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.

I. Selection of Design Architect

- Recommend selecting between Frederick Fisher and Partners and Gould Evans Goodman as the design architect for the first building for the Riverside School for the Arts.

**Recommended Action: Selection of Design Architect**

II. Out-of-State Travel

- Recommend approval for out-of-state travel requests.

**Recommended Action: Request for Approval**

III. Agreement with The Evans/McDonough Company, Inc.

- Recommend approval of agreement to undertake surveys and opinion research as part of the due diligence process to determine the feasibility of the District placing a General Obligation Bond on the ballot.

**Recommended Action: Request for Approval**

IV. General Obligation Bonds – Underwriting and Legal Services

- Recommendation regarding the selection of general obligation bonds underwriter and legal counsel to be hand carried to the October 7, 2003 Board of Trustees meeting.

**Recommended Action: Request for Approval**

V. Award of Bid – High Availability Solution for Datatel

- Recommend awarding a bid for software, servers, maintenance and support for the District’s Datatel system.

**Recommended Action: Request for Approval**
Public Hearing – Adoption of 2003-2004 Budget

VI. 2003-2004 Budget – Public Hearing and Budget Adoption
- Recommend adopting the 2003-2004 Budget for the Riverside Community College District.

Recommended Action: Request for Approval

VII. Closed Session
- Pursuant to Government Code Section 54956.8, conference with negotiator Dave Saunders, Attorney, Clayson, Mann, Yaeger and Hansen, regarding property located at 3801, 3811, 3817 and 3823 Market Street, and 3824, 3828, 3830 and 3832 University Avenue, Riverside.

Recommended Action: To be Determined

VIII. Adjournment
As part of the due diligence process to determine the feasibility of Riverside Community College District placing a General Obligation Bond on the ballot, it is recommended that the Board approve the agreement with The Evans/Mcdonough Company, Inc. to undertake surveys and opinion research for the District, for $36,500.00, plus expenses related to reasonable travel, phone consultation, shipping and delivery costs resulting from the project requirements, and authorize the President to sign the agreement.
Memorandum Of Understanding
Between
The Evans/McDonough Company, Inc.
And
Riverside Community College District

The purpose of this memorandum is to confirm an agreement under which The Evans/McDonough Company, Inc. (EMC) will undertake surveys and opinion research for Riverside Community College District (Riverside).

I. THE NATURE OF THE WORK

The opinion research will be concerned with developing an in-depth understanding of the public’s perception of educational and school facilities needs and priorities, determining the duration and amount of financing voters are willing to provide, determining the voters’ willingness to fund specific facilities or programs and examining the issue of a possible general obligation tax measure for March of 2004.

Both parties hereto will consult with each other and reach a mutual agreement on the contents of the questionnaire and the survey format. Once an agreement on the contents and survey is reached, EMC will conduct the poll within an agreed upon time frame and furnish top-line results, final results, a presentation and report.

II. THE INITIAL SURVEY

The initial survey under this agreement will consist of 800 in-depth interviews conducted by telephone, by trained professional interviewers. Average interview length will be about 15 minutes. The sample will consist of a random selection of registered voters selected in proportion to the distribution of such voters in the Riverside Community College District.

The sampling procedures will be consistent with generally recognized, scientifically valid sampling techniques designed to produce a survey reflective of the electorate.
Specifically, EMC will:

1. Design a questionnaire in consultation with Riverside and Riverside consultants;
2. Pretest the questionnaire for clarity of questions, and revise the questionnaire as necessary;
3. Draw a computer-generated random sample of registered voters within the college district;
4. Field interviews by telephone from a central telephone bank, supervised by an on-duty supervisor, over a four to six day period;
5. Code open-ended responses, if any, for computer analysis;
6. Design and generate cross-tabulations and other statistical tables as needed to conduct analysis;
7. Prepare a full written report including a final analysis, a color presentation and all relevant tables including analysis of data;
8. Meet with Riverside representatives and consultants on the findings and discuss applications of findings to future strategy decisions.

III. SUBSEQUENT SURVEYS

Riverside may request EMC to engage in additional surveys. If and when such additional surveys are requested, the nature and cost of these surveys will be agreed upon by both parties.

IV. COST

The cost of the survey as set forth above will be thirty-six thousand five-hundred dollars ($36,500.00).

The client is expected to pay any reasonable travel, phone cost for phone consultation, shipping and delivery costs (if any) resulting from the project requirements. These costs will be billed separately and should be paid within thirty days of invoicing. No cost in excess of $200.00 will be incurred without prior approval of Riverside.

V. CONSULTING

Each opinion research project includes reasonable consultation on its results.
VI. OTHER PROVISIONS

Riverside agrees that all cost of any successful legal actions taken by EMC to enforce the terms of this agreement, including legal fees, shall be the responsibility of the undersigned client of EMC.

EMC agrees to furnish to Riverside a complete written analysis and reasonable consultation time with respect to the data and findings. Upon request, EMC will furnish to Riverside a copy of the dataset.

All of the data obtained by EMC is the exclusive property of Riverside.

EMC is entitled to retain copies of all data and analysis for its own internal use.

Riverside agrees that any public or private dissemination of any data or conclusions represented to be those of EMC will be in strict conformity with the data and analysis provided to Riverside by EMC. Riverside further recognizes that right of EMC to correct errors in such data as may be attributed to them by releasing the correct data or analysis.

EMC will not release any data whatsoever except as provided in the preceding paragraph, nor any other information in its possession concerning Riverside, except as may be required by law, without the permission of Riverside.

DATE:________________________ BY:________________________
          Riverside Community College District

DATE:________________________ BY:________________________
          Evans/McDonough Company, Inc.
Report No.: IV  
Date: October 7, 2003

Subject: General Obligation Bonds – Underwriting and Legal Services

The College District requires underwriting and legal services in its exploration of the feasibility of moving forward with a general obligation bond proposal and in the subsequent issuance of bonds should a proposal be offered to and approved by District voters. The District received expressions of interest from several firms relative to the provision of these services. Staff then discussed the District’s needs in this regard with representatives of these firms and reviewed the qualifications of the firms and the staff who would be assigned to the RCCD effort.

Based on these discussions and review, it is recommended that the Board of Trustees approve the following:

1. Underwriters: US Bancorp Piper Jaffray (Mr. Gene Yee as lead) and UBS Financial Services Inc. (Mr. Jim Roth as lead), with these firms serving as co-underwriters during the exploratory phase and then alternating as the senior manager in each series of any subsequent bond issuances.

2. Legal Counsel: Stradling, Yocca, Carlson & Rauth (Mr. David Casnocha as lead) and Best, Best & Krieger, LLP (Mr. Kyle Snow as lead), with the former serving in the lead role during the exploration phase and as bond counsel in the first series of any bonds which are issued. Best, Best & Krieger, LLP would serve as disclosure counsel in the first series, and the two firms would then alternate in these roles in subsequent issuances.

Salvatore G. Rotella
President
Attached for the Board's review is a copy of the proposed final budget for the 2003-2004 fiscal year. The Board of Trustees will consider any comments or questions that may arise during the public hearing on the College District's 2003-2004 Budget at the October 7, 2003, meeting and will then consider adoption of the Budget. The 2003-2004 Budget proposal was previously discussed by the Board's Finance and Audit Committee.

Recommended Action:

It is recommended that the Board of Trustees adopt the attached 2003-2004 Budget for the Riverside Community College District.

Transmitted to the Board with a favorable recommendation.

Salvatore G. Rotella
President
Subject: General Obligation Bonds – Underwriting and Legal Services

The College District will require underwriting and legal services in its exploration of the feasibility of moving forward with a general obligation bond proposal and in the subsequent issuance of bonds should a proposal be offered to and approved by District voters. The District has also received expressions of interest from several firms relative to the provision of these services. Staff will hand carry its recommendations regarding the selection of the underwriter and legal counsel to the October 7, 2003 Board meeting.

Salvatore G. Rotella
President
Report No.: V           Date: October 7, 2003

Subject: Award of Bid – High Availability Solution For Datatel

Only one bid was received in response to the Invitation to Bid for the High Availability Solution for the District’s Datatel system. The result of the bidding process is as follows:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Software &amp; Servers</th>
<th>Maintenance &amp; Support</th>
<th>Total Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sysix Technologies</td>
<td>$255,383.82</td>
<td>$96,425.25</td>
<td>$351,809.07</td>
</tr>
</tbody>
</table>

Acquisition funding for this project will come from Resource 4150 (formerly Fund 415) with maintenance funded out of the operating budget (Resource 1000, formerly Fund 100). Regarding the latter, the cost would cover maintenance for a three-year period (about $32k per year) and would be offset by expiring maintenance agreements. This recommendation was discussed by the Board’s Finance and Audit Committee.

Recommended Action:

It is recommended that the Board of Trustees award the bid for the High Availability Solution for the District’s Datatel system to Sysix Technologies in the amount of $351,809.07, and authorize the Vice President, Administration and Finance, to sign the agreement.

Transmitted to the board with a favorable recommendation.

Salvatore G. Rotella
President
Whereas Board Policy 7011 establishes procedures for reimbursement for out-of-state travel expenses; and whereas the Board of Trustees must formally approve out-of-state travel beyond 500 miles;

Now, therefore, be it resolved that out-of-state travel be granted to:

1) Mr. Pankaj Bajaj, data warehouse manager, to travel to Fairfax, Virginia, October 6-11, 2003, to attend the Datatel Technical Training Week. Estimated cost: $2,563.00. Funding source: the general fund.

2) Dr. Della Condon, interim provost, Ben Clark Training Center, to travel to Washington, D.C., September 30-October 3, 2003, to attend the American National Standards Institute Conference. Estimated cost: $1,945.00. Funding source: the general fund.


4) Ms. Wilma LaCava, assistant professor, nursing education program, to travel to New Orleans, Louisiana, November 12-16, 2003, to accompany 20 nursing students attending the National Student Nurses Association’s 21st Midyear Conference. Estimated cost: $1,468.68. Funding source: Vocational and Educational Technical Act Funds.

5) Mr. Kevin Mayse, wind ensemble director, performing arts, to travel to Chicago, Illinois, December 10-20, 2003, to attend the Midwest International Band and Orchestra Conference. Estimated cost: $1,040.00. Funding source: $200.00 from the general fund and $840.00 to be paid by the employee.

Report No.: II  Date: October 7, 2003

Subject: Out-of-State Travel

7) President Salvatore G. Rotella to travel to Florence, Italy, October 30-November 10, 2003, to participate in the Study Abroad Program. Estimated cost: $1,963.57 ($866.00 will be reimbursed by the Centers for Academic Programs Abroad). Funding source: the general fund.

Transmitted to the Board with a favorable recommendation.

Salvatore G. Rotella
President