follows:

	<u>School Employer Pool (CalPERS)</u>	
	On or before December 31, 2012	On or after January 1, 2013
Hire date	December 31, 2012	January 1, 2013
Benefit formula	2% at 55	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	62
Monthly benefits as a percentage of eligible compensation	1.1% - 2.5%	1.0% - 2.5%
Required employee contribution rate	7.00%	6.50%
Required employer contribution rate	15.531%	15.531%

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on July 1 following notice of a change in the rate. Total plan contributions are calculated through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contribution rates are expressed as a percentage of annual payroll. The contribution rates for each plan for the year ended June 30, 2018, are presented above, and the total District contributions were \$7,094,279.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

As of June 30, 2018, the District reported net pension liabilities for its proportionate share of the CalPERS net pension liability totaling \$75,188,020. The net pension liability was measured as of June 30, 2017. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating college districts, actuarially determined. The District's proportionate share for the measurement periods of June 30, 2017 and June 30, 2016, was 0.3150 percent and 0.3277 percent, respectively, resulting in a net decrease in the proportionate share of 0.0127 percent.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

For the year ended June 30, 2018, the District recognized pension expense of \$12,256,748. At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 7,094,279	\$ -
Net change in proportionate share of net pension liability	-	1,920,904
Differences between projected and actual earnings on the pension plan investments	2,600,991	-
Differences between expected and actual experience in the measurement of the total pension liability	2,693,676	-
Changes of assumptions	10,982,393	885,246
Total	\$ 23,371,339	\$ 2,806,150

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year.

The deferred outflows/(inflows) of resources related to the difference between projected and actual earnings on pension plan investments will be amortized over a closed five-year period and will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows/(Inflows) of Resources
2019	\$ (70,477)
2020	3,000,980
2021	1,094,791
2022	(1,424,303)
Total	\$ 2,600,991

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2018**

The deferred outflows/(inflows) of resources related to the net change in proportionate share of net pension liability, differences between expected and actual experience in the measurement of the total pension liability, and changes of assumptions will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period. The EARSL for the measurement period is 3.9 years and will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows/(Inflows) of Resources
2019	\$ 3,609,077
2020	3,947,655
2021	3,313,187
Total	<u>\$ 10,869,919</u>

Actuarial Methods and Assumptions

Total pension liability for the SEP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2016, and rolling forward the total pension liability to June 30, 2017. The financial reporting actuarial valuation as of June 30, 2016, used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation date	June 30, 2016
Measurement date	June 30, 2017
Experience study	July 1, 1997 through June 30, 2011
Actuarial cost method	Entry age normal
Discount rate	7.15%
Investment rate of return	7.15%
Consumer price inflation	2.75%
Wage growth	Varies by entry age and service

The mortality table used was developed based on CalPERS-specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations, as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first ten years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses. The target asset allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return
Global equity	47%	5.38%
Global debt securities	19%	2.27%
Inflation assets	6%	1.39%
Private equity	12%	6.63%
Real estate	11%	5.21%
Infrastructure and Forestland	3%	5.36%
Liquidity	2%	-0.90%

Discount Rate

The discount rate used to measure the total pension liability was 7.15 percent. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Based on these assumptions, the School Employer Pool fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate, as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount Rate	Net Pension Liability
1% decrease (6.15%)	\$ 110,625,671
Current discount rate (7.15%)	75,188,020
1% increase (8.15%)	45,789,521

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

On Behalf Payments

The State of California makes contributions to CalSTRS and CalPERS on behalf of the District. These payments consist of State General Fund contributions to CalSTRS for the fiscal year ended June 30, 2018, which amounted to \$5,786,555 (9.328 percent) of salaries subject to CalSTRS. Contributions are no longer appropriated in the annual *Budget Act* for the legislatively mandated benefits to CalPERS. Therefore, there is no on behalf contribution rate for CalPERS. No contributions were made for CalPERS for the year ended June 30, 2018. Under accounting principles generally accepted in the United States of America, these amounts are to be reported as revenues and expenditures. These amounts have been reflected in the basic financial statements as a component of operating revenue and employee benefit expense.

Deferred Compensation

The District offers its employees deferred compensation plans created in accordance with Internal Revenue Code Section 403(b) and Section 457. The plans, available to all District employees, permit them to defer a portion of their salary until future years. The deferred compensation is not available to the employees until termination, retirement, death, or an unforeseeable emergency.

All amounts of compensation deferred under the plans, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are solely the property and rights of the Financial Agent, until paid or made available to the employee or other beneficiary.

The CalSTRS 403b Comply is the Financial Agent for the District.

Public Agency Retirement System (PARS) - Alternate Retirement System

The Omnibus Budget Reconciliation Act of 1990 [Internal Revenue Code Section 3121 (b) (7) (F)] requires State and local public agencies to provide a retirement plan for all employees not covered under existing employer pension plans and/or Social Security.

The District is a member of the Public Agency Retirement System (PARS), a multiple-employer retirement trust established in 1990 by a coalition of public employers. The plan covers the District's part-time, temporary, and other employees not covered under CalPERS or CalSTRS, but whose salaries would otherwise be subject to Social Security tax. Benefit provisions and other requirements are established by District management based on agreements with various bargaining units. PARS is a defined contribution qualified retirement plan under Section 401 (a) of the Internal Revenue Code.

The minimum total contribution is 7.5 percent of employees' salaries, of which the employee contributes the total 7.5 percent. District employees are covered under PARS Plan #763 as of June 30, 2018. Total contributions to the plan amounted to \$736,271.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

NOTE 13 - PARTICIPATION IN PUBLIC ENTITY RISK POOLS AND JOINT POWERS AUTHORITIES

The District is a member of the School Excess Liability Fund (SELF), the Riverside Community College - County Superintendent Self-Insurance Program for Employees (RCCCSSIPE), the Riverside Employers/Employees Plan (REEP), and the Southern California Schools Risk Management (SCSRM) Joint Powers Authorities (JPAs). The District pays annual premiums for its property liability, health, and workers' compensation coverage. The relationship between the District and the JPAs is such that they are not component units of the District for financial reporting purposes.

The JPAs have budgeting and financial reporting requirements independent of member units and their financial statements are not presented in these financial statements; however, transactions between the JPAs and the District are included in these statements. Audited financial statements are available from the respective entities.

The District's share of year-end assets, liabilities, or fund equity has not been calculated. During the year ended June 30, 2018, the District made payments of \$79,464, \$1,562,746, \$21,600, and \$1,031,597 to SELF, RCCCSSIPE, REEP, and SCSRM, respectively.

NOTE 14 - COMMITMENTS AND CONTINGENCIES

Grants

The District receives financial assistance from Federal and State agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the District. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the District at June 30, 2018.

Litigation

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial statements of the District at June 30, 2018.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

Operating Leases

The District has entered into various operating leases for buildings and equipment with lease terms in excess of one year. None of these agreements contain purchase options. All agreements contain a termination clause providing for cancellation after a specified number of days written notice to lessors, but it is unlikely that the District will cancel any of the agreements prior to the expiration date. Future minimum lease payments under these agreements are as follows:

Year Ending June 30,	Lease Payment
2019	\$ 43,293
2020	41,175
2021	25,449
2022	17,819
Total	<u>\$ 127,736</u>

Construction Commitments

As of June 30, 2018, the District had the following budgetary commitments with respect to the unfinished capital projects:

<u>Project</u>	<u>Estimated Cost to Complete</u>	<u>Percent Complete</u>	<u>Estimated Completion</u>
Moreno Valley - Student Services	\$ 11,000,000	0.00%	FY 2018-2019
Riverside - Student Services/Administration Building	4,224,079	83.71%	FY 2018-2019
District - IT Upgrade	727,797	87.87%	FY 2018-2019
Riverside City College Culinary Arts Academy and District Office Building	398,016	98.82%	FY 2018-2019
Norco - Self-Generation Incentive Program - SPP 882	82,874	97.34%	FY 2018-2019
	<u>\$ 16,432,766</u>		

The projects are funded through a combination of general obligation bonds and capital project apportionments from the State Chancellor's Office, as well as private donations and redevelopment funding sources.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2018**

NOTE 15 - RESTATEMENT OF PRIOR YEAR NET POSITION

The District adopted GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans* and GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, in the current year. As a result, the effect on the current fiscal year is as follows:

<u>Primary Government</u>	
Net Position - Beginning	\$ 91,393,327
Inclusion of aggregate net OPEB liability from the adoption of GASB Statement No. 75	<u>(33,101,772)</u>
Net Position - Beginning, as Restated	<u>\$ 58,291,555</u>
 <u>Fiduciary Funds</u>	
Net Position - Beginning	\$ 1,144,256
Restatement of retiree OPEB trust for implementation of GASB Statement No. 74	<u>813,348</u>
Net Position - Beginning, as Restated	<u>\$ 1,957,604</u>

REQUIRED SUPPLEMENTARY INFORMATION

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF CHANGES IN THE DISTRICT'S NET OPEB LIABILITY
AND RELATED RATIOS
FOR THE YEAR ENDED JUNE 30, 2018**

	<u>2018</u>
Total OPEB Liability	
Service cost	\$ 1,751,284
Interest	2,928,661
Benefit payments	<u>(3,585,234)</u>
Net changes in total OPEB liability	1,094,711
Total OPEB Liability - beginning	<u>43,528,662</u>
Total OPEB Liability - ending (a)	<u><u>\$ 44,623,373</u></u>
Plan fiduciary net position	
Contributions - employer	\$ 6,209,619
Net investment income	116,869
Benefit payments	(5,968,234)
Administrative expense	<u>(2,197)</u>
Net change in plan fiduciary net position	356,057
Plan fiduciary net position - beginning	<u>813,348</u>
Plan fiduciary net position - ending (b)	<u><u>\$ 1,169,405</u></u>
District's net OPEB liability - ending (a) - (b)	<u><u>\$ 43,453,968</u></u>
Plan fiduciary net position as a percentage of the total OPEB liability	<u>2.62%</u>
Covered-employee payroll	<u>\$ 85,823,805</u>
District's net OPEB liability as a percentage of covered-employee payroll	<u>50.63%</u>

Note : In the future, as data becomes available, ten years of information will be presented.

See accompanying note to required supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF OPEB INVESTMENT RETURNS
FOR THE YEAR ENDED JUNE 30, 2018**

	<u>2018</u>
Annual money-weighted rate of return, net of investment expense	<u>4.51%</u>

Note: In the future, as data becomes available, ten years of information will be presented.

See accompanying note to required supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET
 OPEB LIABILITY - MPP PROGRAM
 FOR THE YEAR ENDED JUNE 30, 2018**

	<u>2018</u>
Year ended June 30,	
District's proportion of the net OPEB liability	<u>0.2355%</u>
District's proportionate share of the net OPEB liability	<u>\$ 990,620</u>
District's covered-employee payroll	<u>N/A¹</u>
District's proportionate share of the net OPEB liability as a percentage of it's covered-employee payroll	<u>N/A¹</u>
Plan fiduciary net position as a percentage of the total OPEB liability	<u>0.01%</u>

¹ As of June 30, 2012, active members are no longer eligible for future enrollment in the MPP Program; therefore, the covered payroll disclosure is not applicable.

Note : In the future, as data becomes available, ten years of information will be presented.

See accompanying note to required supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE
NET PENSION LIABILITY
FOR THE YEAR ENDED JUNE 30, 2018**

	<u>2018</u>	<u>2017</u>
CalSTRS		
District's proportion of the net pension liability	<u>0.1301%</u>	<u>0.1386%</u>
District's proportionate share of the net pension liability	\$ 120,279,953	\$ 112,090,120
State's proportionate share of the net pension liability associated with the District	<u>71,156,604</u>	<u>63,810,906</u>
Total	<u>\$ 191,436,557</u>	<u>\$ 175,901,026</u>
District's covered-employee payroll	<u>\$ 73,435,278</u>	<u>\$ 70,453,924</u>
District's proportionate share of the net pension liability as a percentage of its covered-employee payroll	<u>163.79%</u>	<u>159.10%</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>69%</u>	<u>70%</u>
CalPERS		
District's proportion of the net pension liability	<u>0.3150%</u>	<u>0.3277%</u>
District's proportionate share of the net pension liability	<u>\$ 75,188,020</u>	<u>\$ 64,730,434</u>
District's covered-employee payroll	<u>\$ 40,162,918</u>	<u>\$ 39,288,878</u>
District's proportionate share of the net pension liability as a percentage of its covered-employee payroll	<u>187.21%</u>	<u>164.76%</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>72%</u>	<u>74%</u>

Note: In the future, as data becomes available, ten years of information will be presented.

See accompanying note to required supplementary information.

<u>2016</u>	<u>2015</u>
<u>0.1322%</u>	<u>0.1408%</u>
\$ 89,023,018	\$ 82,251,502
<u>47,083,363</u>	<u>49,667,008</u>
<u>\$ 136,106,381</u>	<u>\$ 131,918,510</u>
<u>\$ 63,394,932</u>	<u>\$ 62,691,527</u>
<u>140.43%</u>	<u>131.20%</u>
<u>74%</u>	<u>77%</u>
<u>0.3284%</u>	<u>0.3371%</u>
<u>\$ 48,412,453</u>	<u>\$ 38,273,998</u>
<u>\$ 36,230,238</u>	<u>\$ 35,391,662</u>
<u>133.62%</u>	<u>108.14%</u>
<u>79%</u>	<u>83%</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF DISTRICT CONTRIBUTIONS FOR PENSIONS
 FOR THE YEAR ENDED JUNE 30, 2018**

	<u>2018</u>	<u>2017</u>
CalSTRS		
Contractually required contribution	\$ 11,721,821	\$ 9,238,158
Contributions in relation to the contractually required contribution	<u>11,721,821</u>	<u>9,238,158</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>
 District's covered-employee payroll	 <u>\$ 81,232,301</u>	 <u>\$ 73,435,278</u>
 Contributions as a percentage of covered-employee payroll	 <u>14.43%</u>	 <u>12.58%</u>
CalPERS		
Contractually required contribution	\$ 7,094,279	\$ 5,574,613
Contributions in relation to the contractually required contribution	<u>7,094,279</u>	<u>5,574,613</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>
 District's covered-employee payroll	 <u>\$ 45,678,186</u>	 <u>\$ 40,162,918</u>
 Contributions as a percentage of covered-employee payroll	 <u>15.53%</u>	 <u>13.88%</u>

Note : In the future, as data becomes available, ten years of information will be presented.

See accompanying note to required supplementary information.

<u>2016</u>	<u>2015</u>
\$ 7,559,706	\$ 5,629,470
<u>7,559,706</u>	<u>5,629,470</u>
<u>\$ -</u>	<u>\$ -</u>
\$ 70,453,924	\$ 63,394,932
<u>10.73%</u>	<u>8.88%</u>
\$ 4,655,732	\$ 4,264,299
<u>4,655,732</u>	<u>4,264,299</u>
<u>\$ -</u>	<u>\$ -</u>
\$ 39,288,878	\$ 36,230,238
<u>11.85%</u>	<u>11.77%</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION JUNE 30, 2018

NOTE 1 - PURPOSE OF SCHEDULES

Schedule of Changes in the District's Net OPEB Liability and Related Ratios

This schedule presents information on the District's changes in the net OPEB liability, including beginning and ending balances, the Plan's fiduciary net position, and the net OPEB liability. In the future, as data becomes available, ten years of information will be presented.

Changes in Benefit Terms - There were no changes in the benefit terms since the previous valuation.

Changes of Assumptions - There were no changes of assumptions since the previous valuation.

Schedule of OPEB Investment Returns

This schedule presents information on the annual money-weighted rate of return on OPEB plan investments. In future years, as data becomes available, ten years of information will be presented.

Schedule of the District's Proportionate Share of the Net OPEB Liability - MPP Program

This schedule presents information on the District's proportionate share of the net OPEB liability - MPP program and the Plans' fiduciary net position. In the future, as data becomes available, ten years of information will be presented.

Changes in Benefit Terms - There were no changes in the benefit terms since the previous valuation.

Changes of Assumptions - The plan rate of investment return assumption was changed from 2.85 percent to 3.58 percent since the previous valuation.

Schedule of the District's Proportionate Share of the Net Pension Liability

This schedule presents information on the District's proportionate share of the net pension liability (NPL), the Plans' fiduciary net positions and, when applicable, the State's proportionate share of the NPL associated with the District. In the future, as data becomes available, ten years of information will be presented.

Changes in Benefit Terms - There were no changes in benefit terms since the previous valuations for both CalSTRS and CalPERS.

Changes of Assumptions - The CalSTRS plan rate of investment return assumption was changed from 7.60 percent to 7.10 percent since the previous valuation. The CalPERS plan rate of investment return assumption was changed from 7.65 percent to 7.15 percent since the previous valuation.

Schedule of District Contributions for Pensions

This schedule presents information on the District's required contribution, the amounts actually contributed, and any excess or deficiency related to the required contribution. In the future, as data becomes available, ten years of information will be presented.

SUPPLEMENTARY INFORMATION

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DISTRICT ORGANIZATION JUNE 30, 2018

The Riverside Community College District was founded in 1916 and is comprised of an area of approximately 440 square miles located in the western portion of Riverside County. There were no changes in the boundaries of the District during the current year. The District's colleges are accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC, WASC), which is one of six regional associations that accredit public and private schools, colleges, and universities in the United States.

The District is currently comprised of three Colleges: Riverside City, Norco, and Moreno Valley Colleges.

BOARD OF TRUSTEES

<u>MEMBER</u>	<u>OFFICE</u>	<u>TERM EXPIRES</u>
Tracey Vackar	President	December 2018
Janet Green	Vice President	December 2018
Mary Figueroa	Secretary	December 2020
Virginia Blumenthal	Member	December 2018
Bill Hedrick	Member	December 2020

DISTRICT ADMINISTRATION

Dr. Wolde-Ab Isaac, Ph.D.	Chancellor
Mr. Aaron Brown	Vice Chancellor, Business and Financial Services
Dr. Susan Mills	Vice Chancellor, Educational Services and Strategic Planning
Dr. Terri Hampton	Vice Chancellor, Human Resources and Employee Relations

COLLEGE ADMINISTRATION

Dr. Irving Hendrick	Interim, President, Riverside City College
Dr. Bryan Reece	President, Norco College
Dr. Robin Steinback	President, Moreno Valley College

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2018**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Pass-Through Identifying Number	Federal Expenditures	Amounts Provided to Subrecipients
U.S. DEPARTMENT OF DEFENSE				
Procurement Technical Assistance For Business Firms	12.002		\$ 285,097	\$ -
U.S. DEPARTMENT OF JUSTICE				
Bulletproof Vest Partnership	16.607		2,073	-
U.S. DEPARTMENT OF LABOR				
Workforce Investment Act				
Passed through from Chaffey Community College				
Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants	17.282	TC-26434-14- 60-A-6	1,018,782	-
Research and Development Cluster				
NATIONAL SCIENCE FOUNDATION				
GP-Impact: Geoscientist Development	47.050		19,145	-
Flying with Swallows: Improve STEM Education at MVC	47.076		77,676	-
The Information Assurance Auditing Project	47.076		60,126	-
National Center for Supply Chain Automation	47.076		625,771	105,082
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				
Passed through from Regents of the University of California, Riverside				
Agents of Change for a Healthier Tomorrow	93.884	S-000834	16,322	-
Total Research and Development Cluster			799,040	105,082
SMALL BUSINESS ADMINISTRATION				
Federal and State Technology (FAST)				
Passed through from California State University, Fullerton Auxiliary Services Corporation	59.058		42,605	-
Tri-Tech Small Business Development Center	59.037	SBAHQ-17-B-0065	82,558	-
Passed through from California Department of Food and Agriculture				
CA State Trade Export	59.061	SBAHQ-17-IT-0010; SBAHQ-16-IT-0032	156,710	-
Total Small Business Administration			281,873	-
U.S. DEPARTMENT OF VETERANS AFFAIRS				
Veterans Services	64.117		4,854	-

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, CONTINUED
FOR THE YEAR ENDED JUNE 30, 2018**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Pass-Through Identifying Number	Federal Expenditures	Amounts Provided to Subrecipients
U.S. DEPARTMENT OF EDUCATION				
TRIO Cluster:				
Student Support Services Program	84.042A		\$ 1,296,907	\$ -
Talent Search	84.044A		210,926	-
Upward Bound Program	84.047A		1,272,114	-
Upward Bound Program - Math & Science	84.047M		228,209	-
Subtotal TRIO Cluster			3,008,156	-
Student Financial Assistance Cluster:				
Federal Supplement Education Opportunity Grant (FSEOG)	84.007		1,108,524	-
FSEOG Administrative	84.007		64,928	-
Federal Direct Student Loans (Direct Loans)	84.268		3,785,564	-
Federal Work Study Program (FWS)	84.033		1,143,357	-
Federal Work Study Administrative	84.033		69,446	-
Federal Pell Grants (PELL)	84.063		47,476,986	-
Federal Pell Administrative	84.063		7,135	-
Subtotal Student Financial Assistance Cluster			53,655,940	-
Higher Education Act				
Title V - Accelerating Pathways to Graduation and Transfer	84.031S		627,722	-
Title V - Moreno Valley College Title V Corrections Scenario Training	84.031S		148,096	-
Title V - Bright Pathways to STEM Success	84.031S		126,329	-
Title V - MVC STEM Project	84.031S		583,247	-
Title V - STEM Engineering Pathways	84.031C		1,064,570	-
Passed through from University Enterprise Corporation at CSUSB				
Title V - Here to Career	84.031S	GT16146	74,163	-
Career and Technical Education Act				
Passed through from California Community Colleges Chancellor's Office				
Career and Technical Education, Title I-B Regional Consortia Desert	84.048	17-150-006	219,025	-
Career and Technical Education, Title I-C	84.048	17-C01-045	1,061,854	-
Career and Technical Education Transitions	84.048A	17-C01-045	69,767	-
Rehabilitation Act				
Passed through from California Department of Rehabilitation				
Workability	84.126A	29287	219,146	-
Total U.S. Department of Education			60,858,015	-

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, CONTINUED
FOR THE YEAR ENDED JUNE 30, 2018**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Pass-Through Identifying Number	Federal Expenditures	Amounts Provided to Subrecipients
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				
Passed through from California Community Colleges Chancellor's Office				
Temporary Assistance for Needy Families (TANF)	93.558	[1]	\$ 190,552	\$ -
Foster & Kinship Care Education Program (FKCE)	93.658	[1]	57,236	-
Passed through from Yosemite Community College District				
Early Childhood Study - Consortium Grant	93.575	17-18-4165	24,371	-
Passed through from Riverside County Superintendent of Schools				
Independent Living Skills - Emancipation Services	93.674	C-1005010	42,387	-
Total U.S. Department of Health and Human Services			<u>314,546</u>	<u>-</u>
CORPORATION FOR NATIONAL AND COMMUNITY SERVICE				
AmeriCorps Student Ambassador Program	94.006		11,321	-
Total Expenditures of Federal Awards			<u>\$ 63,575,601</u>	<u>\$ 105,082</u>

[1] Pass-Through Identifying Number not available.

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF EXPENDITURES OF STATE AWARDS
FOR THE YEAR ENDED JUNE 30, 2018**

Program	Program Entitlements		
	Current Year	Prior Year	Total Entitlement
AB 86 Adult Education Block Grant	\$ 540,527	\$ 671,332	\$ 1,211,859
Adult Education Program Data Block	-	44,867	44,867
Alliance for Allied Health Prof	-	17	17
Basic Skills	1,359,220	366,454	1,725,674
Board Financial Assistance Program	1,448,948	-	1,448,948
Cal Grant B	5,597,697	-	5,597,697
California Apprenticeship Initiative	-	726,914	726,914
California Career Pathways Trust	-	6,879,110	6,879,110
CalWORKs	1,123,625	-	1,123,625
CalWORKs Community College Set-Aside	100,000	29,487	129,487
Campus Safety and Sexual Assault	64,937	-	64,937
CARE	257,940	-	257,940
CCC Maker Implementation Grant with Sierra College	100,000	-	100,000
Commercial Sexual Exploitation of Children	13,000	-	13,000
Community College Basic Skills and Student Outcomes Transformation	1,508,217	572,695	2,080,912
Community College Completion	393,500	-	393,500
CTE Data Unlocked Initiative	-	171,683	171,683
CTE Pathways	-	30,348	30,348
Deputy Sector Navigator	235,000	-	235,000
Disabled Student Programs and Services (DSPS)	3,112,910	-	3,112,910
Enrollment Growth for ADN-RN	382,000	-	382,000
EOPS Special Project Set Aside	450,000	186,893	636,893
Extended Opportunity Program and Services (EOPS)	1,905,553	-	1,905,553
Faculty and Staff Diversity	50,000	6,282	56,282
Foster Care Education Program	65,225	-	65,225
Foster Parent Pre-Training	-	274,296	274,296
Full Time Student Success	1,774,500	13,300	1,787,800
Guided Pathways	926,030	-	926,030
Hunger Free Campus Support Allocation	61,808	-	61,808
Innovation in Higher Education	455,670	-	455,670
Instructional Equipment	614,225	387,549	1,001,774
JFK Middle College HS Counseling	20,000	-	20,000
Makerspace Start-Up	-	70,382	70,382
Mental Health Services	350,000	-	350,000
Middle College High School	100,000	-	100,000
Moreno Valley College's Cyber Camp	3,950	-	3,950
Nextup (CAFYES)	802,770	-	802,770
One-Time Emergency Aid Funding for Dreamer Students	167,925	-	167,925
Proposition 39 Clean Energy	200,000	-	200,000

See accompanying note to supplementary information.

Program Revenues

Cash Received	Accounts Receivable	Accounts Payable	Unearned Revenue	Total Revenue	Program Expenditures
\$ 1,211,859	\$ -	\$ -	\$ (567,440)	\$ 644,419	\$ 644,419
44,867	-	-	(26,112)	18,755	18,755
17	-	-	-	17	17
1,726,078	-	(405)	(1,177,812)	547,861	547,861
1,448,948	-	-	-	1,448,948	1,448,948
5,584,454	-	(390)	-	5,584,064	5,584,064
46,913	106,535	-	(33,547)	119,901	119,901
6,879,110	-	-	(3,000,132)	3,878,978	3,878,978
1,133,368	3,931	(9,367)	-	1,127,932	1,127,932
36,231	90,688	(7,654)	-	119,265	119,265
64,937	-	-	(64,937)	-	-
237,939	15,499	(7,534)	-	245,904	245,904
10,000	80,000	-	-	90,000	90,000
-	11,273	-	-	11,273	11,273
988,426	195,634	-	(166,634)	1,017,426	1,017,426
391,636	1,864	-	-	393,500	393,500
171,683	-	-	(100,000)	71,683	71,683
30,348	-	-	-	30,348	30,348
(60,000)	242,043	-	-	182,043	182,043
3,112,910	-	-	-	3,112,910	3,112,910
152,800	229,200	-	-	382,000	382,000
125,298	258,658	(3,500)	-	380,456	380,456
1,905,553	7,380	(34,689)	-	1,878,244	1,878,244
56,282	-	-	(37,787)	18,495	18,495
56,144	12,072	-	-	68,216	68,216
149,608	59,044	(20,716)	-	187,936	187,936
1,787,743	-	-	-	1,787,743	1,787,743
926,031	-	-	(921,578)	4,453	4,453
61,808	-	-	(35,761)	26,047	26,047
2,000,000	-	-	(1,922,426)	77,574	77,574
1,001,774	-	-	(129,428)	872,346	872,346
-	20,000	-	(3,129)	16,871	16,871
4,522	-	-	-	4,522	4,522
-	1,703	-	-	1,703	1,703
40,000	57,676	-	-	97,676	97,676
3,408	-	-	-	3,408	3,408
802,770	-	-	(802,770)	-	-
167,925	-	-	-	167,925	167,925
79,243	1,086	-	(74,880)	5,449	5,449

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF EXPENDITURES OF STATE AWARDS, CONTINUED
 FOR THE YEAR ENDED JUNE 30, 2018**

Program	Program Entitlements		
	Current Year	Prior Year	Total Entitlement
Sector Navigator	\$ 372,500	\$ -	\$ 372,500
SFAP Fiscal Coordination	-	119,252	119,252
Song Brown Health Care Workforce Training Act	-	100,405	100,405
Song Brown Registered Nursing	200,000	-	200,000
Song Brown RN Education Special Programs	61,623	-	61,623
Song Brown RN Special Program	69,898	-	69,898
SSSP Special Project Set-Aside	8,273,681	1,198,894	9,472,575
Staff Development	-	2,788	2,788
Strong Workforce Program Local	3,644,099	2,663,788	6,307,887
Strong Workforce Program Regional	9,085,719	6,673,511	15,759,230
Student Equity	3,627,327	1,576,001	5,203,328
Student Health and Wellness	5,000	-	5,000
Student Success and Support Program	6,199,860	1,680,273	7,880,133
Veteran Resource Center-Ongoing	150,563	-	150,563
Veterans Resource Center	2,000,000	-	2,000,000
Total State Programs			

See accompanying note to supplementary information.

Program Revenues

Cash Received	Accounts Receivable	Accounts Payable	Unearned Revenue	Total Revenue	Program Expenditures
\$ -	\$ 355,350	\$ -	\$ -	\$ 355,350	\$ 355,350
119,252	-	(23,859)	-	95,393	95,393
50,405	50,000	-	-	100,405	100,405
75,000	25,000	-	(4,037)	95,963	95,963
32,445	23,429	-	-	55,874	55,874
19,948	21,065	-	-	41,013	41,013
1,787,510	3,347,401	-	-	5,134,911	5,134,911
2,788	-	-	(2,788)	-	-
6,307,887	-	-	(4,709,704)	1,598,183	1,598,183
15,759,230	-	-	(13,335,988)	2,423,242	2,423,242
5,203,329	-	-	(1,511,255)	3,692,074	3,692,074
-	5,000	-	-	5,000	5,000
7,880,134	-	-	(973,137)	6,906,997	6,906,997
150,563	-	-	(127,098)	23,465	23,465
-	800,000	-	(720,087)	79,913	79,913
<u>\$ 69,769,124</u>	<u>\$ 6,021,531</u>	<u>\$ (108,114)</u>	<u>\$ (30,448,467)</u>	<u>\$ 45,234,074</u>	<u>\$ 45,234,074</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF WORKLOAD MEASURES FOR STATE GENERAL
APPORTIONMENT ANNUAL (ACTUAL) ATTENDANCE
FOR THE YEAR ENDED JUNE 30, 2018**

CATEGORIES	* Revised Reported Data	Audit Adjustments	Audited Data
A. Summer Intersession (Summer 2017 only)			
1. Noncredit	30.77	-	30.77
2. Credit	1,524.76	-	1,524.76
B. Summer Intersession (Summer 2018 - Prior to July 1, 2018)			
1. Noncredit	-	-	-
2. Credit	1,332.23	-	1,332.23
C. Primary Terms (Exclusive of Summer Intersession)			
1. Census Procedure Courses			
(a) Weekly Census Contact Hours	17,751.86	-	17,751.86
(b) Daily Census Contact Hours	3,006.06	-	3,006.06
2. Actual Hours of Attendance Procedure Courses			
(a) Noncredit	51.30	-	51.30
(b) Credit	2,127.70	-	2,127.70
3. Alternative Attendance Accounting Procedure			
(a) Weekly Census Contact Hours	2,574.23	-	2,574.23
(b) Daily Census Contact Hours	2,136.02	-	2,136.02
D. Total FTES	<u>30,534.93</u>	<u>-</u>	<u>30,534.93</u>
SUPPLEMENTAL INFORMATION (Subset of Above Information)			
E. In-Service Training Courses (FTES)	275.96	-	275.96
H. Basic Skills Courses and Immigrant Education			
1. Noncredit	7.92	-	7.92
2. Credit	1,929.20	-	1,929.20

*Annual report was revised as of October 31, 2018.

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**RECONCILIATION OF EDUCATION CODE SECTION 84362 (50 PERCENT LAW) CALCULATION
FOR THE YEAR ENDED JUNE 30, 2018**

	Object/TOP Codes	ECS 84362 A Instructional Salary Cost AC 0100 - 5900 and AC 6110			ECS 84362 B Total CEE AC 0100 - 6799		
		Reported Data	Audit Adjustments	Revised Data	Reported Data	Audit Adjustments	Revised Data
<u>Academic Salaries</u>							
Instructional Salaries							
Contract or Regular	1100	\$ 33,140,604	\$ -	\$ 33,140,604	\$ 33,140,604	\$ -	\$ 33,140,604
Other	1300	33,130,392	-	33,130,392	33,130,392	-	33,130,392
Total Instructional Salaries		66,270,996	-	66,270,996	66,270,996	-	66,270,996
Noninstructional Salaries							
Contract or Regular	1200	-	-	-	13,114,156	-	13,114,156
Other	1400	-	-	-	2,510,041	-	2,510,041
Total Noninstructional Salaries		-	-	-	15,624,197	-	15,624,197
Total Academic Salaries		66,270,996	-	66,270,996	81,895,193	-	81,895,193
<u>Classified Salaries</u>							
Noninstructional Salaries							
Regular Status	2100	-	-	-	27,780,995	-	27,780,995
Other	2300	-	-	-	2,153,424	-	2,153,424
Total Noninstructional Salaries		-	-	-	29,934,419	-	29,934,419
Instructional Aides							
Regular Status	2200	2,180,733	-	2,180,733	2,180,733	-	2,180,733
Other	2400	416,164	-	416,164	416,164	-	416,164
Total Instructional Aides		2,596,897	-	2,596,897	2,596,897	-	2,596,897
Total Classified Salaries		2,596,897	-	2,596,897	32,531,316	-	32,531,316
Employee Benefits	3000	22,930,605	-	22,930,605	46,173,989	-	46,173,989
Supplies and Material	4000	-	-	-	1,935,449	-	1,935,449
Other Operating Expenses	5000	-	-	-	15,597,023	-	15,597,023
Equipment Replacement	6420	-	-	-	1,542	-	1,542
Total Expenditures Prior to Exclusions		91,798,498	-	91,798,498	178,134,512	-	178,134,512

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**RECONCILIATION OF EDUCATION CODE SECTION 84362 (50 PERCENT LAW) CALCULATION, CONTINUED
 FOR THE YEAR ENDED JUNE 30, 2018**

	Object/TOP Codes	ECS 84362 A Instructional Salary Cost AC 0100 - 5900 and AC 6110			ECS 84362 B Total CEE AC 0100 - 6799		
		Reported Data	Audit Adjustments	Revised Data	Reported Data	Audit Adjustments	Revised Data
<u>Exclusions</u>							
Activities to Exclude							
Instructional Staff - Retirees' Benefits and Retirement Incentives	5900	\$ -	\$ -	\$ -	\$ 722,751	\$ -	\$ 722,751
Student Health Services Above Amount Collected	6441	-	-	-	27,132	-	27,132
Student Transportation	6491	-	-	-	-	-	-
Noninstructional Staff - Retirees' Benefits and Retirement Incentives	6740	-	-	-	1,722,327	-	1,722,327
Objects to Exclude							
Rents and Leases	5060	-	-	-	876,878	-	876,878
Lottery Expenditures							
Academic Salaries	1000	-	-	-	-	-	-
Classified Salaries	2000	-	-	-	3,281,954	-	3,281,954
Employee Benefits	3000	-	-	-	1,902,601	-	1,902,601
Supplies and Materials	4000	-	-	-	-	-	-
Software	4100	-	-	-	-	-	-
Books, Magazines, and Periodicals	4200	-	-	-	-	-	-
Instructional Supplies and Materials	4300	-	-	-	-	-	-
Noninstructional Supplies and Materials	4400	-	-	-	-	-	-
Total Supplies and Materials		-	-	-	-	-	-

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**RECONCILIATION OF EDUCATION CODE SECTION 84362 (50 PERCENT LAW) CALCULATION, CONTINUED
 FOR THE YEAR ENDED JUNE 30, 2018**

	Object/TOP Codes	ECS 84362 A Instructional Salary Cost AC 0100 - 5900 and AC 6110			ECS 84362 B Total CEE AC 0100 - 6799		
		Reported Data	Audit Adjustments	Revised Data	Reported Data	Audit Adjustments	Revised Data
Other Operating Expenses and Services	5000	\$ -	\$ -	\$ -	\$ 39,383	\$ -	\$ 39,383
Capital Outlay							
Library Books	6000	-	-	-	-	-	-
Equipment	6300	-	-	-	-	-	-
Equipment - Additional	6400	-	-	-	-	-	-
Equipment - Replacement	6410	-	-	-	-	-	-
Total Equipment		-	-	-	-	-	-
Total Capital Outlay							
Other Outgo	7000	-	-	-	-	-	-
Total Exclusions		-	-	-	8,573,026	-	8,573,026
Total for ECS 84362, 50 Percent Law		\$ 91,798,498	\$ -	\$ 91,798,498	\$ 169,561,486	\$ -	\$ 169,561,486
Percent of CEE (Instructional Salary Cost/Total CEE)		54.14%		54.14%	100.00%		100.00%
50% of Current Expense of Education					\$ 84,780,743		\$ 84,780,743

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT (CCFS-311)
WITH AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2018**

There were no adjustments to the Annual Financial and Budget Report (CCFS-311) which required reconciliation to the audited financial statements at June 30, 2018.

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**PROPOSITION 30 EDUCATION PROTECTION ACCOUNT (EPA)
 EXPENDITURE REPORT
 FOR THE YEAR ENDED JUNE 30, 2018**

Activity Classification	Object Code				Unrestricted
EPA Proceeds:	8630				\$ 23,420,013
Activity Classification	Activity Code	Salaries and Benefits (Obj 1000-3000)	Operating Expenses (Obj 4000-5000)	Capital Outlay (Obj 6000)	Total
Instructional Activities	1000-5900	\$ 23,203,583	\$ 216,430	\$ -	\$ 23,420,013
Revenues Less Expenditures					\$ -

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**RECONCILIATION OF GOVERNMENTAL FUNDS TO THE
STATEMENT OF NET POSITION
JUNE 30, 2018**

**Amounts Reported for Governmental Activities in the Statement
of Net Position are Different Because:**

Total Fund Balance and Retained Earnings:

General Funds	\$ 54,102,247
Special Revenue Funds	2,433,144
Capital Outlay Projects	8,415,121
Debt Service Funds	17,018,049
Proprietary Fund	5,385,328
Student Financial Aid Fund	<u>580,296</u>

**Total Fund Balances and Retained Earnings -
All District Funds**

\$ 87,934,185

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in governmental funds.

The cost of capital assets is:	617,941,806	
Accumulated depreciation is:	<u>(188,393,778)</u>	429,548,028

In governmental funds, unmatured interest on long-term obligations is recognized in the period when it is due. On the government-wide financial statements, unmatured interest on long-term obligations is recognized when it is incurred. (4,861,401)

Deferred outflows of resources related to pensions represent a consumption of net position in a future period and is not reported in the District's funds.

Deferred outflows of resources related to pensions at year-end consist of:

Pension contributions subsequent to measurement date	18,816,100	
Net change in proportionate share of net pension liability	3,356,600	
Differences between projected and actual earnings on pension plan investments	2,600,991	
Differences between expected and actual experience in the measurement of the total pension liability	3,138,483	
Changes of assumptions	<u>33,265,659</u>	
Total Deferred Outflows of Resources Related to Pensions		61,177,833

Deferred inflows of resources related to pensions represent an acquisition of net position that applies to a future period and is not reported in the District's funds.

Deferred inflows of resources related to pensions at year-end consist of:

Net change in proportionate share of net pension liability	(11,052,179)	
Differences between projected and actual earnings on pension plan investments	(3,203,390)	
Differences between expected and actual experience in the measurement of the total pension liability	(2,097,876)	
Changes of assumptions	<u>(885,246)</u>	
Total Deferred Inflows of Resources Related to Pensions		(17,238,691)

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**RECONCILIATION OF GOVERNMENTAL FUNDS TO THE
 STATEMENT OF NET POSITION, CONTINUED
 JUNE 30, 2018**

Deferred charges on refunding (the difference between the reacquisition price and net carrying amount of refunded debt) are capitalized and amortized over the remaining life of the new or old debt (whichever is shorter) and are included with governmental activities.		\$ 8,636,776
Long-term obligations, including bonds payable, are not due and payable in the current period and, therefore, are not reported as liabilities in the funds.		
Long-term obligations at year-end consist of:		
Bonds payable	\$ 265,920,611	
Compensated absences and load banking	4,112,228	
Aggregate net other postemployment benefits (OPEB) liability	44,444,588	
Aggregate net pension liability	195,467,973	
In addition, the District has issued 'capital appreciation' general obligation bonds. The accretion of interest unmatured on the general obligation bonds to date is:	9,395,341	
Less compensated absences already recorded in funds	(1,603,716)	(517,737,025)
Total Net Position		<u>\$ 47,459,705</u>

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTE TO SUPPLEMENTARY INFORMATION JUNE 30, 2018

NOTE 1 - PURPOSE OF SCHEDULES

District Organization

This schedule provides information about the District's organization, governing board members, and administration members.

Schedule of Expenditures of Federal Awards

The accompanying Schedule of Expenditures of Federal Awards includes the Federal grant activity of the District and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (Part 200), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements. The District has not elected to use the ten percent de minimis cost rate as covered in Section 200.414 Indirect (F&A) costs of the Uniform Guidance.

The following schedule provides reconciliation between revenues reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances, and the related expenditures reported on the Schedule of Expenditures of Federal Awards. The reconciling amounts consist primarily of Build America Bonds and Medi-Cal Administrative Activities funds that have been recorded in the current period as revenues that have not been expended as of June 30, 2018.

Description	CFDA Number	Amount
Total Federal Revenues From the Statement of Revenues, Expenses, and Changes in Net Position:		\$ 65,920,631
Build America Bonds	N/A	(2,338,214)
Medi-Cal Administrative Activities	93.778	(6,816)
Total Expenditures of Federal Awards		<u>\$ 63,575,601</u>

Schedule of Expenditures of State Awards

The accompanying Schedule of Expenditures of State Awards includes the State grant activity of the District and is presented on the modified accrual basis of accounting. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements. The information in this schedule is presented to comply with reporting requirements of the California State Chancellor's Office.

Schedule of Workload Measures for State General Apportionment Annual (Actual) Attendance

FTES is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds, including restricted categorical funding, are made to community college districts. This schedule provides information regarding the annual attendance measurements of students throughout the District.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTE TO SUPPLEMENTARY INFORMATION JUNE 30, 2018

Reconciliation of *Education Code* Section 84362 (50 Percent Law) Calculation

ECS 84362 requires the District to expend a minimum of 50 percent of the unrestricted General Fund monies on salaries of classroom instructors. This is reported annually to the State Chancellor's Office. This schedule provides a reconciliation of the amount reported to the State Chancellor's Office and the impact of any audit adjustments and/or corrections noted during the audit.

Reconciliation of Annual Financial and Budget Report (CCFS-311) With Audited Financial Statements

This schedule provides the information necessary to reconcile the fund balance of all funds reported on the Form CCFS-311 to the District's audited financial statements.

Proposition 30 Education Protection Account (EPA) Expenditure Report

This schedule provides the District's summary of receipts and uses of the monies received through the EPA.

Reconciliation of Governmental Funds to the Statement of Net Position

This schedule provides a reconciliation of the adjustments necessary to bring the District's internal fund financial statements, prepared on a modified accrual basis, to the government-wide full accrual basis financial statements required under GASB Statements No. 34 and No. 35 business-type activities reporting model.

INDEPENDENT AUDITOR'S REPORTS



VAVRINEK, TRINE, DAY & CO., LLP
Certified Public Accountants

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Trustees
Riverside Community College District
Riverside, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and the aggregate remaining fund information of Riverside Community College District (the District) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated November 21, 2018.

Emphasis of Matter - Change in Accounting Principles

As discussed in Note 2 and Note 15 to the financial statements, in 2018, the District adopted new accounting guidance, GASB Statements No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, and No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinion is not modified with respect to this matter.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the District in a separate letter dated November 21, 2018.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Riverside, California
November 21, 2018



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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Trustees
Riverside Community College District
Riverside, California

Report on Compliance for Each Major Federal Program

We have audited Riverside Community College District's (the District) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the District's major Federal programs for the year ended June 30, 2018. The District's major Federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with Federal statutes, regulations, and the terms and conditions of its Federal awards applicable to its Federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the District's major Federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major Federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major Federal program. However, our audit does not provide a legal determination of the District's compliance.

Opinion on Each Major Federal Program

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major Federal programs for the year ended June 30, 2018.

Report on Internal Control Over Compliance

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major Federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major Federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a Federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a Federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a Federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Riverside, California
November 21, 2018



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INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

Board of Trustees
Riverside Community College District
Riverside, California

Report on State Compliance

We have audited Riverside Community College District's (the District) compliance with the types of compliance requirements as identified in the 2017-2018 California Community Colleges Chancellor's Office *District Audit Manual* that could have a direct and material effect on each of the District's State programs as noted below for the year ended June 30, 2018.

Management's Responsibility

Management is responsible for compliance with State laws and regulations, and the terms and conditions of its State awards applicable to its State programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance of each of the District's State programs based on our audit of the types of compliance requirements referred to above. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the standards and procedures identified in the 2017-2018 California Community Colleges Chancellor's Office *District Audit Manual*. These standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above could have a material effect on the applicable programs noted below. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such procedures as we consider necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinions. Our audit does not provide a legal determination of the District's compliance with those requirements.

Unmodified Opinion

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that are applicable to the State programs noted below that were audited for the year ended June 30, 2018.

In connection with the audit referred to above, we selected and tested transactions and records to determine the District's compliance with State laws and regulations applicable to the following:

Section 421	Salaries of Classroom Instructors (50 Percent Law)
Section 423	Apportionment for Instructional Service Agreements/Contracts
Section 424	State General Apportionment Funding System
Section 425	Residency Determination for Credit Courses
Section 426	Students Actively Enrolled
Section 427	Dual Enrollment (CCAP and Non-CCAP)
Section 428	Student Equity
Section 429	Student Success and Support Program (SSSP) Funds
Section 430	Scheduled Maintenance Program
Section 431	Gann Limit Calculation
Section 435	Open Enrollment
Section 439	Proposition 39 Clean Energy Fund
Section 440	Intersession Extension Programs
Section 444	Apprenticeship Related and Supplemental Instruction (RSI) Funds
Section 475	Disabled Student Programs and Services (DSPS)
Section 479	To Be Arranged Hours (TBA)
Section 490	Proposition 1D and 51 State Bond Funded Projects
Section 491	Education Protection Account Funds

The District reports no Instructional Service Agreements/Contracts for Apportionment Funding; therefore, the compliance tests within this section were not applicable.

The District does not offer an Intersession Extension Program; therefore, the compliance tests within this section were not applicable.

The District did not receive any funding through Proposition 1D and State Bond Funded Projects; therefore, the compliance tests within this section were not applicable.

Vanneth Tuma, Day & Co, LLP

Riverside, California
November 21, 2018

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SUMMARY OF AUDITOR'S RESULTS
 FOR THE YEAR ENDED JUNE 30, 2018**

FINANCIAL STATEMENTS

Type of auditor's report issued:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

FEDERAL AWARDS

Internal control over major Federal programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified?	<u>None reported</u>
Type of auditor's report issued on compliance for major Federal programs:	<u>Unmodified</u>
Any audit findings disclosed that are required to be reported in accordance with Section 200.516(a) of the Uniform Guidance?	<u>No</u>

Identification of major Federal programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
<u>84.007, 84.033, 84.063, 84.268</u>	<u>Student Financial Assistance Cluster</u>

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 1,907,268</u>
Auditee qualified as low-risk auditee?	<u>Yes</u>

STATE AWARDS

Type of auditor's report issued on compliance for State programs:	<u>Unmodified</u>
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RIVERSIDE COMMUNITY COLLEGE DISTRICT

**FINANCIAL STATEMENT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2018**

None reported.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2018**

None reported.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**STATE AWARDS FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2018**

None reported.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2018

Except as specified in previous sections of this report, summarized below is the current status of all audit findings reported in the prior year's Schedule of Findings and Questioned Costs.

Financial Statement Findings

None reported.

Federal Awards Findings

None reported.

State Awards Findings

None reported.



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Board of Trustees
Riverside Community College District
Riverside, California

We have audited the financial statements of the business-type activities and the aggregate remaining fund information of Riverside Community College District (the District) for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter dated March 14, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 2 to the financial statements. As described in Note 2 to the financial statements, the District changed accounting policies related to reporting of the aggregate net other postemployment benefit (OPEB) liability by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 75, *Accounting and Financial Reporting for Postemployment Benefit Plans Other Than Pensions*, for the year ended June 30, 2018. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

Management's estimate of the claims liability is based on actuarial evidence provided by an actuary. We evaluated the key factors and assumptions used to develop the estimates for the claims liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the aggregate net other postemployment benefit (OPEB) liability is based on actuarial evidence provided by an actuary. We evaluated the key factors and assumptions used to develop the estimates for the OPEB liability in determining that it is reasonable in relation to the financial statements taken as a whole.

In addition, management's estimate of the aggregate net pension obligation and associated accounts is based on actuarial evidence provided by the pension plan sponsors. We evaluated the key factors and assumptions used to develop the estimates for pension obligation, pension cost, and both deferred inflows and outflows of resources in determining that it is reasonable in relation to the financial statements taken as a whole.

Board of Trustees
Riverside Community College District
Page 2 of 3

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no corrected or uncorrected misstatements of the financial statements.

Disagreements With Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 21, 2018.

Management Consultations With Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention. We have also issued a management letter which provides suggestions for improvements in internal control.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI), which supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Board of Trustees
Riverside Community College District
Page 3 of 3

We were engaged to report on the supplementary information as listed on the table of contents of the Annual Financial Report, which accompanies the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Board of Trustees and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Vaughn, Tuma, Day & Co, LLP

Riverside, California
November 21, 2018



VAVRINEK, TRINE, DAY & CO., LLP
Certified Public Accountants

VALUE THE *difference*

Board of Trustees and Management
Riverside Community College District
Riverside, California

In planning and performing our audit of the financial statements of Riverside Community College District (the District) for the year ended June 30, 2018, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit, we noted matters that are opportunities for strengthening internal controls and operating efficiency. The following item represents a condition noted by our audit that we consider important enough to bring to your attention. This letter does not affect our report dated November 21, 2018, on the financial statements of the District.

Cash Collections

During our testing over cash collections, we observed the cashier in the Cosmetology Department at Riverside City College collecting money without ringing up individual sales into the department's point-of-sale (POS) system at the time of the transaction. Instead, the cashier would accumulate multiple service tickets and input each transaction once the line of customers cleared.

Recommendation

Improper cash collection procedures opens up the opportunity for fraud and/or loss of revenues. Following established procedures on proper use of a POS system is a control to both ensure that service tickets are being inputted correctly and timely, but also to act as a secure location for cash until the nightly deposit into the safe. It is recommended that the Department maintains proper cash handling & use of POS procedures to prevent the risk of fraud and inaccurate recording of assets.

This communication is intended solely for the information and use of management, Board of Trustees, and others within the District, and is not intended to be and should not be used by anyone other than these specified parties.

Vavrinek, Trine, Day & Co., LLP

Riverside, California
November 21, 2018

Agenda Item (XII-A)

Meeting 12/11/2018 - Regular

Agenda Item Business From Board Members (XII-A)

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

College/District District

Information Only

Background Narrative:

Members of the Board of Trustees will briefly share information about recent events/conferences they attended since the last meeting including any updates regarding the following assigned associations:

- Association of Community College Trustees (ACCT)
- Association of Governing Board of Universities and Colleges (AGB)
- California Community College Trustees and Legislative Network (CCCT)
- Community College League of California (CCLC)
- Latino Trustees Association
- Inland Valleys Trustees and CEO Association
- African-American Organizations Liaison Riverside Branch - NAACP
- Hispanic Chambers of Commerce: Corona, Moreno Valley and Riverside
- Chambers of Commerce: Corona, Moreno Valley, Norco and Riverside
- Riverside County School Boards Association
- Riverside County Committee on School District Organization
- Alvord Unified School District Ad-Hoc Committee
- Norco Partnership Ad-Hoc Committee

Prepared By: Wolde-Ab Isaac, Chancellor

Attachments:

None.

Agenda Item (XIII-A)

Meeting	12/11/2018 - Regular
Agenda Item	Closed Session (XIII-A)
Subject	Employee Appeal From the District's Administrative Determination, pursuant to Title 5, Cal. Code Regs., Section 59338, regarding Complaint of Discrimination - One (1) Case
College/District	District
Funding	n/a
Recommended Action	To be Determined

Background Narrative:

None.

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

Attachments:

None.