

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
TEACHING AND LEARNING COMMITTEE
January 22, 2008 – 6:00 p.m.
Student Services 101, Moreno Valley Campus

Committee Members: José Medina, Committee Chairperson
Janet Green, Vice Chairperson
Ray Maghroori, Vice Chancellor, Academic Affairs
Debbie DiThomas, Interim Vice Chancellor, Student
Services/Operations
Doug Beckstrom, Academic Senate Representative,
(Moreno Valley Campus)
Richard Mahon, Academic Senate Representative (Riverside)
Sharon Crasnow, Academic Senate Representative
(Norco Campus)
Tony Torres, ASRCC Student Representative
Kathleen Sell, CTA Representative
Debbie Cazares, CTA Representative
Gustavo Segura, CSEA Representative

AGENDA

VI. Board Committee Reports

A. Teaching and Learning

1. Proposed Curricular Changes
- The Committee to review the proposed curricular changes.
2. Update on Distance Education
- The Committee to be presented with a report on the Distance Education program.
3. Comments from the public.

Adjourn

Prepared by: Naomi Foley
Administrative Assistant
Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-1

Date: January 29, 2008

Subject: Proposed Curricular Changes

Background: Presented for the Board's review and consideration are proposed curricular changes. The District Curriculum Committee and the administration have reviewed the attached proposed curricular changes and recommend their adoption by the Board of Trustees.

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

James L. Buysse
Interim Chancellor

Prepared by: Sylvia Thomas
Associate Vice Chancellor of Instruction

New Course Proposals

1. ANT-8 – Language and Culture 3 units
Prerequisite: None.
An introduction to the anthropological study of language in world cultures. Characteristics of human verbal and non-verbal communication, language diversity and change, and the relationship of language to culture and social groups. 54 hours lecture.

2. BIO-14 – Soil Science and Management 3 units
Prerequisite: None.
An introduction to physical properties and classification of soils, physical and chemical properties of soil that governs soil reactions and interactions, nutrient regeneration, and management principles in relation to air, water, nutrients and organic matter. 54 hours lecture.

3. BIO-31A – Regional Field Biology Studies 1 unit
Prerequisite: None.
A field course with trips to regional points of biologic interest. This class field excursions to sites with varying biologic interest. These sites may include, but are not limited to: Joshua Tree National Park, Anza-Borrego State Park, the Salton Sea, Idyllwild mountain range, Big Bear mountain range, Santa Rosa plateau, Corona Del Mar, Tijuana Estuary. May be taken a total of four times. 54 hours laboratory.

4. BIO-31B – Regional Field Biology Studies 2 units
Prerequisite: None.
A field course with trips to regional points of biologic interest. This class field excursions to sites with varying biologic interest. These sites may include, but are not limited to: Joshua Tree National Park, Anza-Borrego State Park, the Salton Sea, Idyllwild mountain range, Big Bear mountain range, Santa Rosa plateau, Corona Del Mar, Tijuana Estuary. May be taken a total of four times. 108 hours laboratory.

5. SPA-13 – Spanish for Health Care Professionals 5 units
Prerequisite: None.
This course is designed for health care professionals who want to learn basic phrases in Spanish as related to their daily activities. Class conducted in Spanish. 90 hours lecture.

6. THE-26 – Directing for Stage 3 units
Prerequisite: None.
Advisory: THE-32 or 33 or 37.
An introduction to the role of the director in modern theatrical production. This course is a study of the director's interpretation of dramatic literature, with emphasis on the communication of intellectual and emotional concepts through composition, visualization, picturization, movement and rhythm. Trains potential theatre directors in script analysis, book preparation, production management and working with actors, with an emphasis on practical experience in directing through class projects and public performance. May be taken a total of 4 times. 45 hours lecture and 27 hours laboratory.

7. THE-29 – Musical Theater Appreciation 3 units
Prerequisite: None.
A study of the history and literature of the genre of musicals from 19 century to present day. Emphasis will be placed on the stylistic distinctions of the musical and the contribution of individual composers, librettists, lyricists, choreographers, directors and designers to the genre of musical theatre. Students will study the genre's social and cultural significance as a separate and distinctive art form. 54 hours lecture.
8. THE-39 – Acting for the Camera 3 units
Prerequisite: None.
Advisory: THE-32.
Principles and techniques of specialized methods and styles involved in acting for the camera culminating in performance on film. This course encompasses the study and exercise in the special techniques of acting for the motion picture and television cameras. Emphasis will be placed on gaining an understanding of the various camera angles, shots, positions and actor behaviors that are unique to acting before a camera. Practical work in front of a camera is required. May be taken a total of four times. 45 hours lecture and 27 hours laboratory.
9. THE-46 – Theatrical Costume Design 3 units
Prerequisite: None.
Advisory: ART-17 or 40.
The study of the principles, techniques and practices of theatrical costume design for stage, television and film. Includes script and character analysis to achieve characterization through design and working collaboratively with the director and design staff. The choice, use and manipulation of patterns, textiles, jewelry and accessories to imitate the historical needs of the production while maintaining production budget guidelines. Student will be assigned costume crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory.
10. THE-48 – Theatrical Lighting Design 3 units
Prerequisite: None.
Advisory: THE-5 or 6 or ART-23.
The study and implementation of the principles, techniques and practices of lighting design for the stage. Includes training in the creative concepts of lighting design, how to create a light plot, hang the lighting instruments for a show, as well as the practical use and operation of lighting equipment used to execute the design. Students will also be trained in industry safety standards that will prepare the student for work in the industry. Student will be assigned lighting crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory.
11. THE-49 – Scenic Painting for the Theater 3 units
Prerequisite: None.
Advisory: THE-41 or ART-17 or 26.

The study of the principles, techniques and practices of scenic painting for the stage, including historical and present-day methods. This course will include use of brush, roller, spray gun, texturing, rock background, wood graining, wallpaper, masonry, scenic drops and other scene painting techniques. Study of the principles of color and color mixing in paint techniques, as well as the various types of paints used in the theater. 36 hours lecture and 54 hours laboratory.

New Stand-Alone Course Proposals

1. ADJ-C20A – Leadership Enhancement 1 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course is STC certified and is designed to enhance the Corrections employees' ability to work in their current capacity and enhance their leadership skills. This course may be taken two times. 22 hours lecture and 2 hours laboratory.

2. ADJ-D6A – Crisis Negotiation Concepts .25 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency.
This course is designed to provide the student with a better understanding of identifying a crisis negotiation situation, as well as the understanding of the principles of crisis negotiation. The student will receive information on the various roles and responsibilities of a dispatcher, responding field units, and the crisis negotiations team. The course will discuss several techniques on how to combat stress during and after a crisis negotiation incident. The course will cover the importance of participating in critical incident debriefing. 8 hours lecture.

3. CIS-39 – Current Techniques in Game Art 4 units
Prerequisite: None.
Advisory: Ability to manipulate graphics including layers and textures with PhotoShop or concurrent enrollment in CIS-78A or GRT-71, as well as CIS-96 or CIS-97.
Introduction to the fundamental techniques, concepts, and vocabulary of advanced sculpting for Game Art, Animation, Concept Art, and Digital Illustration. Students will modify 3D models, and create textured compositions as applied to video games, animation and concept art. 54 hours lecture and 54 hours laboratory.

4. PHT-20 – Medical Genetics 3 units
Prerequisite: None.
Limitation on enrollment: Acceptance into the Physician Assistant Program.
Medical Genetics course introduces students to the human genome and human genetic research. The course covers the principles of heredity at the cellular and molecular levels; genetic and molecular analysis of representative human traits in conjunction with their clinical manifestation. Genetic variation in individuals and its application in forensic medicine; gene mining for the advance medicine; genetics of cancer, immunogenetics, and pharmacogenetics will also be discussed. Emphasis is placed on understanding the role of

genetic and environmental factors in maintaining health, prevention and management of disease in individuals and populations; on identification of genetic predispositions based on family pedigree in the context of clinical preventive practice; and on genetic testing and counseling. The ethical, legal and social implications of genomics for individuals and health care systems will be discussed. Controversial, thought-provoking topics related to the treatment of genetic diseases such as stem cell research and gene therapy will be included. Genomics of emerging pathogens in the aspect of world health will be recognized. Designed to meet the requisites in basic medical sciences for professional programs. 54 hours lecture combined with problem-based learning and virtual laboratory settings.

Course Revision Proposals

1. ADJ-A5A – Bicycle Patrol – hours change
From: 11 hours lecture and 21 hours laboratory.
To: 32 hours laboratory.

2. ADJ-P2A – Juvenile Counselor Core Training – title, units, hours changes
From: Juvenile Counselor Basic Training
4 units
114 hours lecture and 12 hours laboratory.

To: Juvenile Counselor Core Training
7.5 units
131.5 hours lecture and 28.5 hours laboratory.

3. ARE-24 – Architectural Drafting – prerequisite, description changes
From: Prerequisite: ENE-21.
A beginning course which provides an introduction to architectural drafting techniques with emphasis on line quality, lettering, dimensioning, scaling, notes, materials symbols, and drawing format. Drafting and a set of plans to include plot plan, foundation plan, floor plan, sections, exterior and interior elevations, and structural details. Construction and sketching techniques will also be covered. 27 hours lecture and 90 hours laboratory.

To: Prerequisite: ENE-21 and 30.
Introduction to methods and techniques used in the development of architectural construction documents for light frame structures (Type V construction) including construction theory, notation, materials symbols, drawing format and general practice. Using Computer-Aided Drafting (CAD), this course will focus on the drawing of a set of plans to include a plot plan, foundation plan, floor plan(s), sections, exterior and interior elevations, electrical plan and structural details. Sketching techniques will also be covered. 27 hours lecture and 90 hours laboratory.

4. BIO-36 – Man and Environment – title change
From: Man and Environment
To: Environmental Science

5. BUS-43 – International Business-Marketing – prerequisite change
From: Prerequisite: None.
Advisory: BUS-10 or 40.

To: Prerequisite: None.
Advisory: BUS-10 or MKT-20.

6. BUS-48 – International Management – prerequisite change
From: Prerequisite: None.
Advisory: BUS-10 or 40.

To: Prerequisite: None.
Advisory: BUS-10 or MAG-44.

7. CIS-37 – Beginning Level Design for Computer Games – description change
From: An introduction to the fundamental techniques, concepts, and vocabulary of computer game level design. Students will create environments, place objects in those environments, and control those objects via a scripting language. Topics include frame rate, game flow and pacing. Students will create 2D computer games using a software tool such as GameMaker. No previous computer programming experience is required. 54 hours lecture and 18 hours laboratory.

To: An introduction to the fundamental techniques, concepts, and vocabulary of computer game level design. Students will create environments, place objects in those environments, and control those objects via a scripting language. Topics include frame rate, game flow and pacing. Students will create 3D computer games using a game engine such as Unreal. No previous computer programming experience is required. 54 hours lecture and 18 hours laboratory.

8. COS-812 – Level II Esthetician Concepts – description, hours changes
From: This is a class designed to facilitate students that still have hours to complete after 62B has been completed or, for students who have completed 62A or 62B during the 9 week summer session. In-depth study in the esthetician field and related sciences to prepare the student for a career in skin care/makeup. Students may take up to 300 hours laboratory.

To: This is a class designed to facilitate students that still have hours to complete after COS-62B has been completed or, for students who have completed COS-62A or COS-62B during the 9 week summer session. All related pedagogy subjects required by the Board of Barbering and Cosmetology will be practiced. Not all students are required to finish since this is a class designed to help currently enrolled students complete hours and operations.

Students will receive an operation or technical credit for each application performed as it is required by Board. Student can take up to 95 hours lecture and 246 hours laboratory.

9. ELE-61 – Introduction to Robotics – description, hours changes
From: Introduction to electronics and manufacturing technology through construction, testing, and operation of functional robots. It is hoped that participation in this academy will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 40 hours lecture and 72 hours laboratory.

To: Introduces students to electronics and manufacturing technology through construction, testing, and operation of functional robots. Participation in this class will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 36 hours lecture and 54 hours laboratory.

10. ENG-40 – World Literature I: From Ancient Literatures through the Italian Renaissance – title, prerequisite, description changes
From: World Literature I: From Ancient Literatures through the Italian Renaissance
Prerequisite: None. English 1A strongly recommended.
Great works of world literature from Ancient literatures through the Italian Renaissance, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on European literature. 54 hours lecture. (Letter Grade/ Credit-No-Credit option)

To: World Literature I: From Ancient Literatures through 1650 C.E.
Prerequisite: None.
Advisory: ENG-1B.
Significant works of world literature from Ancient literatures through 1650 CE, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on literature in translation. 54 hours lecture. (Credit-NonCredit/Letter Grade option)

11. ENG-41 – World Literature II: Renaissance through Modern Literature – title, prerequisite, description changes
From: World Literature II: Renaissance through Modern Literature
Prerequisite: None. English 1A strongly recommended.
Great works of world literature from the Renaissance through the modern period, including a comprehensive exposure to the poetry, drama, and fiction of these periods as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Emphasis on European literature. 54 hours lecture. (Letter Grade-Credit/ No-Credit option)

To: World Literature II: 1650 C.E. Through the Present
Prerequisite: None.
Advisory: ENG-1B.

Significant works of world literature from the 1650 through the present, including a comprehensive exposure to the poetry, drama, and fiction of these periods as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Emphasis on literature in translation. 54 hours lecture. (C/NC or letter grade option)

12. ENG-90B – Special Topics in English: The Research Paper Process – prerequisite, description, repeatability changes

From: Prerequisite: None.

Advisory: Qualification for ENG-50 recommended.

This course guides the students through the entire research process, which includes choosing the topic; conducting research in the library and through the Internet; designing the research paper; determining a thesis statement; organizing the research material; pre-writing and multiple drafts; peer critiques; academic formats; and preparation of the final product. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. CR/NC only)

To: Prerequisite: None.

Advisory: Qualification for ENG-1A.

Guides students through the entire research process, which includes choosing the topic; conducting and evaluating research; organizing the research material; prewriting and multiple drafts; academic formats; and preparation of the final product. May be taken a total of 3 times. 8 hours lecture. (CR/NC only)

13. HET-82 – Phlebotomy Technician – prerequisite change

From: Prerequisite: None.

Limitation on enrollment: Prior to Clinical Component. Requires current CPR certification and immunizations, medical clearance from healthcare provider, uniform with RCC HET I.D. badge.

To: Prerequisite: None.

Advisory: The California Department of Health Services requires applicants for certification as a phlebotomist have a high school diploma or equivalent and the ability to obtain and process official documents in English.

Limitation on enrollment: Prior to beginning of clinical laboratory component, requires evidence of current CPR certification and immunizations, and medical clearance from healthcare provider to be on file in the department office; clinical laboratory experience requires wearing a green scrubs uniform and an RCC HET I.D. badge.

14. MAC-55 – Occupational Safety & Health Administration (OSHA) Standards for General Industry – description change

From: OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA 30 hour general industry training completion card. 36 hours lecture.

To: This course covers OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. 36 hours lecture.

15. MAN-55 - Occupational Safety & Health Administration (OSHA) Standards for General Industry – description change

From: OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA 30 hour general industry training completion card. 36 hours lecture.

To: This course covers OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. 36 hours lecture.

16. MAN-61 – Introduction to Robotics – description, hours changes

From: Introduction to electronics and manufacturing technology through construction, testing, and operation of functional robots. It is hoped that participation in this academy will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 40 hours lecture and 72 hours laboratory.

To: Introduces students to electronics and manufacturing technology through construction, testing, and operation of functional robots. Participation in this class will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 36 hours lecture and 54 hours laboratory.

17. MAN-64 – Programmable Logic Controllers – units, description, hours changes

From: 2 units

Fundamentals of programmable logic controllers, with an emphasis on introductory programming of PLCs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages, and popular software programs used with PLCs. Installation, maintenance, troubleshooting and repair are inherent components. 18 hours lecture and 54 hours laboratory.

To: 3 units

Fundamentals of Programmable Logic Controllers (PLCs), with an emphasis on introductory programming of PLCs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages, and popular software programs used with PLCs. A comprehensive introduction to PLC theory, operation, installation, programming, maintenance, and troubleshooting. 36 hours and 54 hours laboratory.

18. NRN-3 – Intermediate Nursing Concepts of Health and Illness – prerequisite change
From: Prerequisite: Completion of all core courses, NRN-2 and PSY-9.
To: Prerequisite: Completion of NRN-2 or successful completion of the Advanced Placement Exam and Nursing 17 or 30-Unit Option requirements.

19. NRN-17 – Transition Course for Nursing Advanced Placement/Transfer Students – title, prerequisite, description changes
From: Transition Course for Advanced Placement/Transfer Students
Prerequisite: None.
Limitation on enrollment: LVN, immediate graduate of the RCC VN Program, or nursing student eligible for transfer into the RCC ADN program.
An introduction to basic concepts of the RCC Associate Degree Nursing Program: philosophy and outcome objectives; conceptual framework; five step nursing process. Focuses on developing critical thinking skills. Addresses transitional issues to associate degree nursing student role. Overviews the philosophy of registered nursing past, present, and future. Introduces the ethical/legal aspects of the student nurse's role as well as professional RN role in client care. Provides guidelines for effective communication. Presents concepts of culture and its impact upon health and illness. Develops beginning skills in accessing information via on-line selected nursing Websites. If Nursing 17 is completed successfully more than one year before entering the ADN Program, Nursing 17 must be audited in the intersession just prior to entering the ADN Program and a nursing care plan created and submitted according to current RCC NCP format. Offered for grade or Credit/No Credit. May be taken a total of four times. 27 hours lecture and 27 hours laboratory. (Letter grade/CR-NC option).

To: Transition Course for Nursing Advanced Placement/Transfer Students
Prerequisite: None.
Limitation on enrollment: LVN, immediate graduate of the RCC VN Program, or nursing student eligible for transfer into the RCC ADN program. Departmental approval required.
An introduction to basic concepts of the RCC Associate Degree Nursing Program: philosophy and outcome objectives; conceptual framework; five step nursing process. Focuses on developing critical thinking skills. Addresses transitional issues to associate degree nursing student role. Overviews the philosophy of registered nursing past, present, and future. Introduces the ethical/legal aspects of the student nurse's role as well as professional RN role in client care. Provides guidelines for effective communication. Presents concepts of culture and its impact upon health and illness. Develops beginning skills in accessing information via on-line selected nursing Websites. May be taken a total of four times. 27 hours lecture and 27 hours laboratory.

20. PHO-17 – Introduction to Color Photography – description, repeatability changes
From: An introductory course in color photography covering theory and practice in the use of equipment and materials for producing color prints. Students required to provide 35-mm camera with f-stop and shutter controls. Lab fee required. 27 hours lecture and 81 hours laboratory. No repeats.

To: An introductory course in color photography covering theory and practice in the use of equipment and materials for producing color prints using both film and digital capture. Students required to provide their own 35mm camera with manual controls; lab fee required. This course may be taken a total of two times. 27 hours lecture and 81 hours laboratory

21. PHP-6 – Introduction to Physical Education for Pre-school and Elementary Children – description change

From: This course provides a comprehensive overview of theories and methods relating to the development of a physical education program for children ages 0-11 years including children with special needs and abilities. Emphasis is on the application of principles of physical growth and development to the teaching and acquisition of specific physical skills. The course curriculum is consistent with the California State Department of Education Physical Education Framework. 45 hours lecture and 27 hours laboratory.

To: This course provides a comprehensive overview of theories and methods relating to the development of a physical education program for children ages 2-11 years including children with special needs and abilities. Emphasis is on the application of principles of physical growth and development to the teaching and acquisition of specific physical skills. The course curriculum is consistent with the California State Department of Education Physical Education Framework. 45 hours lecture and 27 hours laboratory.

22. PHP-17 – Athletic Training, Fall Sports, Beginning – title, description changes

From: Athletic Training, Fall Sports, Beginning

This course involves athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. 18 hours lecture and 54 hours laboratory.

To: Athletic Training, Fall Sports, Lower Extremity

Athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the lower extremity. 18 hours lecture and 54 hours laboratory.

23. PHP-18 – Athletic Training, Spring Sports, Beginning – title, description changes

From: Athletic Training, Spring Sports, Beginning

This course involves athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience practice situations including pre and post practice in the Athletic Training Room. Total of 18 hours lecture and 54 hours laboratory.

To: Athletic Training, Spring Sports, Upper Extremity

Athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the upper extremity. 18 hours lecture and 54 hours laboratory.

24. PHP-19 – Athletic Training, Fall Sports, Advanced – title, prerequisite, description changes

From: Athletic Training, Fall Sports, Advanced

This course will expose students to advanced field experience in athletic training for fall sports. Students will be able to evaluate, treat, and rehabilitate injuries specific to fall sports. The course will reinforce basic principles and methods in Athletic Training and Sports Medicine. Total of 18 hours lecture and 54 hours laboratory.

To: Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip

Prerequisite: None.

Corequisite: Completion of or concurrent enrollment in PHP-16 and 30.

Athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the head, neck, spine, torso and hip. 18 hours lecture and 54 hours laboratory.

25. PHP-20 – Athletic Training, Spring Sports, Advanced – title, prerequisite, description changes

From: Athletic Training, Spring Sports, Advanced

Prerequisite: PHP-18.

This course will expose students to advanced field experience in athletic training for spring sports. Students will be able to evaluate, treat, and rehabilitate injuries specific to spring sports. The course will reinforce basic principles and methods in Athletic Training and Sports Medicine. 18 hours lecture and 54 hours laboratory.

To: Athletic Training, Spring Sports, General Medical

Prerequisite: None.

Corequisite: Completion of or concurrent enrollment in PHP-16 and 30.

Athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience practice situations including pre and post practice in the Athletic Training Room. Study will cover various topics related to athletic training including heat illness, unconscious athlete, terminology, tissue response to injury, dietary supplements, pharmaceuticals, nutrition and rehabilitation. 18 hours lecture and 54 hours laboratory.

26. PHP-A07 – Badminton – description change

From: This badminton course is designed to introduce the basic footwork skills and strategy for good badminton. Emphasis is placed on achievement, exercise and enjoyment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the badminton activity area. 54 hours laboratory.

To: This course is designed to introduce the basic footwork and racquet skills of badminton. Emphasis is placed on learning the rules, techniques and fundamental strategies for the singles and doubles game of badminton. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within the activity area. This course may be taken a total of four times. 54 hours laboratory.

27. PHP-V01A – Cross Country, Varsity, Men – course number, description, repeatability changes

From: PHP-V01A

This course is designed to serve as an opportunity for first year cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. 180 hours laboratory. Not repeatable.

To: PHP-V01

This course is designed to serve as an opportunity for cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory.

28. PHP-V02A – Football, Varsity, Men – course number, description, repeatability changes

From: PHP-V02A

This course is designed to serve as an opportunity for first year football players to improve skills, knowledge and strategy of the game of football. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions and video evaluation to prepare students for intercollegiate competition in football. 180 hours laboratory. Not repeatable.

To: PHP-V02

This course is designed to serve as an opportunity for football players to improve skills, knowledge and strategy of the game of football. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in football.

Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory.

29. PHP-V04A – Basketball, Varsity, Men – course number, description, repeatability changes
From: PHP-V04A

This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. 180 hours laboratory. Not repeatable.

To: PHP-V04

This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. This program will consist of a highly organized and intense setting of lecture, individual, group, team sessions, and video/DVD/ film evaluation to prepare students for intercollegiate competition in basketball. Repeating the course provides the student an opportunity for additional skill and competency development. This course may be taken a total of four times. 180 hours laboratory.

30. PHP-V06A – Track and Field, Varsity, Men – course number, description, repeatability changes
From: PHP-V06A

This course is designed to serve as an opportunity for first year track & field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. 180 hours laboratory. Not repeatable.

To: PHP-V06

This course is designed to serve as an opportunity for track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Repeating the course provides the student an opportunity for a leadership role and for additional skill and competency development within the sport. May be taken a total of four times. 180 hours laboratory.

31. PHP-V08A – Tennis, Varsity, Men – course number, description, repeatability changes
From: PHP-V08A

The class is designed for collegiate athletic competition including dual match and tournament play. Emphasis is placed on advanced drills, strokes and strategy. 180 hours laboratory. Not repeatable.

To: PHP-V08

This course is designed to serve as an opportunity for tennis players to improve their skills, knowledge and strategy of the game of tennis. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in tennis.

Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory.

32. PHP-V12A – Cross Country, Varsity, Women – course number, description, repeatability changes

From: PHP-V12A

This course is designed to serve as an opportunity for first year cross country runners to improve skills, knowledge, and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. 180 hours laboratory. Not repeatable.

To: PHP-V12

This course is designed to serve as an opportunity for cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory.

33. PHP-V14A – Track and Field, Varsity, Women – course number, description, repeatability changes

From: PHP-V14A

This course is designed to serve as an opportunity for first year track & field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. 180 hours laboratory. Not repeatable.

To: PHP-V14

This course is designed to serve as an opportunity for track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Repeating the course provides the student an opportunity for a leadership role and for additional skill and competency development within the sport. May be taken a total of four times. 180 hours laboratory.

34. PHP-V18A – Tennis, Varsity, Women – course number, description, repeatability changes
From: PHP-V18A

The class is designed for collegiate athletic competition including both dual matches and tournament play. Emphasis is placed on advanced drills, conditioning, strokes and strategy. 180 hours laboratory. Not repeatable.

To: PHP-V18

This course is designed to serve as an opportunity for tennis players to improve their skills, knowledge and strategy of the game of tennis. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in tennis. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory.

35. PHP-V20A – Basketball, Varsity, Women – course number, description, repeatability changes

From: PHP-V20A

This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. 180 hours laboratory. Not repeatable.

To: PHP-V20

This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. This program will consist of a highly organized and intense setting of lecture, individual, group, team sessions, and video/DVD/ film evaluation to prepare students for intercollegiate competition in basketball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory.

36. PHP-V21A – Volleyball, Varsity, Women – course number, description, repeatability changes

From: PHP-V21A

This course is designed to serve as an opportunity for first year volleyball players to improve skills, knowledge and strategy of the game of volleyball. This program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions and video evaluation to prepare students for intercollegiate competition in volleyball. 180 hours laboratory. Not repeatable.

To: PHP-V21

This course is designed to serve as an opportunity for volleyball players to improve skills, knowledge and strategy of the game of volleyball. This program will consist of a highly organized lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in volleyball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory.

37. PHP-V22A – Fastpitch, Varsity, Women – course number, description, repeatability changes

From: PHP-V22A

This course is designed to serve as an opportunity for advanced fastpitch players to improve skills, knowledge and strategy of the game in a highly organized, intense program

of lecture, drills and inter-squad practice leading to intercollegiate competition. 180 hours laboratory. Not repeatable.

To: PHP-V22

This course is designed to serve as an opportunity for advanced fastpitch players to improve skills, knowledge and strategy of the game of fastpitch softball. This program will consist of highly organized lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in fastpitch. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory.

Proposed Course Deletions

1. BUS-41 – U.S.-Mexico Border Studies: Business Topics
2. BUS-42 – U.S.-Mexico Border Studies Field Component: Business
3. HET-10 – Introduction to Public Health
4. HET-76 – Direct Care Staff: Developmental Disabilities
5. HET-77 – In-Home Support Services Provider
6. HET-81 – Certified Home Health Aide
7. HET-83A – Cardiac Monitor Technician
8. HET-83B – Electrocardiogram (EKG) Technician
9. HET-84 – Unit Secretary
10. HET-85 – Sterile Processing and Distribution Technician
11. PHP-V01B – Cross Country, Varsity, Men
12. PHP-V02B – Football, Varsity, Men
13. PHP-V04B – Basketball, Varsity, Men
14. PHP-V06B – Track and Field, Varsity, Men
15. PHP-V08B – Tennis, Varsity, Men
16. PHP-V12B – Cross Country, Varsity, Women
17. PHP-V14B – Track and Field, Varsity, Women
18. PHP-V18B – Tennis, Varsity, Women
19. PHP-V20B – Basketball, Varsity, Women
20. PHP-V21B – Volleyball, Varsity, Women
21. PHP-V22B – Fastpitch, Varsity, Women

Revised Certificate Patterns

1. State-approved degree/certificate – Business Administration, see Attachment A.
2. State-approved degree/certificate – Fire Technology – see Attachment B.
3. State-approved degree/certificate – Exercise, Sport and Wellness – see Attachment C.
4. State-approved degree/certificate – Telecommunications, Television Production Specialist, see Attachment D.

ATTACHMENT A

BUSINESS ADMINISTRATION

Certificate Program

Major Core Requirements:

<u>Required Courses (18 units)</u>		<u>Units</u>
ACC-1A	Principles of Accounting I	3
BUS-10	Introduction to Business	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
CIS-1A	Introduction to Computer Information Systems	3
or		
CIS/CAT-3	Computer Applications for Working Professionals	3

Major Concentration Requirements (12 units)

(In addition to Business Administration Major Core Requirements of 18 units noted above choose another 12 units selected from list below.)

ACCOUNTING	12
BANKING AND FINANCE	12
GENERAL BUSINESS	12
HUMAN RESOURCES	12
LOGISTICS MANAGEMENT	12
MANAGEMENT	12
MARKETING	12
REAL ESTATE	12

NOTE: Students must complete all Business Administration Major Core Requirements and must complete Major Concentration Requirements (total of 30 units) in order to receive the Certificate in the Concentration area of their choice.

Associate in Science Degree

The Associate in Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the requirements for the certificate plus completion of the graduation requirements as described in the catalog. Note: A student may obtain Certificates in Business Administration with Major Concentrations in more than one field of study.

ACCOUNTING CONCENTRATION

Business Administration Major Core Requirements		18
<u>Required for this concentration</u>		<u>3</u>
ACC-1B	Principles of Accounting II	3
and		
<u>Select another 9 units from the following:</u>		<u>9</u>
ACC-61	Cost Accounting	3
ACC-62	Payroll Accounting	3
ACC-63	Income Tax Accounting	3
ACC-65	Computerized Accounting	3
ACC-66	Non-Profit and Governmental Accounting	3
ACC-200	Work Experience	1-4
BUS/MAG-47	Applied Business and Management Ethics	3

BANKING AND FINANCE CONCENTRATION

Business Administration Major Core Requirements		18
<u>Select another 6 units from the following:</u>		<u>6</u>
BAN-51	Principles of Banking	3
BAN-52	Consumer Lending	3
and		
<u>Select another 6 units from the following:</u>		<u>6</u>
ACC-1B	Principles of Accounting II	3
BUS-18B	Business Law II	3
ECO-4	Introduction to Economics	3
MAG-44	Principles of Management	3
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MKT-20	Principles of Marketing	3
MKT-41	Techniques of Selling	3
RLE-83	Real Estate Finance	3

GENERAL BUSINESS CONCENTRATION

Business Administration Major Core Requirements		18
<u>Select another 12 units from the following:</u>		<u>12</u>
ACC-1B	Principles of Accounting II	3
or		
ACC-38	Managerial Accounting	3
BUS-18B	Business Law II	3
BUS-40	International Business-Principles	3
BUS/MAG-47	Applied Business and Management Ethics	3
BUS-80	Principles of Logistics	3
BUS-200	Work Experience	1-4
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MKT-20	Principles of Marketing	3

HUMAN RESOURCES CONCENTRATION

Business Administration Major Core Requirements		18
<u>Required for this concentration</u>		<u>3</u>
MAG-56	Human Resources Management	3
and		
<u>Select another 9 units from the following:</u>		<u>9</u>
MAG-51	Elements of Supervision	3
MAG-52	Employee Training and Development	3
MAG-54	Employee Labor Relations	3
MAG/BUS-70	Introduction to Organizational Behavior	3

LOGISTICS MANAGEMENT CONCENTRATION

Business Administration Major Core Requirements		18
<u>Required for this concentration</u>		<u>3</u>
BUS-80	Principles of Logistics	3
and		
<u>Select another 9 units from the following:</u>		<u>9</u>
BUS/MAN-81	Inventory Control	1.5
BUS-82	Freight Claims	1.5
BUS-83	Contracts	1.5
BUS-84	Computerized Logistics	1.5
BUS-85	Warehouse Management	3
BUS-86	Transportation and Traffic Management	3
BUS-87	Introduction to Purchasing	3
BUS-90	International Logistics	3

MANAGEMENT CONCENTRATION

Business Administration Major Core Requirements		18
<u>Required for this concentration</u>		<u>3</u>
MAG-44	Principles of Management	3
and		
<u>Select another 9 units from the following:</u>		<u>9</u>
MAG-46	Contemporary Quality Systems Management	3
MAG/BUS-47	Applied Business and Management Ethics	3
MAG-53	Human Relations	3
MAG-56	Human Resources Management	3
MAG-60	Introduction to Hospitality Management	3
MAG-200	Work Experience	1-4
BUS-48	International Management	3

MARKETING CONCENTRATION

Business Administration Major Core Requirements		18
<u>Required for this concentration</u>		<u>3</u>
MKT-20	Principles of Marketing	3
and		
<u>Select another 9 units from the following:</u>		<u>9</u>
MKT-40	Advertising	3
MKT-41	Techniques of Selling	3
MKT-42	Retail Management	3
MKT-200	Work Experience	1-4
BUS-43	International Business-Marketing	3
BUS-51	Principles of E-Commerce	3
BUS-80	Principles of Logistics	3

REAL ESTATE CONCENTRATION

Business Administration Major Core Requirements		18
<u>Select another 12 units from the following:</u>		<u>12</u>
RLE-80	Real Estate Principles	3
RLE-81	Real Estate Practices	3
RLE-82	Legal Aspects of Real Estate	3
RLE-83	Real Estate Finance	3
RLE-84	Real Estate Appraisal	3
RLE-85	Real Estate Economics	3
RLE-86	Escrow Procedures I	3
RLE-200	Work Experience	1-4

ATTACHMENT B

FIRE TECHNOLOGY

Certificate Program

Required Courses (23 units)		Units
FIT-1	Fire Protection Organization	3
FIT-2	Fire Behavior and Combustion	3
FIT-3	Fire Protection Equipment and Systems	3
FIT-4	Building Construction for Fire Protection	3
FIT-5	Fire Prevention	3
FIT-9	Fire Ground Hydraulics	3
Electives (Choose from list below)		5

Electives (5 units)

EMS-50 and 51	Emergency Medical Services-Basic and Clinical/Field	7
FIT-8	Strategies and Tactics	3
FIT-14	Wildland Fire Control	3
FIT-A1A	Fire Investigation 1A	2
FIT-C1A	Command 1A, Command Principles for Command Officers	2
FIT-C1B	Command 1B, Hazardous Materials	2
FIT-C1C	Fire Command 1C, I-Zone Firefighting for Company Officers	2
FIT-C30	Intermediate Incident Command System (I-300)	.5
FIT-I1A	Instructor 1A, Instructional Techniques	2
FIT-I1B	Instructor 1B, Instructional Techniques	2
FIT-M1	Fire Management 1, Management/Supervision for Company Officers	2
FIT-P1A	Prevention 1A, Fire Inspection Practices	2
FIT-P1B	Prevention 1B, Code Enforcement	2
CON-61	Materials of Construction	3
GEG/PHS-5	Weather and Climate	3
GIS-1	Introduction to Geographic Information Systems	3
MAG-44	Principles of Management	3
PHI-12	Introduction to Ethics: Contemporary Moral Issues	3
PHP-35	Foundation for Fitness and Wellness	3

Students who successfully complete the certificate may also be eligible to receive additional certification through FEMA/National Fire Academy.

Associate in Science Degree

The Associate in Science Degree in Fire Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

ATTACHMENT C

PHYSICAL EDUCATION

EXERCISE, SPORT, AND WELLNESS

Certificate Program

Major Core Requirements:

Required Courses (21 units) Units

PHP-4	Nutrition	3
PHP-10	Introduction to Physical Education	3
PHP-12	Sport Psychology	3
PHP-14	Athletic and Fitness Organization and Administration	3
PHP-16	Introduction to Athletic Training	3
PHP-30	First Aid and CPR	3
PHP-35	Foundations for Fitness and Wellness	3
In addition, choose and complete courses from one Emphasis below		3-16

FITNESS PROFESSIONS EMPHASIS (Total of 24 units)

Core requirements 21

Take one of the following:

PHP-42	Lifeguard and Water Safety Instructor Certification	3
PHP-43	Personal Training	3
PHP-44	Yoga Instructor Training	3
PHP-45	Group Fitness Instructor	3

ATHLETIC TRAINING EMPHASIS (Total of 29 units)

Core requirements 21

PHP-21 Athletic Training Applications (Must take two times) 2-2
 and

Take two of the following:

PHP-17	Athletic Training, Fall Sports, Lower Extremity	2
PHP-18	Athletic Training, Spring Sports, Upper Extremity	2
PHP-19	Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip	2
PHP-20	Athletic Training, Spring Sports, General Medical	2

COACHING EMPHASIS (Total of 30 units)

Core requirements 21

Elective from Group 1 Electives	3
Elective from Group 2 Electives	3
Elective from Group 3 Electives	1
Elective from Group 4 Electives	1
Elective from Group 5 Electives	1

Group 1 Electives (3 units)

PHP-24	Sports Officiating, Fall Sports	3
PHP-25	Sports Officiating, Spring Sports	3

Group 2 Electives (3 units)

PHP-26	Foundations of Coaching	3
PHP-27	Football Theory	3
PHP-28	Basketball Theory	3
PHP-29	Soccer Theory	3
PHP-33	Baseball Theory	3
PHP-34	Softball Theory	3
PHP-42	Lifeguard/Water Safety Instructor Certification	3

Group 3 Electives - Individual Activity Courses (1 unit)

PHP-A11	Tennis, Beginning	1
PHP-A12	Tennis, Intermediate	1
PHP-A13	Tennis Advanced	1
PHP-A20	Golf, Beginning	1
PHP-A21	Golf, Intermediate	1
PHP-A28	Swimming, Basic Skills and Aquatic Exercise	1
PHP-A29	Swimming, Intermediate Skills	1
PHP-A30	Swimming, Advanced Skills and Conditioning	1
PHP-A33	Track and Field: Running Event Techniques	1
PHP-A34	Track and Field: Field Event Techniques	1

Group 4 Electives - Team Activity Courses (1 unit)

PHP-A50	Baseball Fundamentals, Defensive	1
PHP-A51	Baseball Fundamentals, Offensive	1
PAP-A52	Fast Pitch Fundamentals, Offensive	1
PHP-A53	Fast Pitch Fundamentals, Defensive	1
PHP-A54	Fast Pitch Softball Fundamentals	1
PHP-A57	Basketball	1
PHP-A60	Football Fundamentals, Defensive	1
PHP-A61	Football Fundamentals, Offensive	1
PHP-A62	Flag Football	1
PHP-A64	Soccer	1
PHP-A67	Volleyball, Beginning	1
PHP-A68	Volleyball, Intermediate	1
PHP-A69	Volleyball, Advanced	1

Group 5 Electives - Fitness Activity Courses (1 unit)

PHP-A31	Water Aerobics and Deep Water Exercise	1
PHP-A74	Hiking and Backpacking	1
PHP-A75	Walking for Fitness	1
PHP-A77	Jogging for Fitness	1
PHP-A78	Long Distance Running	1
PHP-A80	Triathlon Techniques	1
PHP-A81	Physical Fitness	1
PHP-A86	Step Aerobics	1
PHP-A87	Step Aerobics, Intermediate	1
PHP-A88	Step Aerobics, Advanced	1
PHP-A90	Weight Training	1
PHP-A92	Weight Training, Advanced	1

Associate in Science Degree

The Associate in Science Degree in Physical Education will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

ATTACHMENT D

TELEVISION PRODUCTION SPECIALIST

Certificate Program

Required Courses (28 units) Units

TEL-41	Introduction to Telecommunications	3
TEL-42	Writing for Broadcast Television and Radio	3
TEL-43	Television Studio and Equipment	3
TEL-44	Introduction to Television Production	3.5
JOU/TEL-45	Television News Production	3.5
and		
<u>Choose 3 units</u>		<u>3</u>
TEL-38	Telecommunications Production Project	3
TEL-53	Telecommunications Laboratory	3
and		
Electives	(Choose from list below)	9

Electives (9 units)

TEL/MUS-11	Sound Recording and Reinforcement Techniques	3
TEL-12	History of American Film	3
TEL-48	Short Film Production	3
TEL-51	Telecommunications Laboratory	1
TEL-52	Telecommunications Laboratory	2
TEL-60	Overview of Digital Media	3
TEL-63	Multimedia Sound Design Techniques	3
TEL-64	Digital Editing Principles and Techniques	3
TEL-65	The Director's Art in Filmmaking	3
TEL-66	Advanced Digital Editing	3
TEL-67	Introduction to Video Production	2
TEL-68	Story Development Process in the Entertainment Industry	3
TEL-69	Script Supervising for Film and Television	3
TEL-70	Scriptwriting Software using Final Draft	1
TEL-71	Sound Engineering for Audio in Media	3
TEL-200	Telecommunications Work Experience	1-2-3-4
ART-22	Basic Design	3
ART-23	Design and Color	3
ART-36	Computer Art	3
ENG-38	Introduction to Screenwriting	3
GRT-68	3D Animation with Maya	3
GRT-69	Motion Graphics and Compositing with After Effects	3
GRT-71	Adobe PhotoShop for Publishing	3
GRT-78A	Multimedia Construction using Macromedia Director	3
GRT-78B	Multimedia Construction using Lingo	3
JOU-1	Introduction to Journalism	3
JOU-7	Mass Communications	3

MUS-8A	Introduction to MIDI and Digital Audio	3
PHO-8	Introduction to Photography	3
THE-5	Theater Practicum	3

Associate in Science Degree

The Associate in Arts Degree in Television Production Specialist will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-2

Date: January 29, 2008

Subject: Update on Distance Education

Background: Presented for the Board's information is an update on the District's Distance Education programs.

Information Only.

James L. Buysse
Interim Chancellor

Prepared by: Bob Bramucci
District Dean, Open Campus

THE OPEN CAMPUS: 2010 & BEYOND

**Dr. Bob Bramucci
District Dean, Open Campus
Riverside Community College District
Phone: 951.222.8094
E-Mail: bob.bramucci@rcc.edu
January 9, 2008**

Thanks to Raj Bajaj for his assistance with data and graphs, and Dr. Ray Maghroori for advice.

EXECUTIVE SUMMARY

Online-based education has experienced phenomenal growth over the past decade. Nationwide, one in every ten students in higher education now takes at least one online class each term. Statewide, total growth in distance learning over the past eleven years exceeded *eight hundred percent*.

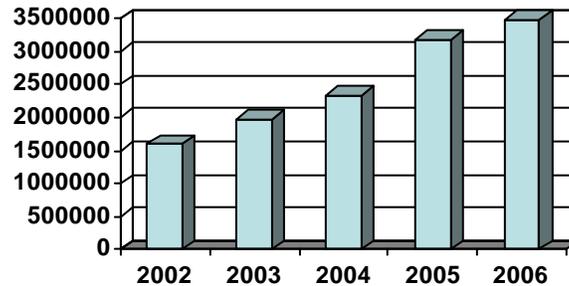
Riverside Community College District's Open Campus, the district office responsible for technology-mediated instruction, has grown apace. From humble beginnings in Spring 1999, when its first three online classes enrolled 105 students, to today when the Open Campus hosts over 40,000 enrolled spaces per year in online, half-online "hybrid," teleweb, and web-enhanced classes, making it one of the largest technology-mediated learning operations in California. If the Open Campus was a separate college, it would be larger than *ten* of California's 109 community colleges.

However, despite double-digit growth every year, Open Campus resources have grown slowly or not at all. Great opportunity exists, and our hope is that RCCD will proactively prepare for the future by investing in the Open Campus with the goal of making it the best technology-mediated education program among the California Community Colleges.

Nationwide

According to the Sloan Consortium, nearly 3.5 million students enrolled in at least one online class in Fall 2006. Online learning has increased to the point that approximately one in ten students in U.S. higher education enroll in at least one online class each term.

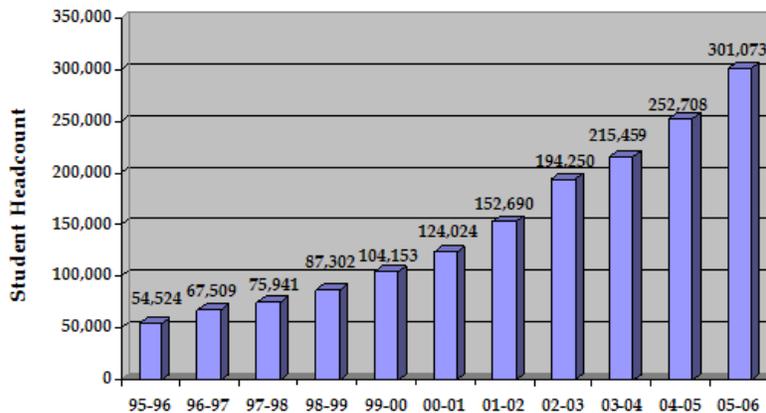
Nationwide Online Fall Enrollment



This rate of growth must eventually slow (otherwise, all higher education classes everywhere will soon be online!). Still, it is likely that growth will continue for several more years. Why? Though only one in ten students currently takes online classes, a recent poll by the Sloan Consortium notes that one half of all students in higher education say they would like to enroll in online courses. This can be taken as a contrast between the current state of distance education (10%) and an upper bound of student demand (50%). Thus, the demand for distance education may not abate until approximately half of all classes in higher education are online classes.

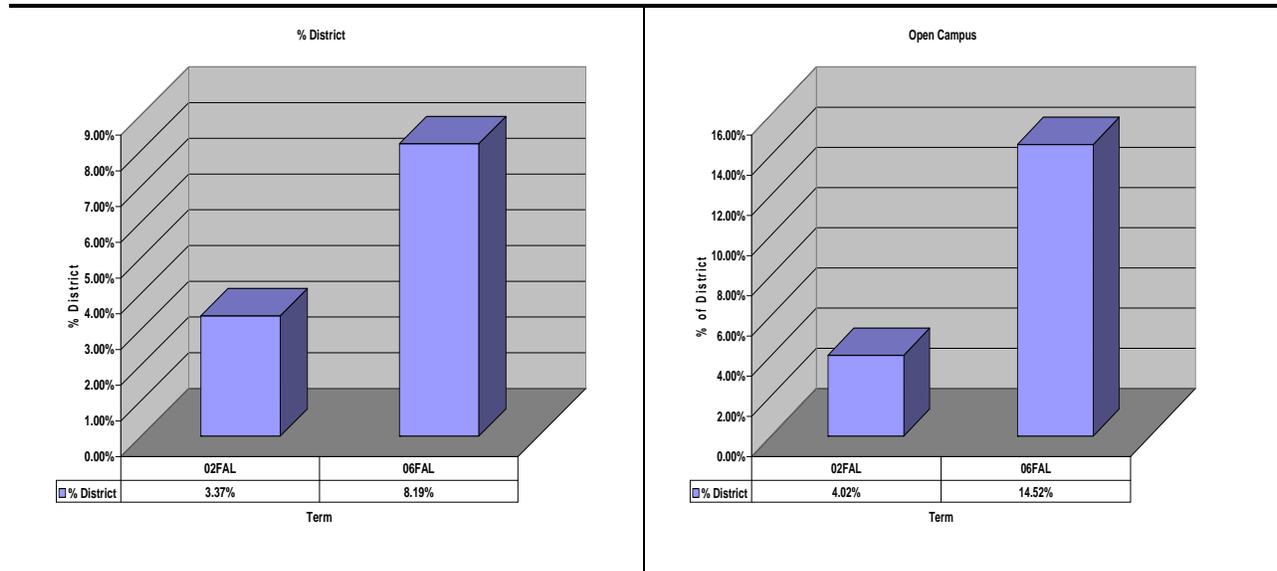
Statewide

According to a report released by the California Community College (CACC) Chancellor's Office in Fall 2007, "There has been an 808 percent increase in DE course sessions since 1995-96, the first year of reporting covered by these data." Distance learning in the CACCs has grown at a rate of over 20% per year every year for the last decade.

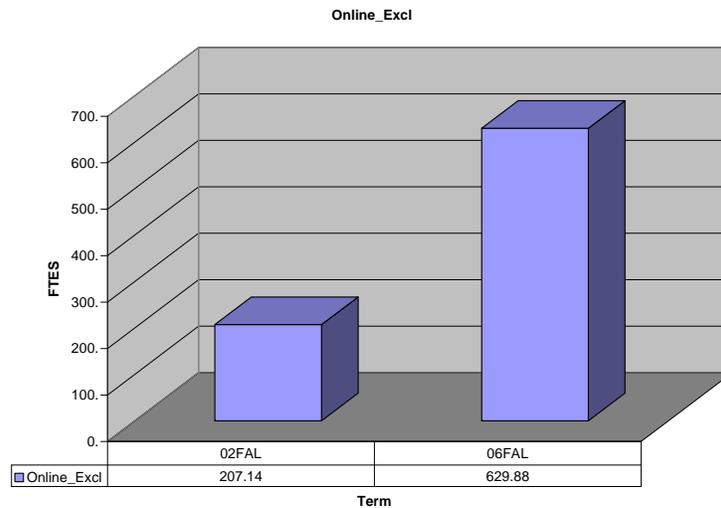


Local

RCCD's distance education program has experienced rapid and sustained growth to the point that online classes now account for nearly 6% of all district instruction. If hybrid, teleweb and web-enhanced courses are included, the Open Campus accounts for over 14% of district instruction.

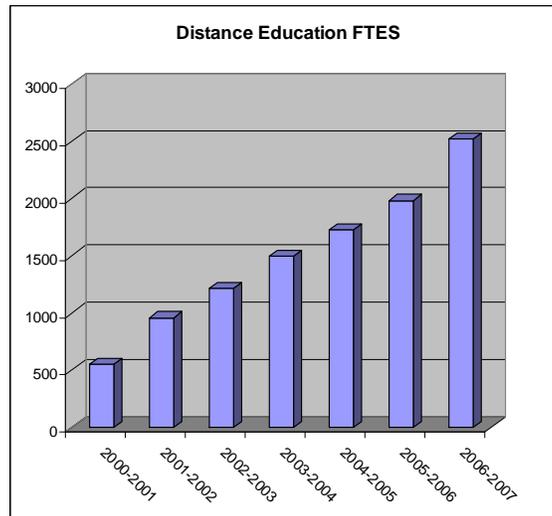


Put another way, in five years the Open Campus infrastructure went from supporting one in every *fifty* RCCD students to one in every *six* students.



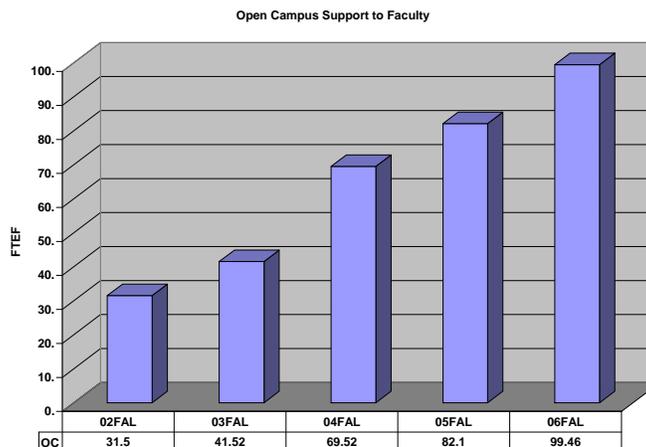
Online learning accounts for most of the recent growth in Riverside Community College District. Over the past five years, online FTES has grown over *sixty times* faster than face-to-face FTES, with online FTES growing 204% from 02 Fall to 06Fall while face-to-face grew only 3% during the same period.

The Open Campus now generates funding for over 2500 Full-Time Equivalent Students (FTES). This means that if the Open Campus was a separate college, it would enroll about 2500 full-time students—*about the same as the undergraduate program at nearby California Baptist University.*



Since 2002, distance learning FTES has grown over 300%. The Open Campus’s distance learning operation now generates over *8 million dollars per year* in FTES reimbursement—approximately twice its total costs—and now serves as a significant source of funding for the district.

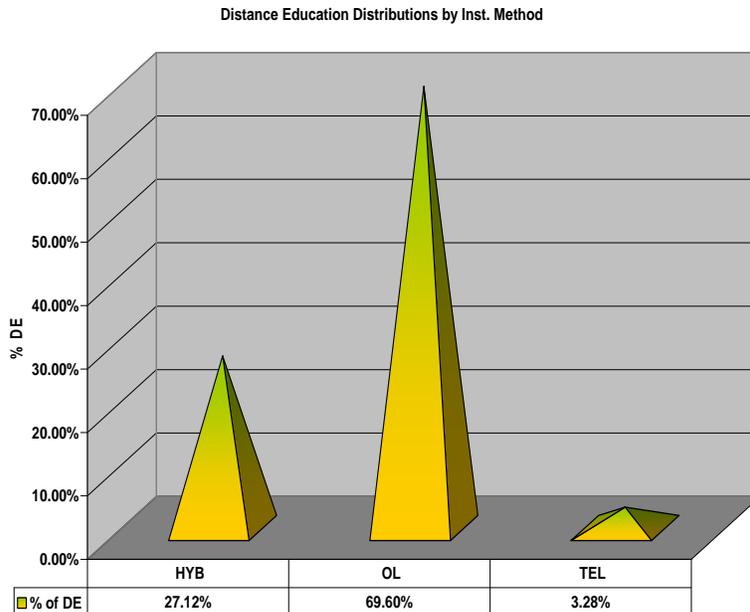
If the Open Campus was a standalone institution, in 2002 it would have had the equivalent of thirty-one full-time faculty members. By 2006, it would have had nearly *one hundred* faculty.



Since its inception in 1998, the Open Campus has experienced phenomenal growth to become one of the largest distance education operations in California. Still, as fast as it has grown, with additional investment the Open Campus *could grow even faster.* Currently, virtually all Open Campus instruction consists of “University Transfer” instruction; with the exception of Computer Information Systems (CIS) and Computer Applications and Office Technology (CAT) classes, very few Career and Technical Education classes are taught via technology-mediated instruction. There is a huge reservoir of untapped potential for this large segment of the district’s students, but more resources are needed to reach them.

Patterns of Open Campus Enrollment

Since the Open Campus's inception in 1998, the modalities by which students take distance learning classes have undergone a sea change.



From 1999 to 2001, telecourse students outnumbered online students. From 2001 to the present, telecourses underwent a marked decline in enrollment as students switched to online classes.

For this reason, RCCD ceased teaching traditional TV-based telecourses in the Spring of 2007, replacing them with *teleweb* courses that combine digital “stream-on-demand” video with online course components.

In addition, RCCD introduced a new type of distance learning class, *hybrid* classes, in which half of instructional time takes place online while half remains on-campus. Hybrids show promise because research suggests that they can improve student success by taking advantage of the best traits of both computerized and face-to-face instruction.

A PLAN FOR THE FUTURE

Every new technology introduced in the twentieth century—from motion pictures, to radio, to television, to computers—boldly pledged to transform instruction. None succeeded. Then came the Internet, and more sweeping changes have occurred in the past decade as occurred in the century before it.

We stand at a crossroads. Internet-based education is booming, with no end in sight. The Open Campus has achieved phenomenal success and can, with additional resources, continue to thrive in this new educational landscape and meet the challenges ahead.

Infrastructure

WebCT Vista

In the Winter 2008 semester, the Open Campus transitioned to the “Campus Edition 6” version WebCT, the district’s software system that underlies technology-mediated instruction. Costs doubled, but RCCD had no choice because Blackboard/WebCT will cease supporting our former “Campus Edition 4” version of WebCT.

However, RCCD’s technology-mediated learning program has become so large that it strains the capabilities of even this new version, which will eventually necessitate a move to the flagship “Vista” version of WebCT. In addition, as Norco and Moreno Valley become separate colleges, only the Vista version will allow separate institutional branding for each college. By moving to WebCT Vista and purchasing significantly more students seats in our yearly software license, we raise the exciting possibility of creating a WebCT course shell for *every* course in the entire district; in effect, nearly all of RCCD’s courses could become at least web-enhanced. An upgrade to Vista and unlimited student licenses will cost approximately \$100,000 per year.

24/7 Help Desk

In 2006, RCCD became one of only twelve California community colleges invited to participate in a trial of a “24/7” Help Desk. This program has been very successful. Formerly, student help was only available between 8 am - 5pm Monday through Friday. Now, help is available around the clock, 365 days per year. This is useful because *two thirds* of all WebCT help calls take place outside regular working hours.

All costs for this program have been borne by the Chancellor’s office. As the trial period draws to a close, RCCD may have to bear the approximately \$75,000 per year cost. This is still cheaper than expanding our district’s small help desk to offer 24/7 operation.

Even though the 24/7 help desk is able to resolve 80% of initial help calls, for security and privacy reasons they lack complete access to our systems so 20% of calls have to be forwarded to the district’s help desk. Therefore, additional funds should be also provided to expand RCCD’s help desk to provide weekend coverage.

Software

Portal

The majority of community colleges nationwide now use “portal” software, which allows seamless “single-sign-on” access to a variety of college services including registration, financial aid, the bookstore, grades, college groups, and distance learning classes. Our district’s Information Services division lacks adequate funding to implement a district-wide portal system. As more and more district services migrate online, a portal can streamline and integrate numerous district services.

Synchronous Communication

WebCT provides students and faculty in technology-mediated classes with synchronous (i.e., “real-time”) communication via text-based chat rooms and electronic whiteboards. However, newer technologies allow students and faculty to communicate via voice and/or video over the Internet without incurring long-distance charges. It would greatly facilitate the efficacy of both distance learning and face-to-face classes for synchronous capabilities to be provided for all students and faculty. Costs average \$90,000 per year.

Anti-Plagiarism

While the Internet facilitates many positive aspects of instruction, it can also facilitate cheating via “cut-and-paste” plagiarism from Internet sites. The Open Campus combats plagiarism by making www.turnitin.com available to both online and on-campus faculty. This service costs approximately \$17,500 per year. Blackboard recently unveiled a free anti-plagiarism tool available to its customers. If tests show that the free tool works well, we could divert \$17,500 per year to synchronous communication software.

Student Services

All student services in higher education—including libraries, counseling, bookstores, matriculation, admissions and many others—are migrating online. Riverside Community College District has made progress in all these areas, but the growth of online classes—whose students logically pursue more services online—have increasingly impacted these areas as well as the Open Campus. An effort should be launched to ensure coordination of all online services across the district.

New Programs

Video

Student surveys indicate that the top-rated request regarding RCCD's technology-mediated classes is "more digital video." Accordingly, though RCCD has ceased teaching traditional television-based courses, our effort to provide video to students is stronger than ever. The Open Campus has been digitizing hundreds of hours' worth of copyright-licensed video and is developing a search engine that will enable students and faculty to flexibly search and view entire video programs or small snippets of relevant academic content.

Active Learning

The second-most-requested item in surveys of online students is to incorporate more games and other active learning technologies into technology-mediated classes. In response, the Open Campus has revamped its hybrid academy faculty training to emphasize active learning and is pursuing a grant to infuse digital games into courses.

CyberTutors

Student Retention and Student Success are lower for online classes than for face-to-face classes. Retention in RCCD's online classes is approximately 6% lower than in face to face classes and student success is 8-10% lower.

Many variables affect retention and success, and the Open Campus has worked with Admissions, Information Services, and Matriculation to implement programs that have improved online retention. For example, all prospective online students must now demonstrate the minimal technical skills necessary to succeed in an online environment, and the Open Campus web site and student help systems have been improved.

However, more can be accomplished. One program we wish to implement is "*CyberTutors*," wherein successful online students are recruited and trained to assist in activities that promote student retention. This is similar to the "online advisor" that every student in UCLA's online programs is assigned. Since the greatest benefits could be derived from a brief period ranging from the beginning of classes until the census date, this program could contain costs by operating for just the first few weeks of each semester. This program would cost an estimated \$25,000 per year.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
RESOURCES COMMITTEE MEETING
January 22 2008, 6:45 p.m.
Room 101, Student Services Building, Moreno Valley Campus

Committee Members: Mark Takano, Committee Chairperson
Virginia Blumenthal, Vice Chairperson
Aaron Brown, Interim Vice Chancellor, Administration and Finance
Melissa Kane, Vice Chancellor, Diversity and Human Resources
Doug Beckstrom, Academic Senate Representative (Moreno Valley Campus)
Richard Mahon, Academic Senate Representative (Riverside)
Patricia Worsham, Academic Senate Representative (Norco)
Kathleen Sell, CTA Representative (Riverside)
Karen Skiba, CTA Representative (Norco)
Tamara Caponetto, CSEA Representative (Norco)
Carmen Payne, CSEA Representative (Moreno Valley)
Tish Chavez, Confidential Representative (Riverside)

AGENDA

VI. Board Committee Reports

B. Resources Committee

1. 2006-2007 Independent Audit Report for the Riverside Community College District
 - The Committee to review the Riverside Community College District's independent audit report for the year ended June 30, 2007.
2. 2006-2007 Measure C Financial and Performance Audits
 - The Committee to review independent financial and performance audit reports of the Measure C general obligation bonds for the year ended June 30, 2007.
3. Construction Management Services
 - The Committee to consider the hiring of construction management service firms to assist with managing and executing construction projects on an as-needed basis.

4. 2006-2007 Public Self Insurer's Annual Report for Workers' Compensation
 - The Committee to be presented with a report on the Riverside Community College District's self-insured workers' compensation program.
5. Update on the 2007-2008 State Budget
 - The Committee to be provided an update on the Governor's proposed State budget.
6. Comments from the public.

Adjourn

Prepared by: Vickie L. Vega
Administrative Assistant, Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: January 29, 2008

Subject: 2006-2007 Independent Audit Report for the Riverside Community College District

Background: In accordance with Education Code Section 84040(b), an independent audit of the District's 2006-2007 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.

Audit Findings

Three current year audit findings are summarized below (pages 71 through 76):

- Compensation for Personal Services: A confirmation/after-the-fact statement to certify work performed on the Moreno Valley Trio program was not completed by the program director as required by OMB cost principles.
- Suspension or Debarment Certifications for Contracts between \$25,000 to \$100,000: Federal regulations require that potential contractors and subcontractors seeking to do business with the District are required to complete a debarment and suspension certification when the value of the contract exceeds \$25,000. The District's procedures specified, in error, completion of the certification for contract values that exceeded \$100,000. In addition, the District did not review the Excluded Parties List System (EPLS) website for debarred or suspended subcontractors/suppliers unless the contract value exceeded \$100,000.
- Student Health Fees (Section 437): The District's process for students to claim a student health fee exemption was not clearly disclosed.

The recommendation for the one prior year audit finding related to Title IV refunds has been fully implemented (pages 77 through 78).

Audit Adjustments

There was one audit adjustment to the District's financial statements (page 58), resulting in an increase of \$464,297 to accounts payable in the Capital Outlay Project Fund.

Auditor's Required Communication – Audit Completion

In accordance with Statement on Auditing Standards No. 114, at the conclusion of the audit engagement VTD is required to communicate information to the Board of Trustees regarding

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: January 29, 2008

Subject: 2006-2007 Independent Audit Report for the Riverside Community College
District (continued)

their responsibility under United States Generally Accepted Auditing Standards and OMB Circular A-133, significant accounting policies, accounting estimates, significant audit adjustments and uncorrected misstatements, disagreements with management, consultation with other independent accountants, issues discussed prior to retention of independent auditors and difficulties encountered in performing the audit. Attached for your information is the required communication issued by VTD.

Management Recommendations

Three recommendations to improve operational internal controls were recommended to management as shown in the attached letter.

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, 2007 for the permanent file of the District.

James L. Buysse
Interim Chancellor

Prepared by: Bill J. Bogle, Jr.
District Controller



RIVERSIDE COMMUNITY
COLLEGE DISTRICT

ANNUAL FINANCIAL REPORT

JUNE 30, 2007

RIVERSIDE COMMUNITY COLLEGE DISTRICT
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JUNE 30, 2007

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FINANCIAL SECTION



INDEPENDENT AUDITORS' REPORT

Board of Trustees
Riverside Community College District
Riverside, California

We have audited the accompanying basic financial statements of the Riverside Community College District (the District) as of and for the year ended June 30, 2007, and its aggregate discretely presented component unit, the Riverside Community College District Foundation. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit. The financial statements of the District as of June 30, 2006, were audited by other auditors, whose report dated October 27, 2006, was unqualified.

We did not audit the financial statements of the Riverside Community College District Foundation (the Foundation), which represents 100 percent of the assets, net assets, and revenue of the District's aggregate discretely presented component unit as of and for the year ended June 30, 2006. Those statements were audited by other auditors, whose report dated September 15, 2006, was unqualified.

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 includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Riverside Community College District and its discretely presented component unit, the Riverside Community College District Foundation, as of June 30, 2007, and the respective changes in financial position and cash flows, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 21, 2007, 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, and grant agreements and other matters. The purpose of that report is 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Management's Discussion and Analysis, as listed in the Table of Contents, is not a required part of the basic financial statements, but is supplementary information required by the accounting principles generally accepted in the United States of America. This supplementary information is the responsibility of the District's management. We have applied certain limited procedures, consisting principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The supplementary information listed in the Table of Contents, including the Schedule of Expenditures of Federal Awards, which is required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The Additional Supplementary Information on pages 80 through 87 has been presented at the request of District management for purposes of additional analysis. We have applied certain limited procedures consisting primarily of analysis and inquiry regarding presentation; however, we did not audit the information. Accordingly, we express no opinion on them.

Wawrinek, Irine, Day & Co. LLP

Rancho Cucamonga, California
December 21, 2007

RIVERSIDE COMMUNITY COLLEGE

Moreno Valley • Norco • Riverside

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, 2007. The report consists of three basic financial statements: the Statement of Net Assets; Statement of Revenues, Expenses, and Changes in Net Assets; 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, 2007. 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 focus of the Statement of Net Assets 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 Assets focuses on the costs of the District's operational activities, which are supported primarily by local property taxes and State apportionment revenues. 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 primary basis of this apportionment is the calculation of Full Time Equivalent Students (FTES). During the 2006-2007 fiscal year, the reported FTES were 23,967 as compared to 26,323 in the 2005-2006 fiscal year. The District was fully funded for fiscal year 2006-2007 and fiscal year 2005-2006.
- Several construction and modernization projects at the District's three campuses resulted in completed buildings, building improvements, and improvements to sites of approximately \$1,348,883 in the 2006-2007 fiscal year. These projects are funded both through State construction revenues and through the District's voter approved general obligation bond, Measure C.
- Costs for employee salaries increased by 13.69 percent or \$12.2 million from the 2005-2006 fiscal year, and costs associated with employee benefits increased by 25.50 percent or \$5.8 million. The increase in salaries is primarily due to COLA of 5.92 percent plus a 2.0 percent negotiated labor contract increase. The increase in the benefit costs is due to continued rising costs of health and welfare benefits paid on behalf of both current employees and retirees.
- During the 2006-2007 fiscal year, the District provided almost \$19.0 million in financial aid to students attending classes at the three campuses. 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.
- The District issued \$90 million in general obligation bonds in June 2007 for construction and renovation projects and equipment throughout the District.



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RCC Norco • 2001 Third Street, Norco, CA 92860-2600 • (951) 372-7000 • FAX (951) 372-7050
RCC Riverside • 4800 Magnolia Avenue, Riverside, CA 92506-1299 • (951) 222-8000 • FAX (951) 222-8036

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**MANAGEMENT'S DISCUSSION AND ANALYSIS
 JUNE 30, 2007**

THE DISTRICT AS A WHOLE

Net Assets

Table 1

(Amounts in thousands)

	<u>2007</u>	<u>2006</u>	<u>Change</u>	<u>2005</u>	<u>Change</u>
ASSETS					
Current Assets					
Cash and investments	\$ 162,396	\$ 80,321	\$ 82,075	\$ 83,449	\$ 78,947
Accounts receivable (net)	21,120	12,326	8,794	14,244	6,876
Other current assets	1,179	89	1,090	98	1,081
Total Current Assets	<u>184,695</u>	<u>92,736</u>	<u>91,959</u>	<u>97,791</u>	<u>86,904</u>
Capital Assets (net)	<u>172,155</u>	<u>143,102</u>	<u>29,053</u>	<u>117,294</u>	<u>54,861</u>
Total Assets	<u><u>\$356,850</u></u>	<u><u>\$235,838</u></u>	<u><u>\$121,012</u></u>	<u><u>\$215,085</u></u>	<u><u>\$141,765</u></u>
LIABILITIES					
Current Liabilities					
Accounts payable and accrued liabilities	\$ 22,225	\$ 15,041	\$ 7,184	\$ 13,597	\$ 8,628
Amounts held in trust for others	2,043	1,034	1,009	1,012	1,031
Current portion of long-term obligations	9,183	7,239	1,944	5,633	3,550
Total Current Liabilities	<u>33,451</u>	<u>23,314</u>	<u>10,137</u>	<u>20,242</u>	<u>13,209</u>
Long-Term Obligations	<u>153,936</u>	<u>68,597</u>	<u>-</u>	<u>77,097</u>	<u>76,839</u>
Total Liabilities	<u><u>187,387</u></u>	<u><u>91,911</u></u>	<u><u>10,137</u></u>	<u><u>97,339</u></u>	<u><u>90,048</u></u>
NET ASSETS					
Invested in capital assets	114,599	110,337	4,262	99,611	14,988
Restricted	36,137	33,590	2,547	18,135	18,002
Unrestricted	18,727	-	18,727	-	18,727
Total Net Assets	<u><u>\$169,463</u></u>	<u><u>\$143,927</u></u>	<u><u>\$ 25,536</u></u>	<u><u>\$117,746</u></u>	<u><u>\$ 51,717</u></u>

Cash and investments consist primarily of funds held in the Riverside County Treasury. The changes in our cash position are explained in the Statement of Cash Flows on pages 15 and 16.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2007

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 Assets on page 14.

Table 2

(Amounts in thousands)

	2007	2006	Change	2005	Change
Operating Revenues					
Tuition and fees	\$ 12,923	\$ 14,294	\$ (1,371)	\$ 13,875	\$ (952)
Grants and contracts	31,814	29,617	2,197	29,539	2,275
Auxiliary sales and charges	2	-	2	-	2
Total Operating Revenues	<u>44,739</u>	<u>43,911</u>	<u>828</u>	<u>43,414</u>	<u>1,325</u>
Operating Expenses					
Salaries and benefits	124,868	112,642	12,226	102,016	22,852
Supplies and maintenance	47,700	37,831	9,869	37,153	10,547
Depreciation	5,166	5,115	51	4,144	1,022
Total Operating Expenses	<u>177,734</u>	<u>155,588</u>	<u>22,146</u>	<u>143,313</u>	<u>34,421</u>
Loss on Operations	<u>(132,995)</u>	<u>(111,677)</u>	<u>(21,318)</u>	<u>(99,899)</u>	<u>(33,096)</u>
Nonoperating Revenues					
State apportionments	88,437	68,270	20,167	62,048	26,389
Property taxes	43,101	43,803	(702)	35,674	7,427
State revenues	4,529	4,689	(160)	3,844	685
Net investment income	4,170	4,030	140	1,604	2,566
Net interest expense	(3,516)	(3,036)	(480)	(3,313)	(203)
Other nonoperating revenues	12,190	6,080	6,110	6,897	5,293
Total Nonoperating Revenue	<u>148,911</u>	<u>123,836</u>	<u>25,075</u>	<u>106,754</u>	<u>42,157</u>
Other Revenues					
State and local capital income	9,620	5,270	4,350	5,515	4,105
Gain (Loss) on disposal of assets	-	8,752	(8,752)	(9)	9
	<u>9,620</u>	<u>14,022</u>	<u>(4,402)</u>	<u>5,506</u>	<u>4,114</u>
Net Increase in Net Assets	<u>\$ 25,536</u>	<u>\$ 26,181</u>	<u>\$ (645)</u>	<u>\$ 12,361</u>	<u>\$ 13,175</u>

The District's primary revenue is from the State apportionment calculation which is comprised of three sources: local property taxes, student enrollment fees, and State apportionment. Property taxes levied and received from property within the County decreased and student resident enrollment fees decreased during the year from \$26 per unit to \$20 per unit. However, these decreases were offset by a corresponding increase in State apportionment revenues.

Grant and contract revenues relate primarily to student financial aid, as well as to specific Federal and State grants received for programs serving the students and programs of the District. These grant and program revenues are restricted as to the allowable expenses related to the programs.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**MANAGEMENT'S DISCUSSION AND ANALYSIS
 JUNE 30, 2007**

Interest income of \$4.6 million was off set by interest expense of \$3.9 million. The interest income is primarily the result of cash held in the Riverside County Treasury. Interest income is up approximately \$.5 million over the 2005-2006 fiscal year. Interest income and expenses have increased over fiscal year 2005-2006 due to the Series C GO Bond issuance in late June 2007.

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, 2007:

	Salaries and Employee Benefits	Supplies, Material, and Other Expenses and Services	Equipment, Maintenance, and Repairs	Depreciation	Total
Instructional activities	\$ 61,619,751	\$ 4,009,189	\$ 2,271,756	\$ -	\$ 67,900,696
Academic support	31,425,851	14,793,669	730,944	-	46,950,464
Student services	14,166,180	1,575,367	261,103	-	16,002,650
Plant operations and maintenance	5,770,803	3,725,775	383,083	-	9,879,661
Instructional support services	4,244,377	374,270	298,969	-	4,917,616
Community services and economic development	1,224,664	311,300	61,768	-	1,597,732
Ancillary services and auxiliary operations	6,349,764	2,614,357	115,220	-	9,079,341
Student aid	-	14,017,066	-	-	14,017,066
Physical property and related acquisitions	66,514	2,039,622	116,613	-	2,222,749
Unallocated depreciation	-	-	-	5,165,636	5,165,636
Total	<u>\$124,867,904</u>	<u>\$ 43,460,615</u>	<u>\$ 4,239,456</u>	<u>\$ 5,165,636</u>	<u>\$177,733,611</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**MANAGEMENT'S DISCUSSION AND ANALYSIS
 JUNE 30, 2007**

Year ended June 30, 2006:

	Salaries and Employee Benefits	Supplies, Material, and Other Expenses and Services	Equipment, Maintenance, and Repairs	Depreciation	Total
Instructional activities	\$ 56,284,994	\$ 3,120,078	\$ 339,202	\$ -	\$ 59,744,274
Academic support	28,238,614	7,770,073	420,033	-	36,428,720
Student services	12,650,613	1,622,924	73,013	-	14,346,550
Plant operations and maintenance	5,134,222	3,272,285	188,517	-	8,595,024
Instructional support services	3,585,236	379,588	78,933	-	4,043,757
Community services and economic development	1,206,536	449,845	19,359	-	1,675,740
Ancillary services and auxiliary operations	5,541,356	2,427,118	484,442	-	8,452,916
Student aid	-	15,128,069	-	-	15,128,069
Physical property and related acquisitions	-	333,326	1,723,905	-	2,057,231
Unallocated depreciation	-	-	-	5,115,520	5,115,520
Total	\$112,641,571	\$ 34,503,306	\$ 3,327,404	\$ 5,115,520	\$155,587,801

Changes in Cash Position

Table 4

(Amounts in thousands)

	2007	2006	Change	2005	Change
Cash Provided by (Used in)					
Operating activities	\$ (125,332)	\$ (104,666)	\$ (20,666)	\$ (89,229)	\$ (36,103)
Noncapital financing activities	143,630	124,019	19,611	104,651	38,979
Capital financing activities	59,778	(26,489)	86,267	48,102	11,676
Investing activities	3,999	4,007	(8)	2,657	1,342
Net Increase (Decrease) in Cash	82,075	(3,129)	85,204	66,181	15,894
Cash, Beginning of Year	80,320	83,449	(3,129)	17,268	63,052
Cash, End of Year	<u>\$ 162,395</u>	<u>\$ 80,320</u>	<u>\$ 82,075</u>	<u>\$ 83,449</u>	<u>\$ 78,946</u>

The Statement of Cash Flows on pages 15 and 16 provides information about our 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, 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, 2007**

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2007, the District had \$172,155,534 in a broad range of capital assets, including land, buildings, and furniture and equipment. At June 30, 2006, the District's net capital assets were \$143,101,654. Major capital improvement projects are ongoing throughout the college campuses. These projects are primarily funded through State Construction Revenues and General Obligation Bonds. Projects are accounted for within our 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.

Table 5

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
Land and construction in progress	\$ 53,880,735	\$ 31,111,140	\$ -	\$ 84,991,875
Buildings and improvements	109,316,692	1,348,883	-	110,665,575
Equipment and vehicles	18,030,987	1,759,493	(121,475)	19,669,005
Subtotal	181,228,414	34,219,516	(121,475)	215,326,455
Accumulated depreciation	(38,126,760)	(5,165,636)	121,475	(43,170,921)
	<u>\$ 143,101,654</u>	<u>\$ 29,053,880</u>	<u>\$ -</u>	<u>\$ 172,155,534</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**MANAGEMENT'S DISCUSSION AND ANALYSIS
 JUNE 30, 2007**

Obligations

At the end of the 2006-2007 fiscal year, the District had \$159,139,934 in General Obligation Bonds outstanding. These bonds are repaid annually in accordance with the obligation requirements through property tax assessments on property within the Riverside Community College District boundaries.

In addition to the above obligations, the District is obligated to employees of the District for vacation and load banking benefits and lease purchase agreements for equipment.

Table 6

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
General obligation bonds	\$ 71,967,557	\$ 93,655,214	\$ (6,482,837)	\$159,139,934
Other liabilities	3,867,857	859,761	(748,897)	3,978,721
Total Long-Term Obligations	<u>\$ 75,835,414</u>	<u>\$ 94,514,975</u>	<u>\$ (7,231,734)</u>	<u>\$163,118,655</u>
Amount due within one year				<u>\$ 9,182,730</u>

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 2006-2007 fiscal year on June 19, 2007.

The District's final revised budget for the unrestricted General Fund anticipated that expenditures would exceed revenue by \$.9 million. The actual results for the year showed revenues exceeded expenditures by \$5.4 million.

ECONOMIC FACTORS AFFECTING THE FUTURE OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT

The economic position of the District is closely tied to the State of California as State apportionments and property taxes allocated to the District represent approximately 86.03 percent of the total unrestricted sources of revenues received within the General Fund. The District declined in reported FTES during fiscal year 2006-2007. The District continues to monitor enrollment and operating costs of the District to ensure ongoing financial stability and retain the reserve levels required by Board Policy and the State Chancellor's Office.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2007

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 4800 Magnolia Avenue, Riverside, California 92506.

BASIC FINANCIAL STATEMENTS

RIVERSIDE COMMUNITY COLLEGE DISTRICT

STATEMENTS OF NET ASSETS JUNE 30, 2007 AND 2006

	<u>2007</u>	<u>2006</u>
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 2,748,567	\$ 2,755,296
Investments	159,646,947	77,565,106
Accounts receivable, net	21,119,982	12,326,465
Prepaid expenses	73,137	60,720
Deferred cost on issuance	1,084,831	-
Stores inventories	21,310	28,916
Total Current Assets	<u>184,694,774</u>	<u>92,736,503</u>
Noncurrent Assets		
Nondepreciable capital assets	84,991,875	53,880,735
Depreciable capital assets, net of depreciation	87,163,659	89,220,919
Total Noncurrent Assets	<u>172,155,534</u>	<u>143,101,654</u>
TOTAL ASSETS	<u>356,850,308</u>	<u>235,838,157</u>
LIABILITIES		
Current Liabilities		
Accounts payable	13,477,156	8,342,437
Accrued interest payable	1,122,959	1,246,044
Deferred revenue	4,794,287	2,976,852
Claims liability	2,831,205	2,476,763
Amounts held in trust on behalf of others	2,042,870	1,033,629
Compensated absences payable - current portion	620,886	516,535
Bonds payable - current portion	8,040,000	6,320,000
Lease obligations - current portion	17,195	-
Other long-term obligations - current portion	504,619	402,234
Total Current Liabilities	<u>33,451,177</u>	<u>23,314,494</u>
Noncurrent Liabilities		
Compensated absences payable - noncurrent portion	1,707,857	1,549,605
Bonds payable - noncurrent portion	143,414,386	60,616,109
Net debt premium	7,685,578	5,031,448
Lease obligations - noncurrent portion	56,250	-
Other long-term obligations - noncurrent portion	1,071,884	1,399,483
Total Noncurrent Liabilities	<u>153,935,955</u>	<u>68,596,645</u>
TOTAL LIABILITIES	<u>187,387,132</u>	<u>91,911,139</u>
NET ASSETS		
Invested in capital assets, net of related debt	114,598,597	110,337,049
Restricted for:		
Debt service	17,618,543	11,820,288
Capital projects	13,315,637	21,769,681
Other activities	5,202,943	-
Unrestricted	18,727,456	-
TOTAL NET ASSETS	<u>\$ 169,463,176</u>	<u>\$ 143,927,018</u>

The accompanying notes are an integral part of these financial statements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**STATEMENTS OF REVENUES, EXPENSES,
 AND CHANGES IN NET ASSETS
 FOR THE YEARS ENDED JUNE 30, 2007 AND 2006**

	<u>2007</u>	<u>2006</u>
OPERATING REVENUES		
Student Tuition and Fees	\$ 18,278,142	\$ 20,369,130
Less: Scholarship discount and allowance	(5,354,970)	(6,074,796)
Net tuition and fees	<u>12,923,172</u>	<u>14,294,334</u>
Grants and Contracts, noncapital:		
Federal	19,939,276	21,480,732
State	11,874,851	8,136,160
Internal Service Sales and Charges	<u>1,631</u>	<u>-</u>
TOTAL OPERATING REVENUES	<u>44,738,930</u>	<u>43,911,226</u>
OPERATING EXPENSES		
Salaries	101,977,931	89,770,779
Employee benefits	22,889,973	22,870,792
Supplies, materials, and other operating expenses and services	43,460,615	34,503,306
Equipment, maintenance, and repairs	4,239,456	3,327,404
Depreciation	<u>5,165,636</u>	<u>5,115,520</u>
TOTAL OPERATING EXPENSES	<u>177,733,611</u>	<u>155,587,801</u>
OPERATING LOSS	<u>(132,994,681)</u>	<u>(111,676,575)</u>
NONOPERATING REVENUES (EXPENSES)		
State apportionments, noncapital	88,436,441	68,269,940
Local property taxes	43,100,491	43,803,016
State taxes and other revenues	4,529,367	4,689,052
Investment income, net	4,170,219	4,029,786
Interest expense on capital related debt	(3,928,624)	(3,035,759)
Interest income on capital asset-related debt, net	412,550	-
Other nonoperating revenue	<u>12,190,417</u>	<u>6,079,460</u>
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>148,910,861</u>	<u>123,835,495</u>
INCOME BEFORE OTHER REVENUES AND EXPENSES	<u>15,916,180</u>	<u>12,158,920</u>
State revenues, capital	9,619,978	5,270,334
Gain on disposal of assets	<u>-</u>	<u>8,751,971</u>
TOTAL INCOME BEFORE OTHER OTHER REVENUES AND EXPENSES	<u>9,619,978</u>	<u>14,022,305</u>
INCREASE IN NET ASSETS	25,536,158	26,181,225
NET ASSETS, BEGINNING OF YEAR	<u>143,927,018</u>	<u>117,745,793</u>
NET ASSETS, END OF YEAR	<u>\$ 169,463,176</u>	<u>\$ 143,927,018</u>

The accompanying notes are an integral part of these financial statements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**STATEMENTS OF CASH FLOWS
 FOR THE YEARS ENDED JUNE 30, 2007 AND 2006**

	2007	2006
CASH FLOWS FROM OPERATING ACTIVITIES		
Tuition and fees	\$ 12,715,382	\$ 14,272,219
Federal grants and contracts	19,939,276	21,449,482
State grants and contracts	12,419,336	9,204,102
Payments to vendors for supplies and services	(46,228,952)	(37,310,057)
Payments to or on behalf of employees	(125,095,809)	(112,303,511)
Other operating receipts	918,005	22,019
Net Cash Flows From Operating Activities	<u>(125,332,762)</u>	<u>(104,665,746)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
State apportionments	87,997,324	69,476,010
Property taxes	42,069,003	43,132,892
State taxes and other apportionments	1,810,325	5,451,091
Other nonoperating	11,753,823	5,958,900
Net Cash Flows From Noncapital Financing Activities	<u>143,630,475</u>	<u>124,018,893</u>
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES		
Purchase of capital assets	(32,486,516)	(31,207,601)
Proceeds from sale of capital assets	-	9,035,971
Proceeds from sale of general obligation bonds	93,793,659	
State revenue, capital projects	9,619,978	5,270,334
Principal paid on capital debt	(6,547,837)	(7,053,155)
Interest paid on capital debt	(3,928,624)	(2,492,040)
Interest received on capital asset-related debt	412,550	-
Deferred cost on issuance	(1,084,831)	-
Other expenses for capital financing activities, net	-	(41,876)
Net Cash Flows From Capital Financing Activities	<u>59,778,379</u>	<u>(26,488,367)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest received from investments	3,999,020	4,006,792
Net Cash Flows From Investing Activities	<u>3,999,020</u>	<u>4,006,792</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	82,075,112	(3,128,428)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	80,320,402	83,448,830
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 162,395,514</u>	<u>\$ 80,320,402</u>

The accompanying notes are an integral part of these financial statements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**STATEMENTS OF CASH FLOWS, Continued
 FOR THE YEARS ENDED JUNE 30, 2007 AND 2006**

	<u>2007</u>	<u>2006</u>
RECONCILIATION OF NET OPERATING LOSS TO NET CASH FLOWS FROM OPERATING ACTIVITIES		
Operating Loss	\$ (132,994,681)	\$ (111,676,575)
Adjustments to Reconcile Operating Loss to Net Cash Used by Operating Activities:		
Depreciation expense	5,165,636	5,155,520
Changes in Assets and Liabilities:		
Receivables, net	(34,249)	788,118
Inventories	7,606	2,776
Prepaid items	(12,417)	5,315
Accounts payable and other accrued liabilities	(328,752)	691,722
Deferred revenue	1,817,435	226,459
Funds held for others	1,009,241	22,019
Compensated absences	37,419	158,900
Total Adjustments	<u>7,661,919</u>	<u>7,050,829</u>
Net Cash Flows From Operating Activities	<u><u>\$ (125,332,762)</u></u>	<u><u>\$ (104,625,746)</u></u>

CASH AND CASH EQUIVALENTS CONSIST OF THE FOLLOWING:

Cash in banks	\$ 2,748,567	\$ 2,755,296
Cash in county treasury	159,646,947	77,565,106
Total Cash and Cash Equivalents	<u><u>\$ 162,395,514</u></u>	<u><u>\$ 80,320,402</u></u>

NON CASH TRANSACTIONS

On behalf payments for benefits	<u><u>\$ 2,720,297</u></u>	<u><u>\$ 2,408,236</u></u> *
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* Non cash transaction listed as note disclosure in prior year audit.

The accompanying notes are an integral part of these financial statements.

***DISCRETELY PRESENTED COMPONENT UNIT
RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION***

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**DISCRETELY PRESENTED COMPONENT UNIT
 RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION
 STATEMENTS OF FINANCIAL POSITION
 JUNE 30, 2007 AND 2006**

	<u>2007</u>	<u>2006</u>
ASSETS		
Current Assets		
Cash and Cash Equivalents		
Unrestricted	\$ 26,954	\$ (25,766)
Restricted	1,530,697	689,398
Accounts receivable	7,129	-
Unconditional promises to give	149,260	162,847
Total Current Assets	<u>1,714,040</u>	<u>826,479</u>
Noncurrent Assets		
Investments - restricted	3,242,131	3,556,763
Long-term unconditional promises to give, net of allowance	170,879	111,345
Total Noncurrent Assets	<u>3,413,010</u>	<u>3,668,108</u>
Total Assets	<u>\$ 5,127,050</u>	<u>\$ 4,494,587</u>
 LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable	\$ 113,900	\$ 73,841
Refundable advances	150,000	150,000
Total Current Liabilities	<u>263,900</u>	<u>223,841</u>
Long-Term Obligations		
Long-term obligation to Riverside Community College District	421,368	177,037
Total Long-Term Obligations	<u>421,368</u>	<u>177,037</u>
Total Liabilities	<u>685,268</u>	<u>400,878</u>
 NET ASSETS		
Unrestricted		
Undesignated	206,088	41,051
Board designated	(586,644)	(190,611)
Total Unrestricted	<u>(380,556)</u>	<u>(149,560)</u>
Temporarily restricted	1,977,541	1,878,506
Permanently restricted	2,844,797	2,364,763
Total Net Assets	<u>4,441,782</u>	<u>4,093,709</u>
Total Liabilities and Net Assets	<u>\$ 5,127,050</u>	<u>\$ 4,494,587</u>

The accompanying notes are an integral part of these financial statements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**DISCRETELY PRESENTED COMPONENT UNIT
 RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION
 STATEMENTS OF ACTIVITIES
 FOR THE YEARS ENDED JUNE 30, 2007 AND 2006**

	2007			Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
REVENUES				
Donations	\$ 181,871	\$ 641,114	\$ 238,598	\$ 1,061,583
In-kind donations				
Donated assets	104,075	-	-	104,075
Donated material	43,734	-	-	43,734
Donated services	390,231	-	-	390,231
Assets released from restrictions	754,328	(699,569)	(54,759)	-
Total Revenues	<u>1,474,239</u>	<u>(58,455)</u>	<u>183,839</u>	<u>1,599,623</u>
EXPENSES				
Operating expenses	445,069	-	-	445,069
Program expenses	1,082,902	-	-	1,082,902
Fundraising expenses	194,076	-	-	194,076
Total Expenses	<u>1,722,047</u>	<u>-</u>	<u>-</u>	<u>1,722,047</u>
OTHER INCOME (EXPENSE)				
Realized losses on sale of investments	(67)	(1,042)	(4,345)	(5,454)
Unrealized gains	4,420	68,416	285,409	358,245
Interest and dividends income	1,633	25,274	105,434	132,341
Interest expense	(14,635)	-	-	(14,635)
Transfers	25,461	64,842	(90,303)	-
Total Other Income (Expense)	<u>16,812</u>	<u>157,490</u>	<u>296,195</u>	<u>470,497</u>
CHANGE IN NET ASSETS	(230,996)	99,035	480,034	348,073
NET ASSETS, BEGINNING OF YEAR	<u>(149,560)</u>	<u>1,878,506</u>	<u>2,364,763</u>	<u>4,093,709</u>
NET ASSETS, END OF YEAR	<u>\$ (380,556)</u>	<u>\$1,977,541</u>	<u>\$2,844,797</u>	<u>\$ 4,441,782</u>

The accompanying notes are an integral part of these financial statements.

2006			
Unrestricted	Temporarily Restricted	Permanently Restricted	Total
\$ 89,975	\$ 408,532	\$ 238,467	\$ 736,974
19,008	-	-	19,008
28,151	-	-	28,151
197,817	-	-	197,817
796,362	(727,407)	(68,955)	-
<u>1,131,313</u>	<u>(318,875)</u>	<u>169,512</u>	<u>981,950</u>
288,191	-	-	288,191
790,703	-	-	790,703
202,920	-	-	202,920
<u>1,281,814</u>	<u>-</u>	<u>-</u>	<u>1,281,814</u>
-	-	-	-
700	40,264	113,459	154,423
431	24,814	69,921	95,166
(1,035)	-	-	(1,035)
-	-	-	-
<u>96</u>	<u>65,078</u>	<u>183,380</u>	<u>248,554</u>
(150,405)	(253,797)	352,892	(51,310)
845	2,132,303	2,011,871	4,145,019
<u>\$ (149,560)</u>	<u>\$ 1,878,506</u>	<u>\$ 2,364,763</u>	<u>\$ 4,093,709</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**DISCRETELY PRESENTED COMPONENT UNIT
 RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION
 STATEMENTS OF CASH FLOWS
 FOR THE YEARS ENDED JUNE 30, 2007 AND 2006**

	<u>2007</u>	<u>2006</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	\$ 348,073	\$ (51,310)
Adjustments to Reconcile Change in Net Assets to Net Cash Flows From Operating Activities		
Unrealized gain	(358,245)	(173,640)
Changes in Assets and Liabilities		
Increase in accounts receivable	(7,129)	-
Increase in unconditional promises to give	(45,947)	(756,478)
Increase (decrease) in accounts payable	40,059	(62,936)
Increase in refundable advances	-	150,000
Net Cash Flows From Operating Activities	<u>(23,189)</u>	<u>(894,364)</u>
 CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of investments	(1,033,570)	(905,096)
Proceeds from sale of investments	1,706,447	1,161,967
Net Cash Flows From Investing Activities	<u>672,877</u>	<u>256,871</u>
 CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from issuance of debt	<u>244,331</u>	<u>722,249</u>
 NET CHANGE IN CASH AND CASH EQUIVALENTS	894,019	84,756
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>663,632</u>	<u>578,876</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 1,557,651</u>	<u>\$ 663,632</u>
 CASH AND CASH EQUIVALENTS CONSIST OF:		
Unrestricted cash	\$ 26,954	\$ (25,766)
Restricted cash	<u>1,530,697</u>	<u>689,398</u>
TOTAL CASH AND CASH EQUIVALENTS	<u>\$ 1,557,651</u>	<u>\$ 663,632</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, 2007 AND 2006

NOTE 1 - ORGANIZATION

The Riverside Community College District (the District) was established in 1916 as a political subdivision of the State of California and provides post secondary 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 campuses located within western Riverside County. While the District is a political subdivision of the State of California, it is not a component unit of the State in accordance with the provisions of Governmental Accounting Standards Board (GASB) Statement No. 39.

Financial Reporting Entity

The District has adopted GASB Statement No. 39, *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.

- **Riverside Community College District Foundation**

The Riverside Community College District Foundation (the Foundation) is a legally separate, tax-exempt organization. The Foundation acts primarily as a fundraising organization to provide grants and scholarships to students and support to employees, programs, and departments of the District. Although the District does not control the timing or amount of receipts from the Foundation, the majority of resources, or income thereon, that the Foundation holds and invests are restricted to the activities of the District by the donors. Because these restricted resources held by the Foundation can only be used by, or for the benefit of, the District, the Foundation is considered a component unit of the District. The Foundation is reported in separate financial statements because of the difference in its reporting model, as further described below.

The Foundation is a not-for-profit organization under Internal Revenue Code (IRS) Section 501(c)(3) that reports its financial results under Financial Accounting Standards Board (FASB) Statements. Most significant to the Foundation's operations and reporting model are FASB Statement No. 116, *Accounting for Contributions Received and Contributions Made*, and FASB Statement No. 117, *Financial Reporting for Not-For-Profit Organizations*. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundation's financial information in the District's financial reporting entity for these differences.

Financial statements for the Foundation can be obtained by calling the Foundation at (951) 222-8626.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

- **Riverside Community College District Development Corporation**

The Riverside Community College District Development Corporation (the Corporation) is a legally separate organization component unit of the District. The Corporation was formed to provide financing and acquire assets for the District. The Board of Trustees of the Corporation is the same as the Board of Trustees of the District. 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.

The following entities do not meet the above criteria for inclusion as component units of the District. Additional information is included in Note 13 to the financial statements.

- **Joint Powers Agencies and Public Entity Risk Pools**

The District is associated with four joint powers agencies (JPAs). These organizations do not meet the criteria for inclusion as component units of the District. The JPAs are the Schools Excess Liability Fund (SELF), the Riverside Community College County Superintendent Self-Insurance Program for Employees (RCCCSSIPE), the Riverside Employers/Employees Plan (REEP), and the Alliance of Schools for Cooperative Insurance Program (ASCIP).

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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 and No. 38. Accordingly, the District's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All significant intra-agency and intra-fund transactions have been eliminated.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is 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, available means expected to be received within 90 days of fiscal year-end.

Nonexchange transactions, in which the District receives value without directly giving equal value in return, include State apportionments, property taxes, certain grants, entitlements, and donations. Revenue from State apportionments is generally recognized in the fiscal year in which it is apportioned from the State. Revenue from property taxes is recognized in the fiscal year in which the taxes are received. Revenue from certain grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include time and purpose requirements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

The accounting policies of the District conform to accounting principles generally accepted in the United States of America (US GAAP) as applicable to colleges and universities, as well as those prescribed by the California Community Colleges Chancellor's Office. The District reports are based on all applicable GASB pronouncements, as well as applicable FASB pronouncements issued on or before November 30, 1989, unless those pronouncements conflict or contradict GASB pronouncements. When applicable, certain prior year amounts have been reclassified to conform to current year presentation. The budgetary and financial accounts of the District are maintained in accordance with the State Chancellor's Office Budget and Accounting Manual.

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 and No. 38. 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:
 - Statement of Net Assets
 - Statement of Revenues, Expenses, and Changes in Net Assets
 - Statement of Cash Flows
- 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 one year or less from the date of acquisition. Cash equivalents also include cash with county treasury balances for purposes of the statement of cash flows.

Restricted Cash and Cash Equivalents

Cash balances restricted by external sources such as grants and contracts are classified as restricted cash and cash equivalents in the Statement of Net Assets.

Investments

In accordance with GASB Statement No. 31, *Accounting and Reporting for Certain Investments and for External Investment Pools*, investments are stated at fair value. Fair value is estimated based on published market prices at year-end. Investments for which there are no quoted market prices are not material.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

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 \$208,229 for the year ended June 30, 2007.

Prepaid Expenditures

Prepaid expenditures or expenses represent payments made to vendors for services that will benefit periods beyond June 30.

Inventory

Inventory consists 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. 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 are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not. Major outlays for capital improvements are capitalized as construction-in-progress as the projects are constructed. Routine repairs and maintenance that do not extend the life of the building or equipment are charged as operating expenses in the year the expense is incurred.

Depreciation of capital assets is computed and recorded by 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.

Accrued Liabilities and Long-term Obligations

All payables, accrued liabilities, and long-term obligations are reported in the entity-wide financial statements.

Deferred Issuance Costs, Premiums, and Discounts

Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight line method.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

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 entity-wide financial statements. The amounts have been recorded in 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.

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, 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.

Deferred Revenue

Deferred 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 deferred revenue is removed from the combined balance sheet and revenue is recognized. Deferred revenues include (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 deferred revenue.

Net Assets

GASB Statements No. 34 and No. 35 report equity as "Net Assets." Net assets are classified according to external donor restrictions or availability of assets for satisfaction of District obligations according to the following net asset categories:

Invested in Capital Assets, Net of Related Debt: Capital Assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets.

Restricted - Expendable: Net assets whose use by the District is subject to externally imposed constraints that can be fulfilled by actions of the District pursuant to those constraints or by the passage of time.

Unrestricted: Net assets that are not subject to externally imposed constraints. Unrestricted net assets may be designated for specific purposes by action of the Board of Trustees or may otherwise be limited by contractual agreements with outside parties. Substantially all unrestricted net assets are designated for special purposes.

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.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

Operating Revenues and Expenses

Classification of Revenues - The District has classified its revenues as either operating or nonoperating according to the following criteria:

Operating revenues - Operating revenues include activities that have the characteristics of exchange transactions, such as, (1) student tuition and fees, net of scholarship discounts and allowances, (2) sales and services of auxiliary enterprises, net of scholarship discounts and allowances, (3) most Federal, State, and local grants and contracts, and (4) interest on institutional student loans.

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 described in GASB Statement No. 34.

Classification of Expenses - Nearly all 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 and are recorded in the District's financial records when received.

On-Behalf Payments

GASB Statement No. 24 requires direct on-behalf payments for fringe benefits and salaries made by one entity to a third party recipient for the employees for another legally separate entity be recognized as revenues and expenditures by the employer entity. The State of California makes direct on-behalf payments to the State Teachers and the Public Employees Retirement Systems (STRS and PERS) on behalf of all community colleges in California. The amounts of on-behalf payments were \$2,720,297 and \$0 for STRS and PERS, respectively.

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.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

Property Tax

Secured property taxes attach as an enforceable lien on property as of January 1. The County 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 received.

Scholarship Discounts and Allowances

Student tuition and fee revenue is reported net of scholarship discounts and allowances in the Statement of Revenues, Expenditures, and Changes in Net Assets. 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. To the extent that fee waivers and discounts have been used to satisfy tuition and fee charges, the District has recorded a scholarship discount and allowance.

Federal Financial Assistance Programs

The District participates in federally funded Pell Grants, FSEOG Grants, Federal Work-Study, Academic Competitiveness Grants, and Federal Family Education Loan 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. These programs are audited in accordance with the Single Audit Act Amendments of 1996, and the U.S. Office of Management and Budget's revised Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, and the related *Compliance Supplement*. During the year ended June 30, 2007 and 2006, the District distributed \$1,254,931 and \$1,308,429 in direct lending through the U.S. Department of Education. These amounts have not been included as revenues or expenses within the accompanying financial statements as the amounts were passed directly to qualifying students; however, the amounts are included on the Schedule of Expenditures of Federal Awards.

Interfund Activity

Exchange transactions between funds of the District are reported as revenues and expenses within the Statement of Revenues, Expenses, and Changes in Net Assets. Flows of cash or goods from one fund to another without a requirement for repayment are recognized as interfund transfers within the District's fund financial statements. Amounts owing between funds for both exchange and non-exchange transactions are recorded as interfund receivables and payables within the District's fund financial statements. Interfund transfers and interfund receivables and payables are eliminated during the consolidation process in the entity-wide financial statements.

Component Unit

The Riverside Community College District Foundation maintains its accounts in accordance with the principles and practices of fund accounting. Fund accounting is the procedure by which resources for various purposes are classified for accounting purposes in accordance with activities or objectives specified by donors. Accordingly, net assets and the changes in net assets are classified as follows:

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

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 related investments for general or specific purposes.

Temporarily Restricted Net Assets - Net assets subject to donor-imposed stipulations that will be met by actions of the Foundation and/or the passage of time.

Unrestricted Net Assets - Net assets not subject to donor-imposed restrictions.

Revenues are reported as increases in the unrestricted net assets classification unless use of the related assets is limited by donor-imposed restrictions. Contributions, including unconditional promises to give, are recognized as revenue in the period received. Conditional promises to give are not recognized as revenue until the conditions on which they depend are substantially met. Contributions for in-kind gifts from outside sources are recorded at their fair market value on the date of the donation.

Expenses are reported as decreases in unrestricted net assets. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law.

Investments are reported at fair value based upon quoted market prices.

The Foundation is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and related California Franchise Tax Codes.

New Accounting Pronouncement

GASB Statement No. 45: In June 2004, GASB issued Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions*. This statement establishes standards for the measurement, recognition and display of OPEB expense, expenditures and related liabilities or assets, note disclosures and, if applicable, required supplementary information in the financial reports of State and local governmental employers. This statement generally provides for prospective implementation - that is, that employers set the beginning net OPEB obligation at zero as of the beginning of the initial year. The District is in the process of determining the impact the implementation of this statement will have on the government-wide statements of net assets and activities. This statement is effective for periods beginning after December 15, 2006, depending upon the size of the governmental entities' financial activity. The District will be implementing the requirements of this standard in the 2008-2009 fiscal year.

Comparative Financial Information

Comparative financial information for the prior year has been presented for additional analysis; certain amounts presented in the prior year data may have been reclassified in order to be consistent with the current year's presentation.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

NOTE 3 - CASH 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 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 Treasury 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, 2007 AND 2006

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

Summary of Deposits and Investments

Deposits and investments as of June 30, 2007, consist of the following:

Cash on hand and in banks	\$ 2,698,567
Cash in revolving	50,000
Investments	159,646,947
Total Deposits and Investments	<u>\$ 162,395,514</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 manages its exposure to interest rate risk by investing in the County Pool and County Pooled Investment Fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2007 AND 2006**

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:

Investment Type	Fair Market Value	Maturity Date
Riverside County Treasurer - Investment agreement	\$ 12,581,216	8/31/2007
County Pooled Investment	146,894,282	1.14*
Total	\$ 159,475,498	

* 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 County pool are rated Aaa by Moody's Investor Services as of June 30, 2007.

Investment Type	Minimum Legal Rating	Rating June 30, 2007	Fair Market Value
Riverside County Treasurer - Investment agreement	Not required	Aaa	\$ 12,581,216
County Pooled Investment	Not required	Aaa	146,894,282
Total			\$ 159,475,498

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. As of June 30, 2007, the District's bank balance of \$2,459,178 was exposed to custodial credit risk because it was uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the name of the District.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

Custodial Credit Risk - Investments

This is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. The cash held in the County Treasury is uncategorized and the fair value approximates carrying value are shown above in the credit risk schedule. Deposits with the County Treasury are not categories because they do not represent securities which exist in physical or book entry form. The deposits with the County Treasury are valued using the amortized cost method (which approximates fair value). The fair values are provided by the County Treasurer. As of June 30, 2007, \$147,052,205 is invested in the Riverside County Treasurer's Pooled Investment Fund. The Pooled Investment Fund is currently rated Aaa by Moody's Investor Services. The County Treasurer also holds \$12,594,742 in a separate investment account, XL Asset Funding Company, LLC. XL Asset Funding (XLAF) investment agreements are issued with a financial guaranty through their affiliate XL Capital Assurance Inc. With this guaranty, XLAF's investment agreements achieve a credit enhancement with a financial strength rating of Aaa by Moody's Investor Services. The District does not have a separate investment policy, but utilizes the investment policy of Riverside County Treasurer.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2007 AND 2006**

NOTE 4 - ACCOUNTS RECEIVABLE

Receivables for the District consisted primarily of intergovernmental grants, entitlements, interest, and other local sources.

The accounts receivable are as follows:

	<u>2007</u>	<u>2006</u>
Federal Government		
Categorical aid	\$ 2,066,629	\$ 2,611,114
State Government		
Apportionment	5,576,162	1,175,217
Categorical aid	4,842,898	2,601,198
Lottery	1,393,603	897,935
Local Government		
Interest	739,252	568,053
Property taxes	3,681,507	2,650,019
Foundation	506,630	70,036
Riverside County Redevelopment	618,459	-
Other local sources	1,208,975	1,632,442
Total	<u>\$ 20,634,115</u>	<u>\$ 12,206,014</u>
Student receivables	\$ 694,096	\$ 172,073
Less allowance for bad debt	(208,229)	(51,622)
Student receivables, net	<u>\$ 485,867</u>	<u>\$ 120,451</u>
Total receivables, net	<u>\$ 21,119,982</u>	<u>\$ 12,326,465</u>

Discretely Presented Component Unit

The Foundation's accounts receivable consist primarily of donations and unconditional promises to give. In the opinion of management, all amounts have been deemed to be fully collectable.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2007 AND 2006**

NOTE 5 - CAPITAL ASSETS

Capital asset activity for the District for the fiscal year ended June 30, 2007, was as follows:

	Balance Beginning of Year	Additions	Deductions	Balance End of Year
Capital Assets Not Being Depreciated				
Land	\$ 32,502,697	\$ -	\$ -	\$ 32,502,697
Construction in progress	21,378,038	31,111,140	-	52,489,178
Total Capital Assets Not Being Depreciated	<u>53,880,735</u>	<u>31,111,140</u>	<u>-</u>	<u>84,991,875</u>
Capital Assets Being Depreciated				
Land improvements	4,947,362	188,299	-	5,135,661
Buildings and improvements	104,369,330	1,160,584	-	105,529,914
Furniture and equipment	18,030,987	1,759,493	121,475	19,669,005
Total Capital Assets Being Depreciated	<u>127,347,679</u>	<u>3,108,376</u>	<u>121,475</u>	<u>130,334,580</u>
Total Capital Assets	<u>181,228,414</u>	<u>34,219,516</u>	<u>121,475</u>	<u>215,326,455</u>
Less Accumulated Depreciation				
Land improvements	4,342,272	111,752	-	4,454,024
Buildings and improvements	22,781,347	2,853,800	-	25,635,147
Furniture and equipment	11,003,141	2,200,084	121,475	13,081,750
Total Accumulated Depreciation	<u>38,126,760</u>	<u>5,165,636</u>	<u>121,475</u>	<u>43,170,921</u>
Net Capital Assets	<u>\$143,101,654</u>	<u>\$ 29,053,880</u>	<u>\$ -</u>	<u>\$172,155,534</u>

Depreciation expense for the year was \$5,165,636.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2007 AND 2006**

Capital asset activity for the District for the fiscal year ended June 30, 2006, was as follows:

	Balance Beginning of Year	Additions	Deductions	Balance End of Year
Capital Assets Not Being Depreciated				
Land	\$ 30,199,218	\$ 2,303,479	\$ -	\$ 32,502,697
Construction in progress	14,342,285	21,037,262	14,001,509	21,378,038
Total Capital Assets Not Being Depreciated	<u>44,541,503</u>	<u>23,340,741</u>	<u>14,001,509</u>	<u>53,880,735</u>
Capital Assets Being Depreciated				
Land improvements	4,660,871	286,491	-	4,947,362
Buildings and improvements	84,585,492	19,783,838	-	104,369,330
Furniture and equipment	16,657,556	1,798,040	424,609	18,030,987
Total Capital Assets Being Depreciated	<u>105,903,919</u>	<u>21,868,369</u>	<u>424,609</u>	<u>127,347,679</u>
Total Capital Assets	<u>150,445,422</u>	<u>45,209,110</u>	<u>14,426,118</u>	<u>181,228,414</u>
Less Accumulated Depreciation				
Land improvements	4,239,936	102,336	-	4,342,272
Buildings and improvements	19,983,918	2,797,429	-	22,781,347
Furniture and equipment	9,211,995	2,215,755	424,609	11,003,141
Total Accumulated Depreciation	<u>33,435,849</u>	<u>5,115,520</u>	<u>424,609</u>	<u>38,126,760</u>
Net Capital Assets	<u>\$117,009,573</u>	<u>\$ 40,093,590</u>	<u>\$ 14,001,509</u>	<u>\$143,101,654</u>

Depreciation expense for the year was \$5,115,520.

NOTE 6 - ACCOUNTS PAYABLE

Accounts payable for the District consisted of the following:

	2007	2006
Accrued payroll and benefits	\$ 865,664	\$ 1,127,213
Apportionment	3,961,828	-
Construction payables	4,875,545	3,142,545
Other governmental entities	-	913,928
Other	3,774,119	3,158,751
Total	<u>\$ 13,477,156</u>	<u>\$ 8,342,437</u>

Discretely Presented Component Unit

The accounts payable of Foundation consist primarily of amounts owed to vendors for supplies and services.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2007 AND 2006**

NOTE 7 - DEFERRED REVENUE

Deferred revenue at consisted of the following:

	<u>2007</u>	<u>2006</u>
State categorical aid	\$ 2,041,810	\$ 476,606
Enrollment fees	849,448	897,463
Theater subscriptions	326,092	208,583
Other local	1,576,937	1,394,200
Total	<u>\$ 4,794,287</u>	<u>\$ 2,976,852</u>

NOTE 8 - LONG-TERM OBLIGATIONS

Long-Term Obligations Summary

The changes in the District's long-term obligations during the 2007 fiscal year consisted of the following:

	<u>Balance Beginning of Year</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance End of Year</u>	<u>Due in One Year</u>
Bonds Payable					
General obligation bonds, Series A and B	\$ 9,520,000	\$ -	\$4,500,000	\$ 5,020,000	\$1,545,000
General obligation bonds, Refunding Bond 2005	57,416,109	838,247	1,820,000	56,434,356	475,000
Net unamortized debt premium	5,031,448	-	162,837	4,868,611	-
General obligation bonds, Series 2007 C	-	90,000,000	-	90,000,000	6,020,000
Net unamortized debt premium	-	2,816,967	-	2,816,967	-
Total Bonds Payable	<u>71,967,557</u>	<u>93,655,214</u>	<u>6,482,837</u>	<u>159,139,934</u>	<u>8,040,000</u>
Other Liabilities					
Compensated absences	2,066,140	262,603	-	2,328,743	620,886
Capital leases	-	138,445	65,000	73,445	17,195
Golden Handshake	1,144,395	248,959	465,648	927,706	463,853
Load banking	657,322	209,754	218,249	648,827	40,796
Total Other Liabilities	<u>3,867,857</u>	<u>859,761</u>	<u>748,897</u>	<u>3,978,721</u>	<u>1,142,730</u>
Total Long-Term Obligations	<u>\$75,835,414</u>	<u>\$94,514,975</u>	<u>\$7,231,734</u>	<u>\$ 163,118,655</u>	<u>\$9,182,730</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

The changes in the District's long-term obligations during the 2006 fiscal year consisted of the following:

	Balance Beginning of Year	Additions	Deductions	Balance End of Year	Due in One Year
Bonds Payable					
General obligation bonds, Series A and B	\$13,270,000	\$ -	\$ 3,750,000	\$ 9,520,000	\$ 4,500,000
General obligation, Refunding Bond 2005	58,386,109	-	970,000	57,416,109	1,820,000
Net unamortized debt premium	5,194,285	-	162,837	5,031,448	-
Total Bonds Payable	76,850,394	-	4,882,837	71,967,557	6,320,000
Other Liabilities					
Compensated absences	1,632,748	433,392	-	2,066,140	516,535
Capital leases	2,170,318	-	2,170,318	-	-
Golden Handshake	1,525,859	-	381,464	1,144,395	381,465
Load banking	550,350	240,550	133,578	657,322	20,769
Total Other Liabilities	5,879,275	673,942	2,685,360	3,867,857	918,769
Total Long-Term Obligations	\$82,729,669	\$ 673,942	\$ 7,568,197	\$ 75,835,414	\$ 7,238,769

Description of Debt

Bonded Debt

2004 General Obligation Bonds

During March 2004, voters of the District authorized the issuance and sale of general obligation bonds in the amount of \$350,000,000. As a result of the authorization, General Obligation Bonds Series 2004A "Series A Bonds" and Series 2004B (federally taxable) "Series B Bonds" were issued in August 2004. At June 30, 2007, the principal outstanding was \$5,020,000.

Series A Bonds were issued in the aggregate principal amount of \$55,205,000 with interest rates ranging from 4 to 5.25 percent. Series A Bonds were used to finance the acquisition, construction, and modernization of property and school facilities, to refund outstanding certificates of participation (COPs), and to pay certain costs of the bond issue. The refunded COPs are considered defeased. This current refunding was undertaken to decrease total debt service payments over the next 13 years by \$2,762,260. The Series A Bonds are subject to optional and mandatory sinking fund redemption prior to maturity.

Series B Bonds were issued to advance refund the District's outstanding certificates of participation. The refunded COPs are considered defeased. This advance refunding was undertaken to reduce total debt service payments over the next 13 years by \$2,298,036 and to obtain an economic gain of \$237,565. The Series B Bonds are not subject redemption prior to maturity.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2007 AND 2006**

The bonds are general obligations of the District. The Riverside County Board of Supervisors is obligated to levy ad valorem taxes upon all property within the District subject to taxation by the District for the payment of interest and principal on the bonds when due.

2005 General Obligation Refunding Bonds

During May 2005, the District issued 2005 General Obligation Refunding Bonds with interest rates ranging from 3 to 5 percent. The bonds were issued as current interest bonds and capital appreciation bonds, with the value of the capital appreciation bonds accreting \$5,755,644, and an aggregate principal debt service balance of \$56,434,356. The bonds mature through August 1, 2024. Principal and interest on the refunded debt will be paid until such time as they can be redeemed on August 1, 2014. At June 30, 2007, the principal outstanding was \$56,434,356, and net unamortized debt premium was \$4,868,611.

The bonds are being used to advance refund all or a portion of the outstanding principal amount of the District's General Obligation Bonds, Election of 2004, Series 2004A (the Refunding Bonds). The refunded bonds were the Series A general obligation bonds including the cost of issuance of the bonds except for \$3,745,000 of the debt. The refunded bonds are considered defeased. The bonds were issued as current interest bonds and capital appreciation bonds. Interest with respect to the current interest bonds accrues from the date of their delivery and is payable semiannually on February 1 and August 1 of each year.

Net debt premium consists of the following:

	June 30, 2007
	<u>\$ 3,732,929</u>
Deferred loss on refunding	823,392
Debt issue costs	(9,424,932)
Debt premium	<u>\$ (4,868,611)</u>
Net unamortized debt premium	

2007 General Obligation Bonds

During June 2007, the District issued the 2007 General Obligation Bonds in the amount of \$90,000,000. The bonds mature beginning on August 1, 2007 through August 1, 2032, with interest yields ranging from 3.62 to 4.47 percent. At June 30, 2007, the principal outstanding was \$90,000,000 and unamortized premium and issuance costs of \$2,816,967 and \$1,084,831, respectively. Premium and issuance 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 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, 2007.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2007 AND 2006**

The outstanding general obligation bonded debt is as follows:

Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds		Accreted Interest		Bonds
				Outstanding July 1, 2006	Issued	Addition	Redeemed	Outstanding June 30, 2007
2004	2030	4.00%-5.25%	\$ 55,205,000	\$ 9,520,000	\$ -	\$ -	\$ 4,500,000	\$ 5,020,000
2005	2025	3.00%-5.00%	68,181,109	57,416,109	-	838,247	1,820,000	56,434,356
2007	2033	4.00%-5.00%	90,000,000	-	90,000,000	-	-	90,000,000
				<u>\$ 66,936,109</u>	<u>\$ 90,000,000</u>	<u>\$ 838,247</u>	<u>\$ 6,320,000</u>	<u>\$ 151,454,356</u>

The General Obligation Bonds, Series A and B mature through 2030 as follows:

Fiscal Year	Interest to		Total
	Principal	Maturity	
2008	\$ 1,545,000	\$ 174,078	\$ 1,719,078
2009	-	146,075	146,075
2010	-	146,075	146,075
2011	-	146,075	146,075
2012	500,000	136,075	636,075
2013-2017	2,445,000	306,143	2,751,143
2018-2022	120,000	126,652	246,652
2023-2027	215,000	83,681	298,681
2028-2030	195,000	16,637	211,637
Total	<u>\$ 5,020,000</u>	<u>\$ 1,281,491</u>	<u>\$ 6,301,491</u>

The General Obligation Bonds, 2005 Refunding Bonds mature through 2025 as follows:

Fiscal Year	Principal	Accreted Interest	Current Interest to	Total
			Maturity	
2008	\$ 475,000	\$ -	\$ 2,541,900	\$ 3,016,900
2009	1,260,000	-	2,503,275	3,763,275
2010	1,495,000	-	2,440,762	3,935,762
2011	1,740,000	-	2,366,250	4,106,250
2012	1,368,836	461,164	2,310,500	4,140,500
2013-2017	7,295,520	5,294,480	11,412,125	24,002,125
2018-2022	22,555,000	-	8,124,875	30,679,875
2023-2025	20,245,000	-	1,583,375	21,828,375
Total	<u>\$ 56,434,356</u>	<u>\$ 5,755,644</u>	<u>\$ 33,283,062</u>	<u>\$ 95,473,062</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2007 AND 2006**

The General Obligation Bonds, Series 2007 C mature through 2033 as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest to Maturity</u>	<u>Total</u>
2008	\$ 6,020,000	\$ 2,504,842	\$ 8,524,842
2009	5,125,000	3,952,550	9,077,550
2010	5,160,000	3,746,850	8,906,850
2011	5,185,000	3,534,575	8,719,575
2012	-	3,425,500	3,425,500
2013-2017	-	17,127,500	17,127,500
2018-2022	-	17,127,500	17,127,500
2023-2027	15,340,000	16,377,750	31,717,750
2028-2032	52,170,000	7,211,750	59,381,750
2033	1,000,000	25,000	1,025,000
Total	<u><u>\$ 90,000,000</u></u>	<u><u>\$ 75,033,817</u></u>	<u><u>\$ 165,033,817</u></u>

Capital Leases

The District has utilized capital leases purchase agreements to primarily purchase equipment. The current lease purchase agreements in the amount of \$138,445 will be paid through 2012.

The District's liabilities on lease agreements with options to purchase are summarized below:

Balance, July 1, 2006	<u>Capital Lease</u>
Additions	\$ -
Payments	138,445
Balance, June 30, 2007	<u><u>65,000</u></u>
	<u><u>\$ 73,445</u></u>
<u>Year Ending June 30,</u>	<u>Lease Payment</u>
2008	\$ 17,195
2009	14,674
2010	14,674
2011	14,674
2012	12,228
Total	<u><u>73,445</u></u>
Present Value of Minimum Lease Payments	<u><u>\$ 73,445</u></u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

NOTE 9 - POSTEMPLOYMENT BENEFITS

The District provides medical, dental, and vision insurance coverage, as prescribed in the various employee union contracts, to retirees meeting plan eligibility requirements. Eligible employees retiring from the District may become eligible for these benefits when the requirements are met. The eligibility requirement for employees participating in Public Employees' Retirement System (PERS) is a minimum age of 55 and a minimum ten years of continuous service with the District. Additional age and service criteria may be required. The eligibility requirement for employees participating in State Teachers' Retirement System (STRS) is a minimum age of 60 with five years of service, or age 50 with 30 years of service. In addition, the District also has minimum continuous service requirements for retirement that range from three years to ten years and varies by employee class. The District recognizes expenditures for these post employment health benefits on a pay-as-you-go-basis as premiums are paid. During the 2007 fiscal year, the District provided insurance premium benefits to 70 retired employees with total expenditures of \$960,116.

NOTE 10 - RISK MANAGEMENT

Property and Liability

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During fiscal year ending June 30, 2007, the District contracted with the Alliance of Schools for Cooperative Insurance Programs Joint Powers Authority for property and liability insurance coverage. Settled claims have not exceeded this commercial coverage in the past year. There has not been a significant reduction in coverage from the prior year.

Workers' Compensation

For fiscal year 2006-2007, the District participated in the Schools Excess Liability Fund Joint Powers Authority (JPA), an insurance purchasing pool. The District is self insured for the first \$350,000 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.

Claims Liabilities

The District records an estimated liability for indemnity health care, 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 historical experience and internal actuarial analysis.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2007 AND 2006**

Unpaid Claims Liabilities

The fund 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 approximated aggregate liabilities for the District from June 30, 2006 to June 30, 2007.

	Self- Insurance
Liability Balance, June 30, 2006	\$ 2,476,763
Claims and changes in estimates	2,223,055
Claims payments	(1,868,613)
Liability Balance, June 30, 2007	<u>\$ 2,831,205</u>
Assets available to pay claims at June 30, 2007	<u><u>\$ 7,561,089</u></u>

NOTE 11 - EMPLOYEE RETIREMENT SYSTEMS

Qualified employees are covered under multiple-employer contributory retirement plans maintained by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System (STRS) and classified employees are members of the California Public Employees' Retirement System (CalPERS).

STRS

Plan Description

All certificated employees and those employees meeting minimum standards adopted by the Board of Governors of the California Community Colleges and employed 50 percent or more of a full-time equivalent position participate in the Defined Benefit Plan (DB Plan). Part-time educators hired under a contract of less than 50 percent or on an hourly or daily basis without contract may elect membership in the Cash Balance Benefit Program (CB Benefit Program). Since January 1, 1999, both of these plans have been part of the State Teachers' Retirement System, a cost-sharing, multiple-employer contributory public employee retirement system. The State Teachers' Retirement Law (Part 13 of the *California Education Code*, Section 22000 et seq.) established benefit provisions for STRS. Copies of the STRS annual financial report may be obtained from the STRS Executive Office, 7667 Folsom Boulevard, Sacramento, California 95851.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

The STRS, a defined benefit pension plan, provides retirement, disability, and death benefits, and depending on which component of the STRS the employee is in, post-retirement cost-of-living adjustments may also be offered. Employees in the DB Plan attaining the age of 60 with five years of credited California service (service) are eligible for "normal" retirement and are entitled to a monthly benefit of two percent of their final compensation for each year of service. Final compensation is generally defined as the average salary earnable for the highest three consecutive years of service. The plan permits early retirement options at age 55 or as early as age 50 with at least 30 years of service. While early retirement can reduce the two percent age factor used at age 60, service of 30 or more years will increase the percentage age factor to be applied. Disability benefits are generally the maximum of 50 percent of final compensation for most applicants. Eligible dependent children can increase this benefit up to a maximum of 90 percent of final compensation. After five years of credited service, members become 100 percent vested in retirement benefits earned to date. If a member's employment is terminated, the accumulated member contributions are refundable. The features of the CB Benefit Program include immediate vesting, variable contribution rates that can be bargained, guaranteed interest rates, and flexible retirement options. Participation in the CB Benefit Program is optional; however, if the employee selects the CB Benefit Program and their basis of employment changes to half time or more, the member will automatically become a member of the DB Plan.

Funding Policy

Active members of the DB Plan are required to contribute eight percent of their salary while the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2006-2007 was 8.25 percent of annual payroll. The contribution requirements of the plan members are established by State statute. The CB Benefit Program is an alternative STRS contribution plan for instructors. Instructors who choose not to sign up for the DB Plan or FICA may participate in the CB Benefit Program. The District contribution rate for the CB Benefit Program is always a minimum of four percent with the sum of the District and employee contribution always being equal or greater than eight percent.

Annual Pension Cost

The District's total contributions to STRS for the fiscal years ended June 30, 2007, 2006, and 2005, were \$5,000,706, \$4,399,919, and \$3,850,938, respectively, and equal 100 percent of the required contributions for each year.

Other Information

Under STRS law, certain early retirement incentives require the employer to pay the present value of the additional benefit which may be paid on either a current or deferred basis. The District has obligations to STRS totaling \$762,930 for early retirement incentives granted to terminated employees.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

CalPERS

Plan Description

All full-time classified employees participate in the CalPERS, an agent multiple-employer contributory public employee retirement system that act as a common investment and administrative agent for participating public entities within the State of California. The Riverside Community College District is part of a "cost-sharing" pool with CalPERS. Employees are eligible for retirement as early as age 50 with five years of service. At age 55, the employee is entitled to a monthly benefit of 2.0 percent of final compensation for each year of service credit. Retirement compensation is reduced if the plan is coordinated with Social Security. Retirement after age 55 will increase the percentage rate to a maximum of 2.5 percent at age 63 with an increased rate. The plan also provides death and disability benefits. Retirement benefits fully vest after five years of credited service. Upon separation from the Fund, members' accumulated contributions are refundable with interest credited through the date of separation.

The Public Employees' Retirement Law (Part 3 of the *California Government Code*, Section 20000 et seq.) establishes benefit provisions for CalPERS. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, California 95814.

Funding Policy

Active plan members are required to contribute seven percent of their salary (seven percent of monthly salary over \$133.33 if the member participates in Social Security), and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The District's contribution rate to CalPERS for fiscal year 2006-2007 was 9.124 percent of annual payroll.

Annual Pension Cost

The District's contributions to CalPERS for fiscal years ending June 30, 2007, 2006, and 2005, were \$2,702,097, \$2,330,410, and \$2,291,598, respectively, and equaled 100 percent of the required contributions for each year.

On-Behalf Payments

The State of California makes contributions to STRS and CalPERS on behalf of the District. These payments consist of State General Fund contributions to STRS which amounted to \$2,720,297 (4.517 percent) of salaries subject to STRS. A contribution to CalPERS was not required for the year ended June 30, 2007. These amounts have been reflected in the basic financial statements as a component of nonoperating revenue and employee benefit expense.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

Deferred Compensation

The District offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 403(b). The plan, available to all District employees, permits 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 plan, 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 Riverside County Office of Education is the Financial Agent for the District.

Public Agency Retirement System (PARS)

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 STRS, 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 Number 763 as of June 30, 2007. Total contributions to the plan amounted to \$690,735.

NOTE 12 - 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, 2007.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

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 position of the District at June 30, 2007.

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
2008	\$ 1,578,637
2009	1,390,782
2010	1,270,784
2011	1,270,784
2012	1,069,000
Present Value of Minimum Lease Payments	<u>\$ 6,579,987</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2007 AND 2006**

Construction Commitments

As of June 30, 2007, the District had the following commitments with respect to the unfinished capital projects:

CAPITAL PROJECT	Spent to Date	Estimated Construction Commitment	Expected Date of Completion
Quad Remodel	\$ 17,532,536	\$ 1,353,955	Fiscal Year 07/08
Nursing/Science Project	1,304,596	5,078,090	Fiscal Year 11/12
Moreno Valley Phase III	513,275	644,045	Fiscal Year 11/12
Norco - Phase III	1,188,255	7,136,460	Fiscal Year 09/10
Riverside School of the Arts	150,711	1,688,031	Fiscal Year 12/13
Parking Structure	20,875,517	20,897	Fiscal Year 07/08
Food Service Remodel - Riverside	25,813	557,257	Fiscal Year 08/09
Food Service Remodel - Moreno Valley	71,050	1,885,566	Fiscal Year 08/09
Center for Primary Education	5,275,631	3,402,618	Fiscal Year 07/08
ECS Secondary Effects Projects - Moreno Valley	227,674	12,571	Fiscal Year 08/09
Infrastructure Studies Projects	465,695	26,775	Fiscal Year 07/08
MV - Hot Water Loop - SPP 827	153,541	737,755	Fiscal Year 07/08
NORESCO Utility Retrofit	3,202,172	2,973,922	Fiscal Year 07/08
Modular Redistribution Project - Riverside	22,925	1,874,156	Fiscal Year 07/08
Modular Redistribution Project - Moreno Valley	50,049	1,398,720	Fiscal Year 07/08
Modular Redistribution Project - Norco	568,501	1,118,165	Fiscal Year 07/08
ECS Upgrade and Retrofit Project - Moreno Valley	26,912	19,341	Fiscal Year 07/08
ECS Upgrade and Retrofit Project - Norco	29,555	549,519	Fiscal Year 09/10
Norco Student Support Center	58,438	10,984,382	Fiscal Year 09/10
Modular Redistribution Project - Ben Clark	39,090	2,122,722	Fiscal Year 07/08
Aquatic Project - SPP 846	38,658	5,001,992	Fiscal Year 09/10
	<u>\$ 51,820,593</u>	<u>\$ 48,586,939</u>	

The projects are funded through a combination of general obligation bonds and capital project apportionments from the State Chancellor's Office.

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 Alliance of Schools for Cooperative Insurance Programs (ASCIP) 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.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007 AND 2006

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, 2007, the District made payments of \$303,261, \$7,636, \$1,182,864, and \$452,274 to SELF, RCCCSSIPE, REEP, and ASCIP, respectively.

NOTE 14 - SUBSEQUENT EVENTS

The District has adopted the Public Agency Retirement Services (PARS) 403(b) Supplementary Retirement Plan (SRP) effective July 1, 2007, for employees meeting certain eligibility requirements. The supplementary retirement plan has five annual payments of \$452,376, totaling \$2,261,880.

SUPPLEMENTARY INFORMATION

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DISTRICT ORGANIZATION JUNE 30, 2007

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 is accredited by the Western Association of Schools and Colleges (WASC), which is one of six regional associations that accredit public and private schools, colleges, and universities in the United States.

BOARD OF TRUSTEES

<u>MEMBER</u>	<u>OFFICE</u>	<u>TERM EXPIRES</u>
Mary Figueroa	President	December 3, 2008
Virginia Blumenthal	Vice President	December 3, 2010
Janet Green	Secretary	December 3, 2010
Jose Medina	Member	December 3, 2010
Mark A. Takano	Member	December 3, 2008

ADMINISTRATION

Dr. Salvatore G. Rotella ⁽¹⁾	Chancellor
Dr. Ray Maghroori	Vice Chancellor, Academic Affairs
Dr. James L. Buysse ⁽²⁾	Vice Chancellor, Administration and Finance
Ms. Melissa Kane	Vice Chancellor, Diversity and Human Resources
Dr. Debbie DiThomas	Interim Vice Chancellor of Student Services/Operations

⁽¹⁾ Retired as of July 1, 2007

⁽²⁾ Interim Chancellor as of July 1, 2007

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE YEAR ENDED JUNE 30, 2007**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF AGRICULTURE		
Hispanic Serving Institutions Education Grants		
Water Quality Research	10.223	\$ 56,788
Passed through California Department of Education (CDE)		
Child and Adult Care Food Program	10.558	15,736
Total U.S. Department of Agriculture		<u>72,524</u>
U.S. DEPARTMENT OF COMMERCE		
Market Developer Cooperator Program - CITD	11.112	41,665
U.S. DEPARTMENT OF DEFENSE		
Procurement Assistance Center (PAC)	12.002	156,877
U.S. DEPARTMENT OF LABOR		
WORKFORCE INVESTMENT ACT		
Passed through from the County of Riverside (EDA)		
Title I Community College Education Assistance Center	17.258	150,541
Passed through California Department of Education (CDE)		
Child Development - Careers Projects	17.258	130,203
Total U.S. Department of Labor		<u>280,744</u>
NATIONAL SCIENCE FOUNDATION		
Advanced Technological Education (ATE)	47.076	64,566
SMALL BUSINESS ADMINISTRATION		
Passed through from California State University, Fullerton		
Auxiliary Services Corporation		
Small Business Development Center	59.037	155,345
U.S. DEPARTMENT OF VETERANS AFFAIRS		
Veteran Outreach Program - Administration	64.000	4,225
U.S. DEPARTMENT OF EDUCATION		
Financial Aid Cluster		
Federal Supplement Education Opportunity Grant (FSEOG)	84.007	600,336
FSEOG Administrative	84.007	42,515
Federal Family Education Loans (FFEL)	84.032	1,254,931
Federal Work Study Program (FWS)	84.033	558,342
Federal Work Study Administrative	84.033	36,044
Federal Pell Grants (PELL)	84.063	11,073,381
Federal Pell Administrative	84.063	32,555
Academic Competitiveness Grant (ACG)	84.375	12,125
Total Financial Aid Cluster		<u>13,610,229</u>

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, CONTINUED
 FOR THE YEAR ENDED JUNE 30, 2007**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Federal Expenditures
HIGHER EDUCATIONAL ACT		
Strengthening Institutions - Hispanic Serving Institutions	84.031S	\$ 314,137
Strengthening Institutions - Hispanic Serving Institutions	84.031S	344,929
Strengthening Institutions - Hispanic Serving Institutions	84.031S	489,812
Passed through from Chaffey Community College Title V - Higher Educational Institutional Aid	84.031S	381,583
Total Hispanic Serving Institutions		<u>1,530,461</u>
TRIO Cluster		
Student Support Services Program	84.042	248,573
Talent Search Program - Norco	84.044	181,499
Talent Search Program - Moreno Valley	84.044	158,299
Upward Bound Program	84.047	329,801
Total TRIO Cluster		<u>918,172</u>
Fund for Improvement of Post-Secondary Education (FIPSE) John F Kennedy Middle College High School	84.116B	25,176
Curriculum Development Initiative	84.116Z	11,829
Business and International Education Projects - Title VI	84.153A	60,210
Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) - Passport Plus	84.334A	315,968
Child Care Access Means Parents in School (CCAMPIS)	84.335A	73,417
Passed through from University of California, Riverside Teacher Quality Enhancement Grants	84.336	120,696
Total Higher Education Act		<u>3,055,929</u>
VOCATIONAL AND TECHNICAL EDUCATION ACT		
Passed through from California Community College Chancellor's Office Title I-C	84.048	1,378,475
Technical Preparation Regional Coordination	84.243	2,032
Success by Design - A Demonstration Model for Institutional Partnerships Serving Out-of-School Youth	84.353A	105,250
Total Vocational and Technical Education Act		<u>1,485,757</u>
REHABILITATION ACT		
Passed through from Riverside County Department of Rehabilitation Rehabilitation Services - Vocational Rehabilitation Grants to States	84.126	213,557
ELEMENTARY AND SECONDARY EDUCATION ACT		
Center for Primary Education - General Plan	84.215	(192)
Riverside School of Arts - Planning and Design Development	84.215K	325,803
Total Elementary and Secondary Education Act		<u>325,611</u>
Total U.S. Department of Education		<u>18,691,083</u>

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, CONTINUED
 FOR THE YEAR ENDED JUNE 30, 2007**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES		
Nurse Education, Practice, and Retention	93.359	\$ 229,659
Medical Assistance Program (MAA)	93.778	15,259
Pass-through from California Community College Chancellor's Office		
Temporary Assistance to Needy Families (TANF)	93.558	119,821
Foster Care Education Program	93.658	75,801
Pass-through from Yosemite Community College		
Early Childhood Study - Consortium Grant	93.575	29,898
Pass-through from Riverside County Department of Public Social Services		
Independent Living Program - Emancipation Services	93.674	1,053,412
Pass-through from California Community College Foundation		
Independent Living Program	93.674	10,200
Total U.S. Department of Health and Human Services		<u>1,534,050</u>
CORPORATION FOR NATIONAL AND COMMUNITY SERVICE		
Passed through from the Maricopa Community College		
Supporting Actions fro Engagement (SAFE)	94.005	18,429
Passed through from the California Community College Foundation		
Americorps	94.006	200,178
Total Corporation for National and Community Service		<u>218,607</u>
Total Federal Expenditures		<u>\$ 21,219,686</u>

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF EXPENDITURES OF STATE AWARDS
 FOR THE YEAR ENDED JUNE 30, 2007**

Program	Program Entitlements		
	Current Year	Prior Year	Total Entitlement
GENERAL FUND			
Board Financial Assistance Program (BFAP)	\$ 134,347	\$ -	\$ 134,347
Basic Skills	520,931	-	520,931
Basic Skills and Immigrant Education	600,698	-	600,698
Part Time Faculty Insurance	9,503	-	9,503
Part Time Faculty Office Hours	125,724	-	125,724
Part Time Faculty Compensation	1,083,773	-	1,083,773
Homeowner Property Tax Relief	451,465	-	451,465
Timber Tax Yield	5	-	5
State Tax Subventions	1,345	-	1,345
State Lottery	3,220,803	-	3,220,803
State Mandated Cost	80,176	-	80,176
Other State Revenues	10,898	-	10,898
CMTC ET Panel Sub-Contract	700	-	700
CA ETP Retraining III	16,539	-	16,539
Career/Tech	947,470	-	947,470
Career Exploration and Develop 7th and 8th Grade	149,853	-	149,853
CTE Strengthening Career Tech Ed SB 70	250,000	-	250,000
CTE Teacher Preparation Pipeline	296,116	-	296,116
Associate Degree Nursing Enroll Growth	68,252	-	68,252
California Articulation Number (CAN)	5,000	-	5,000
Song Brown Nursing 06/08	113,125	-	113,125
Physician's Assistant Base	69,836	-	69,836
Nursing Capacity Building - Program Expansion	-	127,700	127,700
Nursing Capacity Building - Renovation	-	198,984	198,984
Nursing Capacity Building - Program Expansion	438,645	-	438,645
Nursing Capacity Building - Renovation	277,750	-	277,750
Extended Opportunity Program and Service - (EOPS)	726,785	-	726,785
Extended Opportunity Program and Service - (EOPS/CARE)	88,323	-	88,323
Board Financial Assistance Program (BFAP)	889,379	-	889,379
Telecommunication Technology Infrastructure Program - TCO	10,595	44,533	55,128
Instructional Equipment and Library Materials	1,418,182	-	1,418,182
TTIP Plan E - Library Automation	36,363	-	36,363
Hazardous Substances Program	-	91,302	91,302
Matriculation Grant	1,494,345	-	1,494,345
Staff Development	119,065	-	119,065
Foster Care Education Program	65,012	-	65,012
Middle College High School	136,769	29,662	166,431

See accompanying note to supplementary information.

Program Revenues					
Cash Received	Accounts Receivable	Accounts Payable	Deferred Revenue	Total Revenue	Program Expenditures
\$ 134,347	\$ -	\$ -	\$ -	\$ 134,347	\$ 134,347
520,931	-	-	179,358	341,573	341,573
600,698	-	-	600,698	-	-
9,426	-	-	-	9,426	9,426
121,850	-	-	-	121,850	121,850
1,083,773	-	-	-	1,083,773	1,083,773
451,465	-	-	-	451,465	451,465
-	5	-	-	5	5
1,345	-	-	-	1,345	1,345
2,107,215	1,393,603	280,014	-	3,220,804	3,220,804
80,176	-	-	-	80,176	80,176
10,898	-	-	-	10,898	10,898
700	-	-	-	700	700
(1,354)	17,893	-	-	16,539	16,539
947,470	-	19,284	-	928,186	928,186
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
68,252	-	-	-	68,252	68,252
5,000	-	19	-	4,981	4,981
71,865	37,679	-	-	109,544	109,544
-	44,148	-	-	44,148	44,148
127,700	-	-	-	127,700	127,700
198,984	-	-	87,892	111,092	111,092
438,645	-	-	232,351	206,294	206,294
277,750	-	-	154,137	123,613	123,613
726,785	-	732	-	726,053	726,053
88,323	-	397	-	87,926	87,926
889,379	-	-	-	889,379	889,379
55,128	-	-	40,892	14,236	14,236
1,418,182	-	179,537	-	1,238,645	1,238,645
36,363	-	-	-	36,363	36,363
91,014	-	-	-	91,014	91,014
1,494,345	-	-	-	1,494,345	1,494,345
119,065	-	-	114,082	4,983	4,983
47,547	13,427	-	-	60,974	60,974
100,688	60,485	-	-	161,173	161,173

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF EXPENDITURES OF STATE AWARDS, CONTINUED
 FOR THE YEAR ENDED JUNE 30, 2007**

Program	Program Entitlements		
	Current Year	Prior Year	Total Entitlement
SBDC State CCCCCO	\$ 50,000	\$ -	\$ 50,000
Economic Development - Center for Applied			
Computer Technology	205,000	-	205,000
IDRC Logistics/Mt SAC	75,000	-	75,000
Quick Start Partnership Long Beach	45,000	-	45,000
Economic Development - Center for International			
Trade Development State Leadership	205,000	-	205,000
Staff Diversity	31,862	63,389	95,251
CACT HUB FP1	121,000	-	121,000
CITD HUB FP1	121,000	-	121,000
Disabled Student Program and Services - DSPS	1,775,456	-	1,775,456
Nursing Faculty Recruitment and Retention	307,340	-	307,340
CalWORKS	604,640	-	604,640
California High School Exit Exam Preparation	361,147	-	361,147
Economic Development - VTEA	-	50,000	50,000
Economic Development - CITD State Leadership	162,500	-	162,500
State Lottery	623,998	-	623,998
CHILD DEVELOPMENT FUND			
Campus Child Care Tax Bailout	-	-	-
Child Nutrition Program	-	-	-
CAPITAL PROJECTS FUND			
Scheduled Maintenance	1,118,499	-	1,118,499
Scheduled Maintenance	299,710	-	299,710
MLK Remodel Construction	-	18,404	18,404
Quad Modernization State Construction	-	8,167,234	8,167,234
ECS Equipment Project - Norco	-	19,982	19,982
ECS Equipment Project - Moreno Valley	-	42,650	42,650
Norco Phase III	386,000	-	386,000
Quad Modernization Equipment Project	367,000	-	367,000
STUDENT FINANCIAL AID FUND			
Cal Grant B	1,505,546	-	1,505,546
Cal Grant C	-	-	-
Total State Programs			

See accompanying note to supplementary information.

Program Revenues					
Cash Received	Accounts Receivable	Accounts Payable	Deferred Revenue	Total Revenue	Program Expenditures
\$ 42,000	\$ 7,985	\$ -	\$ -	\$ 49,985	\$ 49,985
172,200	24,311	-	-	196,511	196,511
5,000	68,587	-	-	73,587	73,587
10,145	26,401	-	-	36,546	36,546
172,200	22,737	-	-	194,937	194,937
95,251	-	-	67,064	28,187	28,187
101,640	-	-	101,640	-	-
101,640	-	-	84,393	17,247	17,247
1,775,456	-	-	-	1,775,456	1,775,456
307,341	-	-	266,574	40,767	40,767
604,640	-	20,539	-	584,101	584,101
144,459	-	-	112,729	31,730	31,730
42,000	7,944	-	-	49,944	49,944
136,575	26,000	75	-	162,500	162,500
100,531	573,188	49,721	-	623,998	623,998
137,337	-	-	-	137,337	137,337
885	-	-	-	885	885
1,118,499	-	-	-	1,118,499	1,118,499
299,710	-	-	-	299,710	299,710
3,880	-	-	-	3,880	3,880
4,266,380	3,610,618	-	-	7,876,998	7,876,998
5,854	4,420	-	-	10,274	10,274
14,108	8,653	-	-	22,761	22,761
-	273,151	-	-	273,151	273,151
-	14,706	-	-	14,706	14,706
1,504,986	560	43,373	-	1,462,173	1,394,790
-	-	-	-	-	67,383
<u>\$ 23,486,672</u>	<u>\$ 6,236,501</u>	<u>\$ 593,691</u>	<u>\$ 2,041,810</u>	<u>\$ 27,087,672</u>	<u>\$ 27,087,672</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF WORKLOAD MEASURES FOR STATE
 GENERAL APPORTIONMENT - ANNUAL/ACTUAL ATTENDANCE
 FOR THE YEAR ENDED JUNE 30, 2007**

CATEGORIES	<u>Reported Data</u>	<u>Audit Adjustments</u>	<u>Audited Data</u>
Credit Full-Time Equivalent Student (FTES)			
A. Summer Intersession (Summer 2006 only)			
1. Credit	304	-	304
B. Summer Intersession (Summer 2007 - Prior to July 1, 2007)			
1. Credit	-	-	-
C. Primary Terms (Exclusive of Summer Intersession)			
1. Census Procedure			
(a) - Weekly Census Contact Hours	16,502	-	16,502
(b) - Daily Census Contact Hours	2,703	-	2,703
2. Actual Hours of Attendance			
(a) - Credit	1,792	-	1,792
3. Independent Study/Work Experience			
(a) - Weekly Census Procedure Courses	1,559	-	1,559
(b) - Daily Census Procedure Courses	984	-	984
Subtotal	<u>23,844</u>	<u>-</u>	<u>23,844</u>
Noncredit FTES			
A. Summer Intersession (Summer 2006 only)			
1. Noncredit	22	-	22
B. Summer Intersession (Summer 2007 - Prior to July 1, 2007)			
1. Noncredit	-	-	-
C. Primary Terms (Exclusive of Summer Intersession)			
1. Actual Hours of Attendance			
(a) - Noncredit	101	-	101
2. Independent Study/Work Experience			
(a) - Noncredit Independent Study	-	-	-
Subtotal	<u>123</u>	<u>-</u>	<u>123</u>
Total FTES	<u>23,967</u>	<u>-</u>	<u>23,967</u>
Supplemental Information (subset of above information)			
In-Service Training Courses (FTES)			1,077
Basic Skills Courses			
1. Noncredit			-
2. Credit			2,085
Total Basic Skills FTES			<u>2,085</u>
Comprehensive Center FTES			
1. Noncredit			1
2. Credit			11,929
Total Comprehensive Center FTES			<u>11,930</u>

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT (CCFS-311)
WITH FUND FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2007**

Summarized below are the fund balance reconciliations between the Annual Financial and Budget Report (CCFS-311) and the fund financial statements.

	<u>Capital Outlay Projects</u>
FUND BALANCE	
Balance, June 30, 2007, (CCFS-311)	\$ 114,351,575
Increase in:	
Accounts payable	<u>(464,297)</u>
 Balance, June 30, 2007, Fund Financial Statement	 <u><u>\$ 113,887,278</u></u>

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**RECONCILIATION OF GOVERNMENTAL FUND BALANCE SHEETS TO THE
 STATEMENT OF NET ASSETS
 JUNE 30, 2007**

**Amounts Reported for Governmental Activities in the Statement
 of Net Assets are Different Because:**

Total Fund Balance and Due to Student Groups:

General Funds	\$ 23,252,363
Special Revenue Funds	243,125
Capital Outlay Projects	113,887,278
Debt Service Funds	18,741,502
Internal Service Funds	3,719,271
Fiduciary Funds	<u>2,042,870</u>

Total Fund Balance and Due to Student Groups

- All District Funds **\$ 161,886,409**

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	215,326,455	
Accumulated depreciation is	<u>(43,170,921)</u>	172,155,534

Amounts held in trust on behalf of others (Trust and Agency Funds)

(2,042,870)

In governmental funds, unmatured interest on long-term obligations is recognized in the period when it is due. On the government-wide statements, unmatured interest on long-term obligations is recognized when it is incurred.

(1,122,959)

Governmental funds report cost of issuance associated with the issuance of debt when first issued, whereas the amounts are deferred and amortized in the statements of activities.

Cost of issuance at year end amounted to: 1,084,831

Long-term obligations at year end consist of:

Bonds payable	159,139,934	
Capital leases payable	73,445	
Compensated absences	2,328,743	
Load banking	648,827	
Early retirement (Golden Handshake)	927,706	
Less compensated absences already recorded in funds	<u>(620,886)</u>	<u>(162,497,769)</u>

Total Net Assets

\$ 169,463,176

See accompanying note to supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**NOTE TO SUPPLEMENTARY INFORMATION
 JUNE 30, 2007**

NOTE 1 - PURPOSE OF SCHEDULES

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 the United States Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

Subrecipients

Of the Federal expenditures presented in the schedule, the District provided Federal awards to subrecipients as follows:

Federal Grantor/Pass-Through Grantor/Program	CFDA Number	Amount Provided to Subrecipients
Independent Living Program	93.674	\$ 38,483

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.

Schedule of Workload Measures for State General Apportionment - Annual/Actual Attendance

Full-Time Equivalent Students (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 are made to community college districts. This schedule provides information regarding the attendance of students throughout the District.

Reconciliation of Annual Financial and Budget Report with Fund Financial Statements

This schedule provides the information necessary to reconcile the fund balance of all funds reported on the Form CCFS-311 to the fund financial statements.

Reconciliation of the Governmental Fund Balance Sheets to the Statement of Net Assets

This schedule provides a reconciliation of the adjustments necessary to bring the District's fund financial statements, prepared on a modified accrual basis, to the accrual basis required under GASB Statement No. 35.

INDEPENDENT AUDITORS' REPORTS



**INDEPENDENT AUDITORS' 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 the financial statements of Riverside Community College District (the District) as of and for the year ended June 30, 2007, and have issued our report thereon dated December 21, 2007. We conducted our audits 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.

Internal Control Over Financial Reporting

In planning and performing our audits, we considered Riverside Community College District's internal control over financial reporting as a basis for designing our auditing procedures 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 Riverside Community College District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Riverside Community College District's internal control over financial reporting.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the District's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the District's financial statements that is more than inconsequential will not be prevented or detected by the District's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the District's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Riverside Community College 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 audits, 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 Riverside Community College District in a separate letter dated December 21, 2007.

This report is intended solely for the information and use of the Board of Trustees, District Management, the California Community Colleges Chancellor's Office, and the District's Federal and State awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



Rancho Cucamonga, California
December 21, 2007



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH
REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL
CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Trustees
Riverside Community College District
Riverside, California

Compliance

We have audited the compliance of Riverside Community College District (the District) with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that are applicable to each of its major Federal programs for the year ended June 30, 2007. Riverside Community College District's major Federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major Federal programs is the responsibility of Riverside Community College District's management. Our responsibility is to express an opinion on Riverside Community College District's compliance based on our audit.

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 OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 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 Riverside Community College 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. Our audit does not provide a legal determination of Riverside Community College District's compliance with those requirements.

In our opinion, Riverside Community College District complied, in all material respects, with the requirements referred to above that are applicable to each of its major Federal programs for the year ended June 30, 2007. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as item 2007-1.

Internal Control Over Compliance

The management of Riverside Community College District is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to Federal programs. In planning and performing our audit, we considered Riverside Community College District's internal control over compliance with the requirements that could have a direct and material effect on a major Federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, 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 Riverside Community College District's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in the District's internal control that might be significant deficiencies or material weaknesses as defined below. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be significant deficiencies.

A *control deficiency* in a district's internal control over compliance 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 noncompliance with a type of compliance requirement of a Federal program on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the District's ability to administer a Federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a Federal program that is more than inconsequential will not be prevented or detected by the District's internal control. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2007-2 to be a significant deficiency.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material noncompliance with a type of compliance requirement of a Federal program will not be prevented or detected by the District's internal control. We did not consider any of the deficiencies described in the accompanying schedule of findings and questioned costs to be material weaknesses.

Riverside Community College District's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit Riverside Community College District's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the Board of Trustees, District Management, the California Community Colleges Chancellor's Office, and the District's Federal and State awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



Rancho Cucamonga, California
December 21, 2007



INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE

Board of Trustees
Riverside Community College District
Riverside, California

We have audited the financial statements of the Riverside Community College District (the District) for the year ended June 30, 2007, and have issued our report thereon dated December 21, 2007.

Our audit was made in accordance with auditing standards generally accepted in the United States of America and the standards for financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In connection with the audit referred to above, we selected and tested transactions and records to determine the District's compliance with the following State laws and regulations in accordance with Section 400 of the Chancellor's Office's *California Community Colleges Contracted Audit Manual (CDAM)*.

General Directive

Section 424: MIS Implementation - State General Apportionment Funding System

Administration

Section 435: Open Enrollment

Section 436: Minimum Conditions - Standards of Scholarship

Section 437: Student Fee - Instructional Materials and Health Fees

Section 423: Apportionment of Instructional Service Agreements/Contracts

Section 425: Residency Determination for Credit Courses

Section 427: Concurrent Enrollment of K-12 Students in Community College Credit Courses

Section 432: Enrollment Fee

Section 421: Salaries of Classroom Instructors (50 percent Law)

Section 426: Students Actively Enrolled

Section 431: Gann Limit Calculation

Student Services

Section 428: Use of Matriculation Funds

Section 433: CalWORKs - Use of State and Federal TANF Funding

Facilities

Section 434: Scheduled Maintenance Program

Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included 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 examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, except for finding 2007-3 as described in the accompanying Schedule of State Award Findings and Questioned Costs, the Riverside Community College District complied, in all material respects, with the aforementioned requirements for the year ended June 30, 2007.

This report is intended solely for the information of the Board of Trustees, District Management, the California Community Colleges Chancellor's Office, the California Department of Finance, and the California Department of Education, and is not intended to be and should not be used by anyone other than these specified parties.



Rancho Cucamonga, California
December 21, 2007

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**SUMMARY OF AUDITORS' RESULTS
 FOR THE YEAR ENDED JUNE 30, 2007**

FINANCIAL STATEMENTS

Type of auditors' report issued:	<u>Unqualified</u>
Internal control over financial reporting:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified not considered to be material weaknesses?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

FEDERAL AWARDS

Internal control over major programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified not considered to be material weaknesses?	<u>Yes</u>
Type of auditors' report issued on compliance for major programs:	<u>Unqualified</u>
Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a)	
Identification of major program	<u>Yes</u>

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
84.007, 84.032, 84.033, 84.063, 84.375	<u>Student Financial Aid Cluster</u>
84.031S	<u>Strengthening Institutions - Hispanic Serving Institution</u>
84.042, 84.044, 84.047	<u>TRIO Cluster</u>
93.674	<u>Independent Living Program</u>

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 636,591</u>
Auditee qualified as low-risk auditee?	<u>No</u>

STATE AWARDS

Internal control over State programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified not considered to be material weaknesses?	<u>None reported</u>
Type of auditors' report issued on compliance for State programs:	<u>Unqualified</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**FINANCIAL STATEMENT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2007**

None reported.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2007

The following findings represent significant deficiencies and/or instances of noncompliance including questioned costs that are required to be reported by OMB Circular A-133.

2007-1 Finding - Compensation for Personal Services

Program: TRIO Cluster

CFDA No. 84.042, 84.044, and 84.047

Award Year: 2006-2007

Compliance Requirement: Allowable Costs

Questioned Costs: Approximately \$55,000

Programs Affected

U.S. Department of Education, Higher Education Act, TRIO Cluster, Student Support Services (CFDA #84.042), Talent Search (CFDA #84.044), and Upward Bound (CFDA #84.047)

Criteria

OMB Circular A-21, Cost Principles for Educational Institutions, Part J, General Provisions for Selected Items of Cost, No. 10, Compensation for Personal Services.

- c. (1) Plan Confirmation: Under this method, the distribution of salaries and wages of professorial and professional staff applicable to sponsored agreements is based on budgeted, planned, or assigned work activity, updates to reflect any significant changes in work distribution. A plan confirmation system used for salaries and wages charged directly or indirectly to sponsored agreements will meet the following standards:
 - (a) A system of budgeted, planned, or assigned work activity will be incorporated into the official records of the institution and encompass both sponsored and all other activities on an integrated basis. The system may include the use of subsidiary records.
 - (b) The system will reasonably reflect only the activity for which the employee is compensated by the institution (compensation for incidental work described in subsection a need not be included). Practices vary among institutions and within institutions as to the activity constituting a full workload. Hence, the system will reflect categories of activities expressed as a percentage distribution of total activities.
 - (c) The system will reflect activity applicable to each sponsored agreement and to each category needed to identify indirect and the function to which they are allocable.
 - (d) They system will provide for modification of an individual's salary or salary distribution commensurate with a significant change in the employee's work activity. Short-term (such as one or two months) fluctuation between workload categories need not be considered as long as the distribution of salaries and wages is reasonable over the longer term, such as an academic period. Whenever it is apparent that a significant change in work activity that is directly or indirectly charged to sponsored agreements will occur or has occurred, the change will be documented over the signature of a responsible official an entered into system.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2007

- (e) At least annually a statement will be signed by the employee, principal investigator, or responsible official(s) using suitable means of verification that the work was performed, stating that salaries and wages charged to sponsored agreements as direct charges and to indirect cost are reasonable in relation to work performed.
- (f) The system will provide for independent internal evaluation to ensure the system's integrity and compliance with the above standards.

Condition

During our testing procedures performed over the District's policies and procedures regarding compensation for personnel services, we noted that the District used the planned confirmation method for charging salaries to the TRIO program for employees. We also noted that the District's methods did not include an after the fact statement/confirmation from all employee or supervisor using suitable means of verification that payroll original planned and charged to the program was reasonable in relation to the work actually performed. We noted in our sample one employee at the Moreno Valley campus did not include an after the fact statement/confirmation working on TRIO program which total approximately \$55,000 for the year ended June 30, 2007.

Effect

By not performing any certifications that the employees worked solely on that program for the period covered by the certification and/or supported by personnel activity reports or equivalent documentation which is an independent internal evaluation to ensure the system's integrity, the District may not be in compliance with allowable cost principles and applicable OMB cost circulars.

Cause

Written guidance provided by cost allocation OMB Circulars over appropriate methodologies for allocation of time spent within a specific Federal program was not followed. Documentation requirements for the allocation were not maintained.

Questioned Costs

Approximately \$55,000.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2007

Recommendation

The District should review the requirements of the OMB A-21, *Cost Principles for Education Institutions* and develop specific written procedures that will provide documentation requirements for the allocation of salary and benefit costs to the program. Employee salaries that are charged to Federal programs must be supported by an independent internal evaluation such as periodic certifications that the employees worked solely on that program for the period covered by the certification and/or supported by personnel activity reports or equivalent documentation to ensure the salaries being charged to the various Federal programs are reasonable in relation to the work that is actually being performed. Various methodologies have been approved are available to substantiate the allocation of employee salaries, such as time study sampling, to help ensure that salaries are being allocation appropriately.

District Response and Planned Corrective Actions

The Moreno Valley Trio Program ended as of November 30, 2007. The Grants and Contracts Office will continue to provide Federal grant Project Directors grant management/compliance training and advise them of the personal activity report requirements. The Grants and Contracts Office will implement a process by which Federal grant Project Directors will be sent periodic notifications instructing them of the need to complete and file the Time and Effort Certification. The process will include follow up by the Grants and Contracts Office to insure that the Federal grant Project Directors are compliant.

2007-2 Finding - Suspension or Debarment Certifications for Contracts between \$25,000 to \$100,000

Program: Hispanic Serving Institutions and Independent Living Program

CFDA No. 84.031S and 93.674

Award Year: 2006-2007

Compliance Requirement: Procurement, Suspension, and Debarment

Questioned Costs: None

Programs Affected

Higher Education Institutional Aid: *U.S. Department of Education (DOE)*, Higher Education Act: Strengthening Institutions Hispanic Serving Institutions (CFDA 84.031S)

Independent Living Program: *U.S. Department Health and Human Services (HHS)*, (CFDA 93.674), Passed through from County of Riverside, Department of Public Social Services, Passed through from California Community College Foundation

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2007

Criteria

Title 34 - Education, Part 80 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments - Sub-Part C - Pre-Award Requirements, Section 80.35
Subawards to debarred and suspended parties:

- Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party, which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

OMB Circular A-110, Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, Sub-Part C, Pre-Award Requirements, Section .33 Debarment and Suspension:

- Federal awarding agencies and recipients shall comply with the nonprocurement debarment and suspension common rule implementing E.O.s 12549 and 12689, "Debarment and Suspension." This common rule restricts subawards and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

Condition

During procedures performed over suspension and debarment, we noted the standard contract template for the certification of potential contractor or subcontractor regarding debarment, suspension, and other ineligibility and voluntary exclusion indicates it must be completed by subcontractors/suppliers with a contract value over \$100,000 instead of \$25,000 as required by the Federal regulations. We also noted that the investigation of the Excluded Parties List System (EPLS) website was not performed for the subcontractor/supplier unless the contract value was over \$100,000.

Effect

Without the proper controls in place, unauthorized program costs could be reimbursed by the Federal program.

Cause

Written guidance provided by cost allocation OMB Circulars over debarment and suspension common rule implementing E.O.s 12549 and 12689, "Debarment and Suspension." This common rule restricts subawards and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. No documentation for verifying this requirement was maintained.

Questioned Costs

None.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2007

Recommendation

We recommend the District review its policies and procedures to verify all vendors who are providing services to federally funded programs in excess of \$25,000 have verified that the entity is not suspended or debarred or otherwise excluded. This verification may be accomplished by checking the *Excluded Parties List System (EPLS)* maintained by the General Services Administration (GSA), collecting a certification from the entity, or adding a clause or condition to the covered transaction with that entity. The District should also update contract templates for all contract types that exceed \$25,000 to avoid a violation of the Executive Order 12549.

District Response and Planned Corrective Actions

The Grants and Contract Office will provide information and training on Executive Order 12549 to Project Directors. Project Directors will be responsible for obtaining a letter of certification from vendors being paid from Federal grant awards. In addition, the Purchasing Office will ensure that wording contained in Executive Order 12549 is added to the standard contract terms and conditions.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

STATE AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2007

The following findings represent instances of noncompliance and/or questioned costs relating to State program laws and regulations.

2007-3 Finding - Student Health Fees (Section 437)

Criteria

Education Code Sections 70902, 76355, and 76365

CCR, Title 5, Section 51012, Student Fees.

Student Fee Handbook published by Chancellor's Office for Community Colleges, October 2006.

Condition

We noted the following area of concern regarding student health fees:

The District did not disclose a clear process by which students claiming an exemption of the student health fee can follow to obtain such an exemption. Per conversations with District personnel, students who inquired about this fee were simply told that the fee is required by the State of California and cannot be waived. This information should be disclosed within the catalog or schedule of classes.

Recommendation

The District should review their Board approved policies and documentation of student health fees noted in the College's catalog or class schedules in order to ensure proper compliance with State regulations. The District should also ensure that the existence of the two statutory exemptions is communicated effectively to the students so that they will be aware of potential applicable exemptions. Furthermore, this fee is not required by the State of California, and the State gives the authority to make this fee mandatory to the District.

District Response and Planned Corrective Actions

The Riverside Community College 2007-2008 Catalog and the Winter 2008 and Summer 2008 Schedules of Classes have information about health fee exemptions. The language is being revised in the next publication cycle (Fall 2008 Schedule and 2008-2009 Catalog) to reflect the following verbiage regarding health services fees:

Students who depend on prayer for healing and students attending under an approved apprenticeship program are exempt from this fee. Students must apply for this waiver by submitting a health services fee waiver request and supporting documentation to the Health Services office. The health services fee waiver request form can be obtained from Admissions and Records.

There will be written and verbal training with the staff of Admissions and Records and the Health Services office on the procedures for handling student requests to waive the health services fee. This training will include informing students that the student health fee can be waived under the above circumstances. Staff will be notified of this procedure by email; the subject will be on the agenda for both the next Admissions and Records meeting and the next Health Services meeting.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2007

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 audit findings and questioned costs.

FEDERAL AWARDS FINDINGS

2006-1 Finding

Federal Program Information

U.S. Department of Education - Student Financial Aid Cluster - 84.007, 84.032, 84.033, and 84.063

Condition

Refund calculations were calculated incorrectly and some refunds were not returned to the Department of Education in a timely manner.

Criteria

When a recipient of Title IV grant or loan assistance withdraws from an institution, during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV aid earned by the student as of the student's withdrawal date. The refund calculation is based on the number of days in a term and the date the student withdrew or dropped classes. Title IV refunds are required to be deposited or transferred to the Department of Education as soon as possible, but no later than 30 days after the date the institution determines that the student withdrew.

Questioned Costs

Unknown.

Context

We noted incorrect drop dates were used for several students during our testing of refund calculations. The date of determination used was the date that the refund calculation was performed instead of the date the last class was officially dropped in certain instances. In addition, we noted two drop reports that were run during Winter semester which listed students who had dropped during Fall semester. The refund calculations for these students were not performed timely.

Effect

The miscalculation of refunds resulted in an underpayment of funds to the Department of Education for several students selected for testing. The return of Title IV refunds were not made within the 30-day requirement in certain instances.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2007

Cause

The calculation errors were due to backdating the drop dates in the computer and due to human error when determining the correct drop date. The date of determination error was due to not consistently selecting the appropriate determination date. The computer reports run during the Winter semester were done after determining a computer error had occurred in drop reports run during the Fall semester.

Recommendation

We recommend a responsible individual within the Student Financial Services review the computer reports and computer programming in order to determine drop reports that include all Title IV students who dropped in the specified time period and that all computer programming is in accordance with Department of Education refund calculation requirements. We also recommend the Student Financial Services provide adequate training and supervision for staff responsible for refund calculations.

Current Status

Implemented.

ADDITIONAL SUPPLEMENTARY INFORMATION

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**GOVERNMENTAL FUNDS
 BALANCE SHEETS - (UNAUDITED)
 JUNE 30, 2007**

	<u>General Unrestricted</u>	<u>General Restricted</u>
ASSETS		
Cash and cash equivalents	\$ 177,021	\$ 314,557
Investments	15,545,684	3,750,935
Accounts receivable	12,466,930	4,028,238
Due from other funds	68,193	992,388
Prepaid expenses	63,756	9,381
Stores inventories	-	-
Total Assets	<u><u>\$28,321,584</u></u>	<u><u>\$ 9,095,499</u></u>
LIABILITIES AND FUND EQUITY		
LIABILITIES		
Accounts payable	\$ 7,132,710	\$ 1,364,315
Due to other funds	1,963,490	1,513
Deferred revenue	1,175,964	2,526,728
Total Liabilities	<u><u>10,272,164</u></u>	<u><u>3,892,556</u></u>
FUND EQUITY		
Fund Balances		
Reserved	63,756	5,202,943
Unreserved		
Designated	900,000	-
Undesignated	17,085,664	-
Total Fund Equity	<u><u>18,049,420</u></u>	<u><u>5,202,943</u></u>
Total Liabilities and Fund Equity	<u><u>\$28,321,584</u></u>	<u><u>\$ 9,095,499</u></u>

See accompanying note to additional supplementary information.

<u>Special Revenue</u>			<u>Capital Project</u>	<u>Debt Service</u>	<u>Total Governmental Fund (Memorandum Only)</u>
<u>Food Service</u>	<u>Child Development</u>	<u>R.C.C.D. Development Corporation</u>	<u>Capital Outlay Projects</u>	<u>Bond Interest and Redemption</u>	
\$ 20,393	\$ 34,826	\$ 16,244	\$ -	\$ -	\$ 563,041
88,648	131,319	-	113,849,144	18,741,502	152,107,232
18,508	28,805	-	4,423,001	-	20,965,482
8,304	138	-	954,975	-	2,023,998
-	-	-	-	-	73,137
21,310	-	-	-	-	21,310
<u>\$ 157,163</u>	<u>\$ 195,088</u>	<u>\$ 16,244</u>	<u>\$ 119,227,120</u>	<u>\$ 18,741,502</u>	<u>\$ 175,754,200</u>
\$ 54,927	\$ 69,616	\$ -	\$ 5,339,842	\$ -	\$ 13,961,410
495	332	-	-	-	1,965,830
-	-	-	-	-	3,702,692
<u>55,422</u>	<u>69,948</u>	<u>-</u>	<u>5,339,842</u>	<u>-</u>	<u>19,629,932</u>
21,310	-	-	-	-	5,288,009
-	-	-	-	18,741,502	19,641,502
80,431	125,140	16,244	113,887,278	-	131,194,757
<u>101,741</u>	<u>125,140</u>	<u>16,244</u>	<u>113,887,278</u>	<u>18,741,502</u>	<u>156,124,268</u>
<u>\$ 157,163</u>	<u>\$ 195,088</u>	<u>\$ 16,244</u>	<u>\$ 119,227,120</u>	<u>\$ 18,741,502</u>	<u>\$ 175,754,200</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**GOVERNMENTAL FUNDS
 STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES
 IN FUND BALANCE - (UNAUDITED)
 FOR THE YEAR ENDED JUNE 30, 2007**

	<u>General Unrestricted</u>	<u>General Restricted</u>
REVENUES		
Federal revenues	\$ 115,339	\$ 7,574,236
State revenues	92,352,718	10,735,973
Local revenues	43,860,112	4,905,242
Total Revenues	<u>136,328,169</u>	<u>23,215,451</u>
EXPENDITURES		
Current Expenditures		
Academic salaries	62,479,281	3,561,067
Classified salaries	26,381,646	7,695,017
Employee benefits	22,200,691	3,063,957
Books and supplies	2,093,875	1,815,779
Services and operating expenditures	13,901,169	3,340,879
Capital outlay	1,918,499	3,524,957
Debt service - principal	-	65,000
Debt service - interest and other	-	-
Total Expenditures	<u>128,975,161</u>	<u>23,066,656</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>7,353,008</u>	<u>148,795</u>
OTHER FINANCING SOURCES (USES)		
Operating transfers in	(969,025)	985,010
Operating transfers out	(976,930)	-
Other sources	3,522	138,445
Other uses	-	(344,159)
Total Other Financing Sources (Uses)	<u>(1,942,433)</u>	<u>779,296</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	5,410,575	928,091
FUND BALANCE, BEGINNING OF YEAR	12,638,845	4,274,852
FUND BALANCE, END OF YEAR	<u>\$ 18,049,420</u>	<u>\$ 5,202,943</u>

See accompanying note to additional supplementary information.

Special Revenue			Capital Project	Debt Service	Total Governmental Fund (Memorandum Only)
Food Service	Child Development	R.C.C.D Development Corporation	Capital Outlay Projects	Bond Interest and Redemption	
\$ -	\$ 30,995	\$ -	\$ -	\$ -	\$ 7,720,570
-	138,219	-	9,619,978	151,576	112,998,464
1,250,905	1,081,935	11	2,154,722	14,229,958	67,482,885
<u>1,250,905</u>	<u>1,251,149</u>	<u>11</u>	<u>11,774,700</u>	<u>14,381,534</u>	<u>188,201,919</u>
-	964,853	-	-	-	67,005,201
663,563	168,604	-	43,674	-	34,952,504
246,878	200,179	-	22,758	-	25,734,463
735,849	54,888	-	36,311	-	4,736,702
232,540	56,013	20	1,942,324	-	19,472,945
4,538	851	-	32,972,222	-	38,421,067
-	-	-	-	6,320,000	6,385,000
-	-	-	-	2,872,456	2,872,456
<u>1,883,368</u>	<u>1,445,388</u>	<u>20</u>	<u>35,017,289</u>	<u>9,192,456</u>	<u>199,580,338</u>
(632,463)	(194,239)	(9)	(23,242,589)	5,189,078	(11,378,419)
506,930	220,000	-	-	-	742,915
-	-	-	(15,985)	-	(992,915)
-	-	-	92,816,967	1,732,136	94,691,070
-	-	-	(1,732,136)	-	(2,076,295)
<u>506,930</u>	<u>220,000</u>	<u>-</u>	<u>91,068,846</u>	<u>1,732,136</u>	<u>92,364,775</u>
(125,533)	25,761	(9)	67,826,257	6,921,214	80,986,356
227,274	99,379	16,253	46,061,021	11,820,288	75,137,912
<u>\$ 101,741</u>	<u>\$ 125,140</u>	<u>\$ 16,244</u>	<u>\$ 113,887,278</u>	<u>\$ 18,741,502</u>	<u>\$ 156,124,268</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**PROPRIETARY FUNDS
BALANCE SHEETS - (UNAUDITED)
JUNE 30, 2007**

	<u>Internal Service Fund</u>
ASSETS	
Cash and cash equivalents	\$ 21,374
Investments	7,539,715
Accounts receivable	105,521
Due from other funds	2,571
Total Assets	<u><u>\$ 7,669,181</u></u>
LIABILITIES AND FUND EQUITY	
LIABILITIES	
Accounts payable	\$ 27,110
Deferred revenue	1,091,595
Claim liabilities	2,831,205
Total Liabilities	<u><u>3,949,910</u></u>
FUND EQUITY	
Retained earnings	<u>3,719,271</u>
Total Liabilities and Fund Equity	<u><u>\$ 7,669,181</u></u>

See accompanying note to additional supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**PROPRIETARY FUNDS
 STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN
 RETAINED EARNINGS - (UNAUDITED)
 FOR THE YEAR ENDED JUNE 30, 2007**

	<u>Internal Service Fund</u>
OPERATING REVENUES	
District premiums	\$ 5,812,706
OPERATING EXPENSES	
Classified salaries	224,641
Employee benefits	89,667
Books and supplies	4,463
Services and other operating expenditures	4,525,727
Capital outlay	37,905
Total Operating Expenses	<u>4,882,403</u>
Operating Income	<u>930,303</u>
NONOPERATING REVENUES (EXPENSES)	
Interest income	305,731
Miscellaneous revenues	1,631
Operating transfers in	250,000
Total Nonoperating Revenues (Expenses)	<u>557,362</u>
NET INCOME	1,487,665
RETAINED EARNINGS, BEGINNING OF YEAR	<u>2,231,606</u>
RETAINED EARNINGS, END OF YEAR	<u><u>\$ 3,719,271</u></u>

See accompanying note to additional supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**PROPRIETARY FUNDS
 STATEMENTS OF CASH FLOWS - (UNAUDITED)
 FOR THE YEAR ENDED JUNE 30, 2007**

	<u>Internal Service Fund</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Operating Income	\$ 930,303
Adjustments to Reconcile Change in Net Assets to Net Cash Flow Operating Activities	
Increase in accounts receivable	(41,153)
Increase in due from other funds	(1,640)
Increase in accounts payable	27,110
Increase in claims liabilities	354,442
Increase in deferred revenue	32,327
Net Cash Flows from Operating Activities	<u>1,301,389</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest on investments	305,731
Other nonoperating income	1,631
Transfers in	250,000
Net Cash Flows from Investing Activities	<u>557,362</u>
Net increase in cash and cash equivalents	1,858,751
Cash and cash equivalents - Beginning	5,702,338
Cash and cash equivalents - Ending	<u><u>\$ 7,561,089</u></u>
CASH AND CASH EQUIVALENTS CONSISTS OF:	
Cash in banks	\$ 21,374
Cash in county pooled investment	7,539,715
	<u><u>\$ 7,561,089</u></u>

See accompanying note to additional supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**FIDUCIARY FUNDS
 BALANCE SHEETS - (UNAUDITED)
 JUNE 30, 2007**

	Associated Students Trust	Student Financial Aid	Total
ASSETS			
Cash and cash equivalents	\$ 2,051,352	\$ 112,800	\$ 2,164,152
Accounts receivable	6,826	42,153	48,979
Due from other funds	36,592	12,523	49,115
Total Assets	\$ 2,094,770	\$ 167,476	\$ 2,262,246
LIABILITIES AND FUND EQUITY			
LIABILITIES			
Accounts payable	\$ 31,337	\$ 78,185	\$ 109,522
Due to other funds	20,563	89,291	109,854
Due to student groups	952,687	-	952,687
Total Liabilities	1,004,587	167,476	1,172,063
FUND EQUITY			
Fund Balances			
Unreserved			
Undesignated	1,090,183	-	1,090,183
Total Fund Equity	1,090,183	-	1,090,183
Total Liabilities and Fund Equity	\$ 2,094,770	\$ 167,476	\$ 2,262,246

See accompanying note to additional supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**FIDUCIARY FUNDS
 STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN
 FUND BALANCE - (UNAUDITED)
 FOR THE YEAR ENDED JUNE 30, 2007**

	Associated Students Trust	Student Financial Aid	Total
REVENUES			
Federal revenues	\$ -	\$ 12,218,706	\$ 12,218,706
State revenues	-	1,462,173	1,462,173
Local revenues	595,841	-	595,841
Total Revenues	<u>595,841</u>	<u>13,680,879</u>	<u>14,276,720</u>
EXPENDITURES			
Current Expenditures			
Services and operating expenditures	557,848	-	557,848
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>37,993</u>	<u>13,680,879</u>	<u>13,718,872</u>
OTHER FINANCING SOURCES (USES)			
Other uses	18,561	(13,680,879)	(13,662,318)
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	56,554	-	56,554
FUND BALANCE, BEGINNING OF YEAR	<u>1,033,629</u>	-	<u>1,033,629</u>
FUND BALANCE, END OF YEAR	<u>\$ 1,090,183</u>	<u>\$ -</u>	<u>\$ 1,090,183</u>

See accompanying note to additional supplementary information.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTE TO ADDITIONAL SUPPLEMENTARY INFORMATION JUNE 30, 2007

NOTE 1 - PURPOSE OF SCHEDULES

Fund Financial Statements

The accompanying financial statements report the governmental, proprietary, and fiduciary fund activities of Riverside Community College District and are presented on the modified accrual basis of accounting. Therefore, some amounts presented in these financial statements may differ from amounts presented in, or used in, the preparation of the basic financial statements. The information is unaudited and is presented at the request of the District management.



Vavrinek, Trine, Day & Co., LLP
Certified Public Accountants

VALUE THE DIFFERENCE

To the Board of Trustees
Riverside Community College District

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Riverside Community College District for the year ended June 30, 2007, and have issued our report thereon dated December 21, 2007. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Riverside Community College 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 year end June 30, 2007. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

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 estimate affecting the financial statements was the cost of capital assets net of accumulated depreciation. Depreciation is the recognition of the use of your capital assets over time. Conditions may exist that result in assets having a longer or shorter useful life than is reflected within these statements. We evaluated the key factors and assumptions used to develop depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

To the Board of Trustees
Riverside Community College District
Page 2

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, 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.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' 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 December 21, 2007.

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 governmental unit's financial statements or a determination of the type of auditors' 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 governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Trustees and management of Riverside Community College District and is not intended to be and should not be used by anyone other than these specified parties.

Waurinek, June Day & Co. LLP

Rancho Cucamonga, California
December 21, 2007



To the Board of Trustees and
Dr. James L. Buysse, Interim Chancellor
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506-1299

In planning and performing our audit of the financial statements of the Riverside Community College District (the District) for the year ended June 30, 2007, we considered the District's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A *control deficiency* 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 misstatements on a timely basis. A *significant deficiency* is a control deficiency, or a combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the organization's financial statements, that is more than inconsequential, will not be prevented or detected by the organization's internal control. We consider the following deficiencies to be control deficiencies in internal control.

CURRENT YEAR MANAGEMENT COMMENTS

Workers' Compensation and Property and Liability Insurance Liabilities

The assumptions used by the District to calculate the claims liability are determined based on estimates by District personnel. Loss development techniques are used to establish the claims liability. Understanding and assessing the variability of these estimates, and the reliability of historical experience as an indicator of future loss payments, requires a careful analysis of the historical loss data and the use of projection methods that are sensitive to the particular circumstances.

Recommendation

Another method used for the measurement of the claims liability is based on discount rates, disability rates, and mortality. The District should consider hiring an actuarial specialist to estimate the claims liability. We further recommend an updated actuarial study of the claims costs be obtained every three years, which is industry practice.

To the Board of Trustees and
Dr. James L. Buysse, Interim Chancellor
Riverside Community College District
Page 2

District Response

The District has employed an acceptable actuarial technique to compute claims liabilities which are based on past experience and the use of "paid loss" estimates. The District's Director of Administrative Services has extensive experience computing claims liabilities as do the District's third party vendors. The District's liability reserves are reviewed by ASCIP, its liability JPA. The paid loss data used for workers' compensation reserve calculations is based on reports from SCRMA, the workers' compensation JPA. An extensive data base is maintained by the risk management office in order to project future claims costs. In addition, both self-insurance funds maintain a reserve balance in excess of 40 percent of the total available funds (TAF). The District will consider engaging an actuarial specialist.

System Interface Controls

The District's business critical applications such as Payroll (Galaxy System) and Human Resource System (Datatel) operate independently of each other and reside on different mainframe-based systems, requiring integration through a manual process which is performed solely by the Payroll Department. We have identified a lack of system controls to ensure the completeness of data being transferred from one system to another. During our test work over system controls within the Human Resource/Payroll process, we noted the following:

- Payroll lacks adequate controls to make certain all records from Human Resources have been processed completely. No identifiable Payroll or Human Resource controls for record completeness exists.
- After a "Notice of Change" form is generated from the County Office of Education, which indicates that a change has occurred in the Payroll System, no identified review of these records exists.

Recommendation

We recommend that the District consider modifying their Payroll and Human Resource processes to include an independent review of any modifications made in the Payroll system. The District's approach should include a review of any modification made which is outside the Payroll and Accounting Department.

District Response

Staff will work with the County Office of Education to provide reports that will facilitate review of payroll modifications. In addition, there will be a review of payroll and human resource duties and responsibilities to further delineate the roles of each office in order to improve internal control processes.

Procurement Procedures

We noted one of the 25 procurement transactions sampled did not comply with the District's procurement policy. During procedures performed over procurement policies, we noted one transaction was made without a purchase order, which circumvented the internal control process of the District's purchasing policies and procedures. We further noted the purchase was made with a District employee's personal credit card and the non-travel employee reimbursement process was used to be reimbursed back the costs of the product. The District's policy for non-travel employee reimbursement is for emergency purchases only and should only be used with the utmost discretion.

To the Board of Trustees and
Dr. James L. Buysse, Interim Chancellor
Riverside Community College District
Page 3

Recommendation

We recommend that the District continue to strengthen its controls over its procurement approval process to ensure that required District policies are being followed and the non-travel employee reimbursement process to be used with the utmost discretion.

District Response

The District will continue to provide information to departments regarding the procurement approval process and emphasize that the non-travel employee reimbursement process is for emergency purchases only and is to be used with the utmost discretion. Instances where the non-travel employee reimbursement process is utilized will be documented as to the nature of the emergency. Specific procedures will be written and distributed to all staff.

We appreciate the time and assistance the staff of the District has provided during our audit. We will follow up on each of the areas noted above during the early stage of our fieldwork for the 2007-2008 fiscal year.

This report is intended solely for the information and use of the Board, management, and others within the organization and is not intended to be, and should not be, used by anyone other than these specified parties.

Warriner, June Day & Co. LLP

Rancho Cucamonga, California
December 20, 2007

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-2

Date: January 29, 2008

Subject: 2006-2007 Measure C Financial and Performance Audits

Background: In accordance with the provisions of Proposition 39, independent financial and performance audits of the Measure C general obligation bonds were performed by Eadie and Payne LLP. A representative of the firm will be available to present the reports. Results of the audits are summarized below.

Audit Findings

There were no findings or questioned costs related to the audits of the Measure C general obligation bonds for the year ended June 30, 2007.

Recommended Action: It is recommended that the Board of Trustees receive the independent financial and performance audit of the Measure C general obligation bonds for the year ended June 30, 2007.

James L. Buysse
Interim Chancellor

Prepared by: Bill J. Bogle, Jr.
District Controller

DEBORAH L. CROWLEY, C.P.A.
TODD C. LANDRY, C.P.A.
JOHN F. PRENTICE, C.P.A.



DAVID M. THAYER, C.P.A.
FRANK M. ZABALETA, C.P.A.

Board of Trustees
Riverside Community College District
Riverside, California

We have audited the financial statements of the General Obligation Bond Funded Capital Outlay Projects of the Riverside Community College District for the year ended June 30, 2007 and have issued our report thereon dated September 13, 2007. In connection with that audit, we are providing you with the following information.

OUR RESPONSIBILITY UNDER U.S. GENERALLY ACCEPTED AUDITING STANDARDS

As stated in our engagement letter dated September 21, 2005, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with accounting principles generally accepted in the United States of America. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of Riverside Community College District. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

SIGNIFICANT ACCOUNTING POLICIES

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Riverside Community College District 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 the year ended June 30, 2007. We noted no transactions entered into by the District during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Board of Trustees
Riverside Community College District

AUDIT ADJUSTMENTS

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on the District's financial reporting process (that is, cause future financial statements to be materially misstated). In our judgment, none of the adjustments we proposed, whether recorded or unrecorded by the District, either individually or in the aggregate, indicate matters that could have a significant effect on the District's financial reporting process.

DISAGREEMENTS WITH MANAGEMENT

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

CONSULTATION 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 auditors' 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.

ISSUES DISCUSSED PRIOR TO RETENTION OF INDEPENDENT AUDITORS

We often discuss a variety of matters, including the application of accounting principles and auditing standards, with management prior to our retention as auditors. However, no discussions occurred prior to our retention as auditors for the General Obligation Bond Capital Outlay Projects of the Riverside Community College District for which our responses were a condition to our retention.

DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

We encountered no significant difficulties in dealing with management in performing and completing our audit.

**Board of Trustees
Riverside Community College District**

This information is intended solely for the use of the Board of Trustees and management of Riverside Community College District and is not intended to be and should not be used by anyone other than these specified parties.

Eadie and Payne, LHP

September 13, 2007

**RIVERSIDE COMMUNITY
COLLEGE DISTRICT**

RIVERSIDE COUNTY

**REPORT ON PROPOSITION 39 FUNDING
FINANCIAL AND PERFORMANCE AUDITS**

JUNE 30, 2007

RIVERSIDE COMMUNITY COLLEGE DISTRICT
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JUNE 30, 2007

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DEBORAH L. CROWLEY, C.P.A.
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*Certified Public Accountants
and
Business Advisors*

INDEPENDENT AUDITORS' REPORT

**Board of Trustees
Riverside Community College District
Riverside, California**

We have audited the accompanying financial statements of the General Obligation Bond Funded Capital Outlay Projects of the Riverside Community College District as of and for the year ended June 30, 2007, as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit of the General Obligation Bond Funded Capital Outlay Projects 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the financial statements present only the financial activity of the General Obligation Bond Funded Capital Outlay Projects and do not purport to, and do not, present fairly the financial position of the Riverside Community College District, as of June 30, 2007, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the General Obligation Bond Funded Capital Outlay Projects of the Riverside Community College District as of June 30, 2007, and the changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Eddie and Payne, LLP

September 13, 2007

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS
BALANCE SHEET
JUNE 30, 2007**

ASSETS	
Cash and cash equivalents	\$103,943,537
Accrued interest receivable	<u>216,481</u>
TOTAL ASSETS	<u>\$104,160,018</u>
LIABILITIES	
Accounts payable	<u>\$ 3,588,377</u>
TOTAL LIABILITIES	<u>3,588,377</u>
FUND BALANCE	
Restricted	<u>100,571,641</u>
TOTAL FUND BALANCE	<u>100,571,641</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$104,160,018</u>

The accompanying notes are an integral part of the financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2007**

REVENUE

Revenue From Local Sources

Interest income \$ 1,449,144
Other income 159,498

Total Revenue From Local Sources 1,608,642

Total Revenue 1,608,642

EXPENDITURES

Capital outlay 25,208,505

Total Expenditures 25,208,505

EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES (23,599,863)

OTHER FINANCING SOURCES

Proceeds from bonds 92,816,966

Total Other Financing Sources 92,816,966

OTHER FINANCING USES

Debt service 1,732,136

Costs of issuance 1,084,830

Total Other Financing Uses 2,816,966

EXCESS OF REVENUE AND OTHER SOURCES OVER EXPENDITURES 66,400,137

FUND BALANCE AT JULY 1, 2006 34,171,504

FUND BALANCE AT JUNE 30, 2007 \$100,571,641

The accompanying notes are an integral part of the financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007**

1. NATURE OF ACTIVITIES

These financial statements present only the financial activity of the General Obligation Bond Funded Capital Outlay Projects of the Riverside Community College District and do not purport to present the financial position or the changes in financial position of the Riverside Community College District. Debt service on the general obligation bonds is not included in these financial statements.

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.

Because Measure C was a bond election under Proposition 39, the District was obliged to establish a Citizens' Oversight Committee in order to satisfy the accountability requirements of Proposition 39. Regulated by the Ralph M. Brown Public Meetings Act, the committee reviews expenditure reports to ensure that a) bond proceeds are expended only for the purpose set forth in the ballot measure and b) no bond proceeds are used for any teacher or nonconstruction-related administrative salaries or operating expenses.

In August 2004, the District issued the General Obligation Bonds, Series A and B in the amounts of \$55,205,000 and \$9,795,000, respectively. Series A bonds were issued to finance the acquisition, construction, and modernization of property and school facilities and to refund the District's outstanding Certificates of Participation (1993 Financing Project). The Series B Bonds were issued to advance refund the District's outstanding Certificates of Participation (2001 Refunding Project) Series B.

In June 2005, the District issued the General Obligation Refunding Bonds, Series 2004A in the amount of \$58,386,109 to advance refund all or a portion of the outstanding principal amount of the District's General Obligation Series A Bonds and to pay costs of issuance associated with the Bonds.

In June 2007, the District issued the General Obligation Bonds, Series C in the amount of \$90,000,000. The bonds were issued 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.

NOTES TO FINANCIAL STATEMENTS (Continued)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial Statement Presentation

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants.

B. Basis of Accounting

The activity of the General Obligation Bond Funded Capital Outlay Projects of the Riverside Community College District is maintained on the modified accrual basis of accounting. Revenues are recognized when they become susceptible to accrual, that is, 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).

The statement of revenues, expenditures, and changes in fund balance is a statement of financial activities of the General Obligation Bond Funded Capital Outlay Projects related to the current reporting period. Expenditures of the fund frequently include amounts for land, buildings, equipment, debt service, and transfers to other funds. Consequently, these statements do not purport to present the results of operations or the net income or loss for the period as would a statement of income for a for-profit-type organization.

C. Cash and Cash Equivalents

The District considers all highly liquid investments with an initial maturity of three months or less, from the date of acquisition, to be cash equivalents. Funds invested in the County treasurer's investment pool are considered cash equivalents. In the current year, the County invested a portion of the District's General Obligation Bond funds in a fixed-interest investment; the funds remain highly liquid to the District and are considered cash equivalents. Cash in the County treasury is recorded at cost, which approximates fair value.

3. CONSTRUCTION COMMITMENTS

As of June 30, 2007, the District had commitments of \$47,359,994 with respect to unfinished general obligation bond funded capital projects.

DEBORAH L. CROWLEY, C.P.A.
TODD C. LANDRY, C.P.A.
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DAVID M. THAYER, C.P.A.
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*Certified Public Accountants
and
Business Advisors*

INDEPENDENT AUDITORS' REPORT

The Board of Trustees
Riverside Community College District
Riverside, California

In connection with our audit, we have examined the Riverside Community College District's compliance with the performance requirements for the Proposition 39 General Obligation Bonds for the year ended June 30, 2007. Management is responsible for the Riverside Community College District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about Riverside Community College District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on Riverside Community College District's compliance with specified requirements.

In our opinion, the Riverside Community College District complied, in all material respects, with the aforementioned requirements for the year ended June 30, 2007.

September 13, 2007

Eadie and Payne, LLP

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BONDS
PROPOSITION 39 PERFORMANCE AUDIT
PROCEDURES PERFORMED
JUNE 30, 2007**

We obtained the general ledger and the project expenditure summary reports and detail prepared by the District for the fiscal year ended June 30, 2007 for the General Obligation Bond Funded Capital Outlay Projects. We obtained the actual invoices and other supporting documentation for expenditures on a sample basis to test compliance with Proposition 39. We performed the following procedures:

- We reviewed the ballot proposition of the Riverside Community College District bond measure outlining the projects to be funded from the bond proceeds.
- We selected expenditures during the period July 1, 2006 to June 30, 2007 for testing on a sample basis. We reviewed supporting documentation for items selected to ensure that funds were properly expended on the specific projects approved by the Board of Trustees and that these projects were in conformity with the ballot text.
- We compared total expenditures to date for each project to budgets for each project.
- We also verified that funds were generally used for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, and we verified that funding was not spent for teacher or nonconstruction-related administrative salaries or other school operating expenses.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 GENERAL OBLIGATION BONDS
 BOND PROJECT SUMMARY
 JUNE 30, 2007**

The District has identified the following projects to be funded with proceeds from the general obligation bonds. The District incurred costs of \$55,671,846 through June 30, 2007 for these construction projects. Capital outlay and other financing expenditures were as follows:

	BUDGET	TOTAL PROJECT COSTS THROUGH JUNE 30, 2006	2007 ACTUAL COSTS	TOTAL PROJECT COSTS THROUGH JUNE 30, 2007
Parking Structure - Riverside	\$ 20,949,896	\$ 13,762,249	\$ 7,166,749	\$ 20,928,998
PE Complex/Athletic Field Phase I - Riverside	4,516,435	4,514,948	1,487	4,516,435
Swing Space	3,958,308	3,922,232	36,076	3,958,308
Quad Moderization Project	8,735,238	1,388,091	4,504,052	5,892,143
RCC System Office - Purchase Option	2,629,982	2,629,982	-	2,629,982
Bridge Space Project	1,175,132	1,175,132	-	1,175,132
Phase III - Moreno Valley - Initial Planning	1,157,320	123,879	389,396	513,275
Phase III - Norco - Planning and Working Drawings	10,147,826	367,197	536,692	903,889
MLK Renovation	1,010,614	1,010,614	-	1,010,614
District Computer/Network/Phone Upgrades	625,990	532,444	-	532,444
Scheduled Maintenance - District Match for State Allocation	632,603	340,075	292,528	632,603
Nursing/Sciences Building - Riverside - Initial Planning	5,082,686	151,192	1,153,404	1,304,596
Riverside Business and Admin. Building Remodel	315,425	315,425		315,425
Physical Education Phase II	190,631	178,298	12,333	190,631
Feasibility and Planning	105,150	45,000	58,228	103,228
Center for Primary Education	7,653,605	6,583	4,244,404	4,250,987
Norco Campus Room Renovations	100,020		100,019	100,019
Moreno Valley Secondary Effects	288,919		276,348	276,348
Riverside Food Services Remodel	583,070		25,813	25,813
MoVal Food Services Remodel	1,956,615		71,050	71,050
Infrastructure Studies Project	484,451		465,696	465,696
Moreno Valley Hot Water Loop Sys.	891,296		153,541	153,541
Emergency Phones Installation Proj.	379,717		379,717	379,717
Noresco Utility Retrofit Improvement	6,176,094		3,202,172	3,202,172
Modular Redistribution Norco/MoVal/BC/Riv	7,494,328		1,144,862	1,144,862
ECS Upgrade/Retrofit Norco/MoVal	625,327		56,467	56,467
PBX Operations Center Riv/Nor/MV	500,000		27,212	27,212
Phys/Life Science Secondary Effects StSvc	32,500		32,500	32,500

BOND PROJECT SUMMARY (Continued)

	<u>BUDGET</u>	<u>TOTAL PROJECT COSTS THROUGH JUNE 30, 2006</u>	<u>2007 ACTUAL COSTS</u>	<u>TOTAL PROJECT COSTS THROUGH JUNE 30, 2007</u>
Norco Campus Student Support Center	\$ 11,042,820		\$ 58,437	\$ 58,437
Logic Domain CPMX	96,000		71,000	71,000
Facilities Planning Specialist/Accounting	66,432		66,432	66,432
Long Range Master Plan Project	1,460,384		619,115	619,115
Construction Management Svcs	<u>102,598</u>	<u>-</u>	<u>62,775</u>	<u>62,775</u>
Total Capital Outlay	<u>101,167,412</u>	<u>\$ 30,463,341</u>	<u>25,208,505</u>	<u>55,671,846</u>
Payment to refunded bond escrow agent	69,269,347	69,269,347		69,269,347
Costs of issuance	2,836,264	1,751,434	1,084,830	2,836,264
Debt service	2,835,612	1,103,476	1,732,136	2,835,612
Election costs	<u>98,236</u>	<u>98,236</u>	<u>-</u>	<u>98,236</u>
Total Other Financing Uses	<u>75,039,459</u>	<u>72,222,493</u>	<u>2,816,966</u>	<u>75,039,459</u>
TOTALS	<u>\$ 176,206,871</u>	<u>\$ 102,685,834</u>	<u>\$ 28,025,471</u>	<u>\$ 130,711,305</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BONDS
PROPOSITION 39 PERFORMANCE AUDIT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2007**

There were no findings and questioned costs related to the audits of the General Obligation Bonds for the year ended June 30, 2007.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-3

Date: January 29, 2008

Subject: Construction Management Services

Background: In August 2007, the District advertised a Request for Qualifications (RFQ's) for construction management services to assist the Riverside Community College District in managing and executing construction projects. Nineteen (19) responses were subsequently submitted by various companies. Facilities Planning, Design and Construction staff prescreened the nineteen submittals and conducted reference checks.

On November 14, 2007, seven (7) firms were interviewed based on their team profile, team experience within the community college system, experience with Division of State Architect (DSA), and type of delivery methods such as design bid build, design build, multiple-prime and Construction Management (CM) at risk.

After presentations and discussion, the screening committee recommends that the four (4) firms listed below be approved for hire during the next five (5) years on an individual basis as needed to execute projects. Individual contracts reflecting their assignments will be brought forward for Board approval prior to commencement of work on a project.

<u>Construction Management Firm</u>	<u>Location</u>
Bernards Builders Mgmt. Services	Ontario
Parsons	Los Angeles
Seville Construction Services, Inc.	Los Angeles
Tilden-Coil Constructors	Riverside

Recommended Action: It is recommended that the Board of Trustees approve the four (4) firms for hire during the next five (5) years on an individual basis when needed to execute projects.

James L. Buysse
Interim Chancellor

Prepared by: Rick Hernandez
Director, Capital Planning
Facilities Planning, Design & Construction

Dr. C. Michael Webster
Riverside Community College District Planning Consultant
Facilities Planning, Design and Construction

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-4

Date: January 29, 2008

Subject: 2006-2007 Public Self Insurer's Annual Report for Workers' Compensation

Background: Riverside Community College District has had a stand-alone self-insured program for its workers' compensation exposure since July 1, 1997. The District currently has a \$350,000 self-insured retention on each workers' compensation claim.

The California Code of Regulations (Chapter 8, Subchapter 2, Article 5) requires that all public self-insured entities file an annual report with the Office of Self Insurance Plan, Department of Industrial Relations. The summary of the 2006-2007 annual report is attached for the Board's information. The summary is the public portion of the annual report. The non-public portion of the report contains the names of injured employees and the details of their accidents.

This report is prepared by the District's licensed third party administrator, Southern California Risk Management Associates.

The report requires that the District compute its estimated future liability for the incurred accidents. The estimated future liability as of June 30, 2007 was \$1,147,874 as is reflected on page 4.

The 5-year history of the District's Estimated Future Liability amounts is as follows:

<u>2006/2007</u>	<u>2005/2006</u>	<u>2004/2005</u>	<u>2003/2004</u>	<u>2002/2003</u>
\$1,147,874	\$1,030,987	\$1,605,357	\$462,500	\$296,955

Information Only.

James L. Buysse
Interim Chancellor

Prepared by: Edward Godwin
Director, Administrative Services

NOTE: Complete both sides of this page for ALL annual reports

State of California
Department of Industrial Relations
Self Insurance Plans
2265 Watt Avenue, Suite 1
Sacramento, CA 95825
Web site <http://sip.dir.ca.gov>
E-mail: sip@dir.ca.gov



PUBLIC SELF INSURER'S ANNUAL REPORT

I. GENERAL-To be completed by the employer

1. CERTIFICATE NUMBER:

4-7582-17-129

Active Revoked

2. PERIOD OF REPORT:

Full Year Interim/Amended Report for the Period of:

07/01/06 06/30/07
From Date (mm/dd/yy) To Date (mm/dd/yy)

3. NAME OF MASTER CERTIFICATE HOLDER

NAME Riverside Community College District

FEDERAL TAX ID. NUMBER

ADDRESS 4800 Magnolia Ave

95-6000929

CITY Riverside

STATE CA

ZIP+4 92506

4. TYPE OF PUBLIC AGENCY:

CITY/COUNTY POLICE/FIRE TRANSIT
 SCHOOL HOSPITAL OTHER

5. During the period of this report, has there been any of the following with respect to the master certificate holder, subsidiary, affiliate, JPA's or its member agencies?

A merger or unification? Yes No
Changes in name or identify Yes No
Any addition to Self Insurance Program? Yes No

If yes, explain:

6. TOTAL EMPLOYMENT AND WAGES PAID IN FISCAL YEAR 2006-2007 FOR THIS SELF INSURER:

- (a) NUMBER OF EMPLOYEES 4,344
(Number of individual employees listed on for DE-6 for year ending June 30, 2007)
- (b) TOTAL WAGES AND SALARIES PAID \$ 106,029,836
(As reported on EDD Form DE-6 Line M for all four quarters)

7. TO WHOM DO YOU WANT CORRESPONDENCE ADDRESSED?

TITLE FIRST NAME Edward MI LAST Godwin

COMPANY NAME: Riverside Community College District

ADDRESS: 4800 Magnolia Ave.

CITY: Riverside STATE: CA ZIP+4: 92506-1299

PHONE: (951) 222-8127 FAX: (951) 222-8702

E-MAIL ADDRESS: ed.godwin@rcc.edu

8. CERTIFICATION BY AGENCY OFFICIAL:

I declare under the penalty of perjury that I have examined this Self Insurer's Annual Report and to the best of my knowledge and believe it is true, correct and complete.

SIGNATURE (Original Only):

DATE:

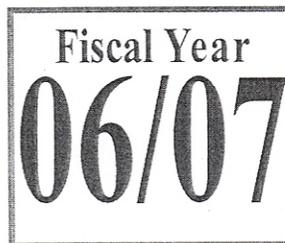
TYPED NAME: Edward Godwin

AGENCY NAME: Riverside Community College District

STREET ADDRESS: 4800 Magnolia Ave.

CITY: Riverside STATE: CA ZIP+4: 92506-1299

PHONE: (951) 222-8127 FAX: (951) 222-8702



ANNUAL REPORT IS DUE OCTOBER 1, 2007

NOTE: Self Insured Employer
Complete this page on ALL reports.

RECORDS STORAGE

1. Are claim records stored at any location other than with the current administrator?

Yes No If yes, Where? Public Storage

A. Agency Name Public Storage

Address 127 S. Euclid Ave.

City Upland State CA

Zip+4 91786 Phone

C. Agency Name

Address

City State

Zip+4 Phone

B. Agency Name

Address

City State

Zip+4 Phone

D. Agency Name

Address

City State

Zip+4 Phone

INSURANCE COVERAGE

1. Are any of your workers' compensation liabilities in California during the reporting period covered by a standard workers' compensation insurance policy?

Yes No If Yes:

1. Name of Insurance Company:

Policy Number:

Policy Issue Date:

2. Name of Insurance Company:

Policy Number:

Policy Issue Date:

2. Are any of your workers' compensation liabilities in California during the reporting period covered by a specific excess workers' compensation insurance policy?

Yes No If Yes:

1. Name of Carrier: Schools Excess Liability Fund (SELF)

Policy Number: 3367223

Policy Issue Date: 07/01/06

Retention Limit: 350,000

2. Name of Carrier:

Policy Number:

Policy Issue Date:

Retention Limit:

3. Do you carry an aggregate (stop loss) workers' compensation insurance policy?

Yes No If Yes:

1. Name of Carrier:

Policy Number:

Policy Issue Date:

Retention Limit:

2. Name of Carrier:

Policy Number:

Policy Issue Date:

Retention Limit:

OPEN INDEMNITY CLAIMS

A. Attach a list of ALL Open Indemnity Claims by reporting location and by year reported and with claims in alphabetical order, or a computer prepared printout organized in the same format.

Fiscal Year
06/07

NOTE: Claims Administrator
 Complete this page for ALL reports



II. LIABILITIES BY REPORTING LOCATION

Reporting Location N°s: 4-7582-17-129

Name of Master Certificate Holder: Riverside Community College District

Type of Report:

Original Report (Due October 1 each year) Amended Report for the Period of: Interim Report

07/01/06 06/30/07
 From Date (mm/dd/yy) To Date (mm/dd/yy)

A. CASES AND BENEFITS (to nearest dollar)		Incurred Liability		Paid to Date		Future Liability	
	Number	\$ Indemnity	\$ Medical	\$ Indemnity	\$ Medical	\$ Indemnity	\$ Medical
1. Cases open as of 6/30/2007 reported prior to FY 2002-03	19	444,827	562,543	205,968	343,320	238,859	219,223
2. Open & Closed Cases:							
a. FY 2002-03 Total Cases Reported	55	143,044	149,882	137,082	118,848	5,962	31,034
FY 2002-03 Cases Open	4	39,391	70,570	33,429	39,536		
b. FY 2003-04 Total Cases Reported	62	303,853	278,207	197,786	210,598	106,067	67,609
FY 2003-04 Cases Open	6	279,433	211,304	173,366	143,695		
c. FY 2004-05 Total Cases Reported	48	203,076	270,764	140,638	196,362	62,438	74,402
FY 2004-05 Cases Open	4	193,534	235,772	131,096	161,370		
d. FY 2005-06 Total Cases Reported	53	195,899	224,046	137,689	117,211	58,210	106,835
FY 2005-06 Cases Open	10	179,331	191,108	121,121	84,273		
e. FY 2006-07 Total Cases Reported	60	130,536	173,251	52,028	74,524	78,508	98,727
FY 2006-07 Cases Open	18	125,873	148,500	47,365	49,773		
SUBTOTAL						\$ Indemnity	\$ Medical
TOTAL						550,044	597,830
3. ESTIMATED FUTURE LIABILITY (Indemnity plus Medical)						1,147,874	
4. Total Benefits paid during FY 2006-07 (including all case expenditures):						\$ Indemnity	\$ Medical
5. Number of MEDICAL-ONLY cases reported in FY 2006-07:						178,241	259,997
6. Number of INDEMNITY cases reported in FY 2006-07:						32	
7. TOTAL of 5 and 6 (also entered in 2e above):						28	
8. TOTAL number of open indemnity cases (all years):						60	
9. Number of Fatality cases reported in FY 2006-07:						55	
10. (a) Number of FY 2006-07 claims for which the employer or administrator was notified of representation by an attorney or legal representative in FY 2006-07:						0	
10. (b) Number of non-FY 2006-07 claims for which the employer or administrator was notified of representation by an attorney or legal representative in FY 2006-07:						3	
10. (c) Number of non-FY 2006-07 claims for which the employer or administrator was notified of representation by an attorney or legal representative in FY 2006-07:						4	

Fiscal Year
06/07

A. NAME OF ADMINISTRATOR(S)/ADMINISTRATING AGENCY(IES) SUBMITTING THIS REPORT.

1. Name (Person) Michael Landa Administrative Agency's
Agency Name Southern California Risk Management Assoc., Inc. Certificate No.: 129
Address 313 E. Foothill Blvd. or Self Administered
City Upland State CA Zip+4 91786-3952

B. HAS THERE BEEN A CHANGE IN ADMINISTRATOR/ADMINISTRATIVE AGENCY DURING THE PERIOD OF THIS REPORT PERIOD? YES NO

IF YES: DATE OF CHANGE:

TYPE OF CHANGE: Change in Administrative Agency
 Change to or from Self Administration

NAME OF NEW ADMINISTRATOR(S)/ADMINISTRATIVE AGENCY(IES):

Name
Agency Name
Address
City State Zip+4

CERTIFICATION

I declare under penalty of perjury that I have prepared or caused this report to be prepared and I have examined this liabilities report of this self insurer's workers' compensation liabilities. To the best of my knowledge and belief this report is true, correct and complete with respect to the workers' compensation liabilities incurred and paid. I further declare under the penalty of perjury that the estimates of future liability of workers' compensation claims made in this report reflect the administrator's best judgment as to the future liability of claims, using prevailing industry standards, and the signatory intends Self Insurance Plans to rely upon the representation.

Original Signature of Administrator (Qualified Person)

Date: 9/20/07

Michael Landa

TYPED NAME OF ADMINISTRATOR

Administrator's First Name: Michael M.L.: Last Name: Landa

Title: Vice President of Claims

Name of Administrative Agency or Employer: Southern California Risk Management Associates, Inc.

Street Address: 313 E. Foothill Blvd.

City: Upland State: CA Zip+4: 91786-3952

Phone No. of Administrator: (909) 608-7171 Fax No.: (909) 608-7165

E-mail Address of Administrator: michael.landa@scrma.com

Fiscal Year
06/07

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
PLANNING COMMITTEE
January 22, 2008– 7:45 p.m.
Student Services 101, Moreno Valley Campus

Committee Members: Janet Green, Committee Chairperson
Mark Takano, Vice Chairperson
Ray Maghroori, Vice Chancellor, Academic Affairs
Kristina Kauffman, Associate Vice Chancellor, Institutional Effectiveness
Doug Beckstrom, Academic Senate Representative, (Moreno Valley Campus)
Richard Mahon, Academic Senate Representative (Riverside)
Tom Wagner, Academic Senate Representative (Norco Campus)
Yajaira Tiscareño, ASRCC Student Representative
Todd Wales, CTA Representative (Norco)
Gustavo Segura, CSEA Representative (Moreno Valley)
Ginny Haguewood, CSEA Representative (Riverside)

AGENDA

VI. Board Committee Reports

C. Planning

1. Moreno Valley Phase III - Student Academic Services Facility – Amendment to the Agreement with WWWCOT Architecture
- The Committee to review an amendment to provide preliminary plans and drawings. The term of the amendment is January 30, 2008 through September 1, 2008.
2. Phase III - Norco/Industrial Technology Project – Material Testing Agreement with Twining Laboratories
- The Committee to review an agreement with Twining Laboratories of Southern California to provide special inspection and materials testing services during construction. The term of the agreement is January 30, 2008 to January 30, 2010.
3. Nursing/Sciences Building Project – Furniture, Fixtures and Equipment Design Services Agreement with GKK Works
- The Committee to review an agreement to provide design services including preparation of design, plans, specifications and working drawings. The term of the agreement is January 30, 2008 to January 30, 2012.

4. Agreement with State of California, California Highway Patrol
- The Committee to review an agreement to offer training for the California Highway Patrol at Ben Clark Training Center. The term of the agreement is February 11, 2008 through February 10, 2009.
5. Comments from the public.

Adjourn

Prepared by: Naomi Foley
Administrative Assistant
Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-1

Date: January 29, 2008

Subject: Moreno Valley Phase III - Student Academic Services Facility – Amendment to the Agreement with WWCOT Architecture

Background: On March 21, 2006, the Board of Trustees approved an agreement with WWCOT Architecture to provide preliminary plans and working drawings for the Moreno Valley Phase III - Student Academic Services Facility Project using Measure C monies.

Staff is now requesting to amend the agreement to perform work outside of their basic services agreement as summarized in Exhibit I. Fees for assigned additional services total \$85,850, including reimbursable expenses.

To be funded from the Board approved project budget, (Measure C funding – Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve the amendment to the agreement, from January 30, 2008 through September 1, 2008, in an amount not to exceed \$85,850, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the amendment with the provision that the Vice Chancellor, Administration and Finance, may extend the end date of the agreement without additional compensation.

James L. Buysse
Interim Chancellor

Prepared by: Rick Hernandez
Director, Capital Planning

Michael Webster
Riverside Community College District Planning Consultant
Facilities Planning, Design and Construction

AMENDMENT TO THE AGREEMENT
DATED MARCH, 22, 2006
BETWEEN
WWCOT ARCHITECTURE
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT
(Moreno Valley Phase III - Student Academic Services Facility -
Preliminary Plans and Working Drawings)

This Agreement shall be amended this date, January 30, 2008, as follows:

The term of this agreement shall be from January, 30, 2008, to the original agreement end date of September 1, 2008, with the provision that the Vice Chancellor of Administration and Finance or his may extend the agreement termination date with the consent of WWCOT Architecture.

WWCOT Architecture shall provide the following additional scope of work: Reference Exhibit I, attached.

Total additional compensation of this amended agreement shall not exceed \$85,850, including expenses. Payments and final payment shall coincide with original agreement dated March 22, 2006.

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

WWCOT Architecture

Riverside Community College District

Dennis T. Tanida, AIA
Partner
4280 Latham Street
Suite H
Riverside, CA 92501-1737

Aaron S. Brown
Interim Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Scope of Services

Scope of Project

Consultant shall provide professional services for the Moreno Valley Phase III – Student Academic Services Facility that were not in the original agreement. The additional services include updated Final Project Proposal (FPP) specifications, design change to pre-cast concrete from cement plaster, interior palette materials board, central plant study for the District, food service design for a full service cafeteria, and project update meetings requested by the District.

Scope of Services

Tasks include the following:

Task 1: Revise the current Final Project Proposal (FPP) specifications in CSI Format. The request was made to District by Shelley Petavini of the Chancellor's Office. The original specifications were prepared by tBP.

Task 2: Provide the design change to pre-cast concrete from cement plaster.

- Redesign structural steel system to accommodate pre-cast concrete exterior skin.
- Research and coordinate exterior design with pre-cast concrete vendor.
- Rework floor plan and building sections to accommodate pre-cast concrete.
- Redesign structural support connections, bracing, beams and columns to accommodate pre-cast concrete.
- Project management and additional meetings.

Task 3: One (1) Interior Finish Palette Materials Board.

Task 4: Provide the Central Plant Upgrade Study.

- Analyze existing Phase 1 Central Plant and the existing buildings it serves.
- Analyze the extent of upgrade of existing mechanical equipment within the existing Phase 1 Central Plant due to increased capacity.
- Analyze affects of increased mechanical equipment size on electrical, plumbing, structural and architectural systems.
- Provide an opinion of probable cost for upgrade.

Plans and Specifications for the Food Service Design for a Full Service Cafeteria include the following:

- Preliminary Design Phase
- Design Development Phase
- Construction Document Phase
- Construction Administration Phase

Update Meetings Requested by District include the following:

- Conference with Philip Mathur of Cumming Corporation to review the 100% Design Development Estimated dated August 6, 2007.
- Meeting with WWCOT to discuss scope and expectations of design services.
- Value Engineering session including design team and District representatives. Design team representatives will include WWCOT, TMAD Engineers (mechanical, electrical and structural). Geoff Beckham (kitchen), and Cumming Corporation (cost estimating).
- Final meeting to finalize plan for design services and fee.

Fees for the above listed scope of work are \$85,850.00 (Eighty-Five thousand, Eight hundred Fifty Dollars and No Cents) including reimbursable expenses.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-2

Date: January 29, 2008

Subject: Phase III - Norco/Industrial Technology Project – Material Testing Agreement with Twining Laboratories

Background: On November 20, 2007, the Board approved Resolution No. 08-07/08 to amend the budget for the Phase III - Norco/Industrial Technology Project.

Staff is now requesting approval to hire Twining Laboratories of Southern California, Inc. to provide special inspection and materials testing services, as needed, during the construction of the Phase III – Norco/Industrial Technology Project. Services will include material testing and special inspection and alternate material testing and inspection.

Fee for the services are not to exceed \$260,118 including reimbursable expenses. The term of the agreement is from January 30, 2008 to January 30, 2010, with the provision that the Vice Chancellor, Administration and Finance, may extend the end date of the agreement without additional compensation.

To be funded from the Board-approved project budget, (State Construction Act and Measure C - Resource 4100 and 4160)

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from January 30, 2008 to January 30, 2010, at an amount not to exceed \$260,118, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement with the provision that the Vice Chancellor, Administration and Finance, may extend the end date of the agreement without additional compensation.

James L. Buysse
Interim Chancellor

Prepared by: Rick Hernandez
Director, Capital Planning

Michael Webster
Riverside Community College District Planning Consultant
Facilities Planning, Design and Construction

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

TWINING LABORATORIES OF SOUTHERN CALIFORNIA, INC.

THIS AGREEMENT is made and entered into on the 30th day of January, 2008, by and between TWINING LABORATORIES OF SOUTHERN CALIFORNIA, INC. hereinafter referred to as "Consultant" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District."

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant's office(s), and on site at the Riverside Community College, Norco Campus.
3. The services rendered by the Consultant are subject to review by the Director of Capital Planning or his designee.
4. The term of this agreement shall be from January 30, 2008, to the estimated completion date of January 30, 2010, with the provision that the Vice Chancellor of Administration and Finance or his 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 \$260,118.00 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 Director of Capital Planning, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Director of Capital Planning.
6. All data prepared by Consultant hereunder, 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 against any damages resulting from

such use. In the event Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall first obtain approval of District's representative in writing.

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 or asserted upon any 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 alleged negligence, recklessness or willful misconduct. 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 alleged 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 or asserted upon any 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 alleged negligence, recklessness, or willful misconduct. 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 alleged negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain 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. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

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 race, religion, medical condition, disability, marital status, sex, age or sexual orientation. Consultant understands that harassment of any student or employee with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.
13. Consultant is an independent contractor and no employer-employee relationship exists between Consultant and District.
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.

Twining Laboratories of Southern California, Inc. Riverside Community College District

Vicki Williford
Senior Project Manager
6411 Industrial Avenue, Suite D
Riverside, CA 92504

Aaron S. Brown
Interim Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Scope of Services

Scope of Project

Consultant to perform periodic or continuous special inspection and materials testing services, as needed, during the construction of the Phase III-Norco/Industrial Technology Project.

Scope of Services

Includes the following testing and inspection requirements:

- Concrete reinforcement and cast-in-place concrete inspection during construction
- Concrete unit masonry inspection during construction
- Structural steel welding and high strength bolting inspection during construction
- Expansion and epoxy anchors
- Laboratory testing during construction
- Engineering and project management
- Miscellaneous inspection and testing as required
- Ceiling Grid Installation (Pull Testing Inspection)
- Pre-construction Conference (Roofing Inspection)
- Review of Specifications (Roofing Inspection)

Consultant services for the scope of work described above will be performed on a time and material basis in accordance with the attached schedule of fees and the detailed breakdown. The project will be serviced from Consultant's Riverside office and laboratory. Due to the close proximity of the project site to Consultant's Riverside office, there will be no travel charges for inspector services and pick-up charges for specimens have been waived.

Fees:

Material Testing and Special Inspection	\$260,118.00
---	--------------

Material Testing and Inspection Discipline	Description of Inspection	Construction Schedule	Quantity	Unit	Unit Price	Total
A. CONCRETE						
Reinforcement & Embeds & Concrete Placement	continuous inspection during placement	62 Days	496	Hours	\$68.00	\$33,728.00
Batch Plant Inspection		62 Days	496	Hours	\$68.00	\$33,728.00
Sampling and Tagging (Fabricator)			16	Hours	\$68.00	\$1,088.00
	SUB-TOTAL					\$68,544.00
B. Masonry - BRICK, CEMENT MASONRY UNITS, ETC.						
Field Inspection	Mechanical Yard	5 days	40	Hours	\$68.00	\$2,720.00
	SUB-TOTAL					\$2,720.00
C. STRUCTURAL & MISCELLANEOUS STEEL						
Shop Fabrication Welding & Shop NDT		138 Days	1088	Hours	\$75.00	\$81,600.00
Field Welding / Bolting		138 Days	1088	Hours	\$68.00	\$73,984.00
Non-Destructive Testing (Describe)			90	Hours	\$75.00	\$6,750.00
Fireproofing Inspection			120	Hours	\$68.00	\$8,160.00
	SUB-TOTAL					\$170,494.00
D. MATERIAL TESTING						
Concrete Cylinders, Compression Test			105	Specimens	\$20.00	\$2,100.00
Compression: 2" x 4" Mortar Cylinders (UBC STD 21-16)			6	Specimens	\$20.00	\$120.00
Compression: 2" Cubes (ASTM C109)			6	Specimens	\$20.00	\$120.00
Preconstruction Prism (set of five)			1	Specimens	\$500.00	\$500.00
Production Prism (set of three)			6	Specimens	\$300.00	\$1,800.00
Tensile Test: # 11 or Smaller			4	Specimens	\$40.00	\$160.00
Bend Test: # 11 or Smaller			4	Specimens	\$40.00	\$160.00
Mix Designs			4	Mixes	\$150.00	\$600.00
Fireproofing Density Samples			15	Specimens	\$55.00	\$825.00
Fireproofing Adhesion/Cohesion (Per Test)			15	Specimens	\$15.00	\$225.00
	SUB-TOTAL					\$6,610.00
E. SPECIAL CONDITIONS						
Minimum Show-up Time	2 hours					
1 to 4 Hour Minimum Charge						
4 Hour Plus Minimum Charge						
Overtime Rate(s)	Over Time - 1.35x					
Office Services						
Engineering Oversight	1 hour per month					
Project Manager						
Final Laboratory Affidavit(s) - All DSA forms required per discipline						
Project Setup						
Parking If not provided by client	PRICE LUMP SUM FOR PARKING (\$8.00 PER DAY PER VEHICLE)					
	SUB-TOTAL					
REMARKS -						
Material Testing and Inspection - GRAND-TOTAL						\$253,038.00

Alternate Material Testing and Inspection Discipline	Description of Inspection	Construction Schedule 10/12/07	Quantity	Unit	Unit Price	Total	
A. Misc. Alternate Material Testing and Inspection	Ceiling Grid Install	10 Days	80	Hours	\$75.00	\$6,000.00	
	Waterproof	25 Days	200	Hours	\$75.00	\$15,000.00	
	Buildup Roofing	30 Days	240	Hours	\$75.00	\$18,000.00	
	SUB-TOTAL						\$39,000.00
E. SPECIAL CONDITIONS	Pre-construction Conference		4	Hours	\$135.00	\$540.00	
	Review of Specifications		4	Each	\$135.00	\$540.00	
	Final Roofing Report - 4 per building		8	Each	\$4,500.00	\$4,500.00	
	Consultant's Visit (portal to portal)		10	Each	\$135.00	\$1,350.00	
	SUB-TOTAL						\$6,930.00
REMARKS -							
Alternate Material Testing and Inspection - GRAND-TOTAL							\$260,118.00

Schedule Summary				
(PER CONSTRUCTION SCHEDULE DATED 10/12/07)				
Task Description	Anticipated Start	Anticipated Completion	Anticipated Inspection Duration (Days)	
Construction Inspection	1/7/2008	2/7/2009	314	
Construction Inspection Schedule Summary				
Mechanical Yard				
Install Reinforcement & Embeds & Pour Footings	January 17, 2008	January 23, 2008	2	
CMU Wall Install	January 24, 2008	January 30, 2008	5	
Reinforcement, Anchor Bolts & Pour Footings	January 31, 2008	February 6, 2008	2	
North Portion - Structure & Build out				
Install Reinforcement & Embeds & Pour Column Footings	March 28, 2008	April 2, 2008	2	
Erect Steel WF Columns & Beams	April 3, 2008	April 11, 2008	10	
Install Reinforcement & Embeds & Grade Beams	April 14, 2008	April 25, 2008	2	
Install Reinforcement & Embeds & Pour Perimeter Foundation	May 30, 2008	June 9, 2008	2	
Install Reinforcement, Anchor Bolts & Pour Slab on Grade	June 12, 2008	June 18, 2008	2	
Erect Steel Tube Columns	June 19, 2008	June 23, 2008	3	
Pour Back Diamond Blockout	June 19, 2008	June 19, 2008	1	
Ceiling Grid Install	September 12, 2008	September 18, 2008	2	
North Portion - Roof				
Roof Deck Install	April 28, 2008	May 6, 2008	7	
North Portion - Exterior				
Erect Precast Wall Panels	June 24, 2008	July 15, 2008	15	
East Portion - Structure & Build out				
Install Reinforcement & Embeds & Pour Column Footings	April 14, 2008	April 25, 2008	2	
Erect Steel WF Columns & Beams	May 7, 2008	May 22, 2008	12	
Install Reinforcement & Embeds & Grade Beams	June 11, 2008	June 20, 2008	2	
Install Reinforcement & Embeds & Pour Perimeter Foundation	July 3, 2008	July 10, 2008	2	
Install Reinforcement, Anchor Bolts & Pour Slab on Grade	July 15, 2008	July 21, 2008	2	
Pour Back Diamond Blockout	July 24, 2008	July 25, 2008	2	

**Schedule Summary (cont.)
 (PER CONSTRUCTION SCHEDULE DATED 10/12/07)**

Task Description	Anticipated Start	Anticipated Completion	Anticipated Inspection Duration
East Portion - Roof			
Frame and Deck Canopy Roof	May 23, 2008	May 27, 2008	2
Deck Main Roof	May 28, 2008	June 10, 2008	10
Install Reinforcement & Embeds & Pour Equipment Pads	June 11, 2008	June 17, 2008	2
Built-up Roofing	June 18, 2008	July 9, 2008	15
South Portion - Structure & Build out			
Install Reinforcement & Embeds & Pour Column Footings	April 28, 2008	May 9, 2008	2
Erect Steel WF Columns & Beams	June 11, 2008	July 1, 2008	15
Install Reinforcement & Embeds & Grade Beams	August 14, 2008	August 27, 2008	2
Stair #1 Grade Beam	August 28, 2008	August 29, 2008	2
Install Reinforcement & Embeds & Pour Perimeter Foundation	September 19, 2008	October 2, 2008	2
Install Reinforcement, Anchor Bolts & Pour Slab on Grade	October 10, 2008	October 23, 2008	2
Erect Steel Tube Columns	October 24, 2008	October 28, 2008	3
Pour Back Diamond Blockout	October 29, 2008	October 31, 2008	2
Ceiling Grid Install	March 19, 2008	March 25, 2008	2
2nd Floor			
Erect Steel WF Columns & Beams	July 2, 2008	July 16, 2008	10
Erect Stair #2 Steel Framing	July 17, 2008	July 23, 2008	5
Deck 2nd Floor & Stair #2	July 24, 2008	July 25, 2008	2
Install Reinforcement, Anchor Bolts & Pour Concrete Stair #2	October 3, 2008	October 23, 2008	2
Install Misc. Steel Supports in Wall	December 11, 2008	December 17, 2008	5
Ceiling Grid Install	February 12, 2009	February 18, 2009	2
South Portion - Roof			
Frame and Deck Mechanical Wall	July 17, 2008	July 30, 2008	10
Roof Deck Install	July 31, 2008	August 13, 2008	10
Install Reinforcement & Embeds & Pour Equipment Pads	August 14, 2008	August 27, 2008	2
Install Reinforcement & Embeds & Pour Mech Wall	August 28, 2007	September 11, 2007	2
Built-up Roofing at Mechanical Wall	September 19, 2008	October 9, 2008	15

Schedule Summary (cont.)			
(PER CONSTRUCTION SCHEDULE DATED 10/12/07)			
Task Description	Anticipated Start	Anticipated Completion	Anticipated Inspection Duration (Days)
South Portion - Exterior			
Erect Precast Wall Panels	October 3, 2008	October 23, 2008	15
Waterproof Walkway Deck	October 24, 2008	November 16, 2008	15
West Portion - Structure & Build out			
Install Reinforcement & Embeds & Pour Column Footings	May 12, 2008	May 23, 2008	2
Erect Steel WF Columns & Beams	August 14, 2008	August 20, 2008	5
Install Reinforcement & Embeds & Grade Beams	September 12, 2008	September 25, 2008	2
Stair #1 Grade Beam	September 26, 2008	October 9, 2008	2
Install Reinforcement & Embeds & Pour Perimeter Foundation	October 29, 2008	November 11, 2008	2
Stair #1 Foundation	November 12, 2008	November 25, 2008	2
Install Reinforcement, Anchor Bolts & Pour Slab on Grade	December 3, 2008	December 23, 2008	2
Erect Steel Tube Columns	December 24, 2008	January 2, 2009	5
Pour Back Diamond Blockout	January 5, 2009	January 7, 2009	2
Ceiling Grid Install	February 19, 2009	February 25, 2009	2
2nd Floor			
Erect Steel WF Columns & Beams	August 21, 2008	August 27, 2008	5
Erect Stair #1 Steel Framing	August 28, 2008	September 4, 2008	5
Deck 2nd Floor & Stair #1	August 28, 2008	August 29, 2008	2
Install Reinforcement, Anchor Bolts & Pour Concrete Deck	September 2, 2008	September 22, 2008	2
Install Reinforcement, Anchor Bolts & Pour Concrete Stair #1	September 2, 2008	September 22, 2008	2
Ceiling Grid Install	February 2, 2008	February 6, 2008	2
West Portion - Roof			
Roof Deck Install	August 28, 2008	September 11, 2008	10
West Portion - Exterior			
Erect Precast Wall Panels	September 23, 2008	October 13, 2008	15
Waterproof Walkway Deck	October 14, 2008	October 27, 2008	10
Place Topping Slab at Walkway Deck	October 28, 2008	November 10, 2008	2

Twining Laboratories of Southern California, Inc.
 Schedule of Fees 2007-2008

Note: Union inspection rates are prevailing wage and will adjust annually each July 1st.

Personnel Rates
 (Per Hour Unless Otherwise Noted)

Engineering and Consulting

Principal Engineer/Geologist.....	\$	175.00
Metallurgical Engineer.....	\$	170.00
Registered Geotechnical Engineer.....	\$	170.00
Registered Geologists/Certified Engineering Geologist.....	\$	160.00
Senior Engineer/Geologist.....	\$	155.00
Registered Civil Engineer.....	\$	150.00
Material Scientist, Welding/NDT Consultant or Technical Advisor...	\$	145.00
Roofing/Waterproofing Consultant.....	\$	145.00
Project Engineer/Manager.....	\$	140.00
Quality Control Manager.....	\$	130.00
Senior Staff Engineer/Geologist.....	\$	125.00
Staff Engineer/Geologist.....	\$	120.00
Quality Control Administrator.....	\$	100.00
Metallurgical Technician.....	\$	85.00
CADD Operator/Draftsperson.....	\$	75.00

Personnel Rates (Continued)

Laboratory Technician.....	\$	70.00
Expert Witness Testimony.....	\$	390.00

Field Inspection

Reinforced Concrete, Masonry, Drilled-In-Anchors, Prestressed Concrete, Fireproofing, or Structural Steel Welding/Bolting Inspector.....	\$	68.00
Lead Inspector.....	\$	89.00
LA Deputy Grading Inspector.....	\$	92.00
Senior Asphalt Construction and Placement Inspector.....	\$	89.00
Senior Soils/Asphalt Technician or Pile Driving Inspector.....	\$	89.00
Soils/Asphalt Technician.....	\$	87.00
Asphalt Plant Inspector.....	\$	86.00
AWS Certified Welding Inspector.....	\$	68.00
Concrete Quality Control (ACI Technician).....	\$	86.00
DSA Class 1 Inspector.....	\$	120.00
DSA Class 2 Inspector.....	\$	110.00
OSHPD Class A Inspector.....	\$	125.00
Roofing/Waterproofing Inspector.....	\$	85.00
Mechanical/Electrical/Plumbing Inspector.....	\$	90.00
Field Engineering Technician.....	\$	95.00

Shop Inspection

Structural Steel Fabrication (ICC/ICBO).....	\$	68.00
Structural Steel Fabrication (AWS Certified Welding Inspector).....	\$	68.00
Batch Plant Quality Control.....	\$	68.00
Glue-Laminated Fabrication.....		Quotation
Pipe Inspection, Reinforced Concrete, Prestressed, Clay.....	\$	86.00

Non-Destructive Testing

NDT Technician.....	\$	75.00
Combination NDT Technician/Welding Inspector.....	\$	75.00
Radiographic (X Ray, Gamma Ray).....		Quotation

Equipment Usage (Per Day Unless Otherwise Noted)

Skidmore.....	\$	40.00
Torque Wrench, Small.....	\$	15.00
Torque Wrench, Large.....	\$	25.00
Torque Multiplier.....	\$	40.00
Air Meter.....	\$	40.00
Brass Mold.....	\$	20.00
Drilling/Sampling Equipment.....	\$	50.00
Nuclear Gauge (Per Hour).....	\$	9.00
Pull Test Equipment.....	\$	60.00

Personnel Rates (Continued)

Concrete/Asphalt Coring Equipment.....	\$	175.00
Pachometer.....	\$	55.00
Floor Flatness (Dipstick).....		Quotation
Schmidt Hammer.....	\$	20.00
Vapor Emission Test Kits.....	\$	45.00
V-Meter.....	\$	40.00
Fireproofing Adhesion/Cohesion (Per Test).....	\$	15.00
Ultrasonic Equipment and Consumables.....	\$	60.00
Magnetic Particle Equipment and Consumables.....	\$	30.00
Liquid Penetrant Consumables.....	\$	20.00
Ground Penetrating Radar (Per Hour).....	\$	85.00

Specimen Pick-Up

Standard Sample: Concrete Cylinders (Each).....		waived
Standard Sample: Mortar/Grout Cubes and Cores, Fireproofing and Epoxy Prisms (Each)		waived
Oversize Sample: Masonry Prisms, Shotcrete Panels, Flexural Beams (Each).....	\$	45.00
Technician for Specimen Pick-Up/Sampling Not Listed Above (Per Hour, 2-Hour Minimum).....	\$	80.00

Technician for Specimen Pick-Up/Sampling Before 5:00 a.m. or After 5:00 p.m. Monday thru Friday, or All Day Saturday (Per Hour, 2-Hour Minimum Plus Mileage)..... \$ 85.00

Jobsite Trailer or Mobile Laboratory
 By Quotation

Laboratory Testing
 (Per Test Unless Noted Otherwise)

Concrete Tests (Field Made Specimens)

6" x 12" Cylinder: Compression Strength (ASTM C39)..... \$ 20.00
 Unit Weight Including Lightweight Concrete..... \$ 72.00
 Core Compression Including Trimming (ASTM C42)..... \$ 50.00
 6"x 6" x 18" Flexural Beams Not Exceeding Referenced Size (ASTM C78, C293 or CTM 523)..... \$ 70.00
 6" x 6" x 30" Flexural Beams (CTM 523)..... \$ 85.00
 Cylinders: Splitting Tensile Strength (ASTM C496)..... \$ 85.00
 Modulus of Elasticity Test (ASTM C469)..... \$ 140.00
 Drying Shrinkage Up to 28 Days: 3 Bars, 5 Readings (ASTM C157)..... \$ 350.00
 Chloride Permeability Test: Cylinders or Cores (ASTM C1202)..... \$ 325.00
 Density, Absorption, and Voids in Hardened Concrete (ASTM C642)..... \$ 230.00
 Flexural Toughness (ASTM C1609, Formerly ASTM C1018)..... \$ 315.00

Concrete Specimen Preparation

Diamond Sawing of Cores or Cylinders (Each)..... \$ 22.00
 Coring of Test Panels in lab (Each)..... \$ 23.00

Laboratory Trial Batch

6" x 12" Compression Test Cylinders Made and Tested in Laboratory..... \$ 50.00
 6" x 6" x 18" Flexural Beams Made and Tested in Laboratory..... \$ 75.00
 6" x 6" x 30" Flexural Beams Made and Tested in Laboratory..... \$ 90.00
 6" x 12" Splitting Tensile Strength Cylinders Made and Tested in Laboratory..... \$ 110.00
 6" x 12" Modulus of Elasticity Test Cylinders Made and Tested in Laboratory..... \$ 170.00
 6" x 12" Unit Weight Test Cylinders Made and Tested in Laboratory..... \$ 80.00
 Laboratory Trial Batch (ASTM C192)..... \$ 325.00
 Laboratory Trial Batch: Packaged Dry Concrete (ASTM C387 and C192). \$ 475.00
 Drying Shrinkage Up to 28 Days Made and Tested in Laboratory:
 3 Bars, 5 Readings (ASTM C157)..... \$ 375.00
 Setting Time Up to 7 Hours (ASTM C403)..... \$ 100.00
 Bleeding (ASTM C232)..... \$ 100.00
 Concrete Restrained Expansion (ASTM C878)..... \$ 400.00
 Laboratory Trial Batch: Packaged Non-Shrink Grout, Grade "A" or "C" (ASTM C1107)..... \$ 1,500.00

Laboratory Trial Batch: Packaged Non-Shrink Grout, Grade "B" (ASTM C1107).....	\$	1,000.00
Mix, Make and Test Mortar or Grout Specimens for Compressive Strength: Set of 6 (ASTM C109, C942).....	\$	350.00
Non-Shrink Grout: Height Change after Final Set (ASTM C1090).....	\$	360.00
Non-Shrink Grout Height Change at Early Age (ASTM C827).....	\$	600.00
Non-Shrink Grout: Fresh Grout Properties (ASTM C1090, CRD621)....	\$	400.00

Soils and Aggregate Tests

Abrasion: LA Rattler (ASTM C131).....	\$	125.00
Abrasion: LA Rattler (ASTM C535).....	\$	160.00
Atterberg Limits/Plasticity Index (ASTM D4318, CTM204).....	\$	150.00
California Bearing Ratio Excluding Maximum Density (ASTM D1883)...	\$	375.00
Chloride and Sulfate Content (ASTM C417 and C422).....	\$	130.00
Clay Lumps and Friable Particles (ASTM C142).....	\$	175.00
Cleanness Value: 25mm x 4.75 mm (CTM 227).....	\$	175.00
Cleanness Value: 63mm x 37.5mm or 37.5mm x 19.0mm (CTM227).....	\$	485.00
Collapse Potential/Index (ASTM D5333).....	\$	150.00
Consolidation Test: Full Cycle (ASTM 2435, CTM 219).....	\$	195.00
Consolidation Test: Time Rate per Load Increment (ASTM D2435, CTM 219).....	\$	45.00
Corrosivity Series: Sulfate, CI, pH, Resistivity (CTM 643, 417, and 422)	\$	245.00
Crushed/Fractured Particles (ASTM D5821, CTM 205).....	\$	160.00
Direct Shear Test: Remolded and/or Residual (ASTM D3080).....	\$	245.00
Direct Shear Test: Undisturbed – Slow [CD] (ASTM D3080).....	\$	225.00
Direct Shear Test: Undisturbed – Fast [CU] (ASTM D3080).....	\$	195.00
Durability Index: Per Method – A,B,C, or D (CTM 229).....	\$	210.00
Expansion Index: (ASTM D4829, UBC 18-2).....	\$	160.00
Flat Particle and Elongated Particle (ASTM D4791).....	\$	275.00
Flat and Elongated Particle (ASTM D4791).....	\$	225.00
Maximum Density: Methods A/B/C (ASTM D1557, CTM 216).....	\$	175.00
Maximum Density: Check Point (ASTM D1557).....	\$	65.00
Maximum Density: AASHTO C [Modified] (AASHTO T-180).....	\$	195.00
Moisture Content (ASTM D2216, CTM 226).....	\$	25.00
Moisture and Density: Ring Sample (ASTM D2937).....	\$	30.00
Moisture and Density: Shelby Tube Sample (ASTM D2937).....	\$	40.00
Organic Impurities (ASTM C40).....	\$	90.00
Permeability.....		Quotation
R-Value: Soil (ASTM 2844, CTM 301).....	\$	255.00
R-Value: Aggregate Base (ASTM D2844, CTM 301).....	\$	275.00
Sand Equivalent (ASTM D2419, CTM 217).....	\$	175.00
Sieve #200 Wash Only (ASTM D1140, CTM 202).....	\$	90.00
Sieve with Hydrometer: 3/4" Gravel to Clay (ASTM D422, CTM 203)..	\$	195.00
Sieve with Hydrometer: Sand to Clay (ASTM D422, CTM 203).....	\$	185.00
Sieve Analysis Including Wash (ASTM C136, CTM 202).....	\$	135.00
Sieve Analysis Without Wash (ASTM C136, CTM 202).....	\$	100.00

Sieve Analysis: Split Sieve (ASTM C136, CTM 202).....	\$	215.00
Sieve Analysis Without Wash: With Cobbles (ASTM C136, CTM 202)...	\$	210.00
Soundness: Sodium or Magnesium Sulfate, 5 Cycles (ASTM C88).....	\$	325.00
Specific Gravity and Absorption: Coarse (ASTM C127, CTM 206).....	\$	100.00
Specific Gravity and Absorption: Fine (ASTM C128, CTM 207).....	\$	165.00
Swell/Settlement Potential: One Dimensional (ASTM D4546).....	\$	105.00
Triaxial.....		Quotation
Unconfined Compression (ASTM D2166, CTM 221).....	\$	135.00
Unit Weight per Cubic Foot (ASTM C29).....	\$	80.00
Voids in Aggregate (ASTM C29).....	\$	80.00

Asphalt Concrete Tests

Percent Swell (CTM 305).....	\$	135.00
Film Stripping (CTM 302).....	\$	165.00
Centrifuge Kerosene Equivalent (CTM 303).....	\$	178.00
Bulk Specific Gravity of Compacted Sample or Core (CTM 308 and ASTM D2726).....	\$	45.00
Bulk Specific Gravity of Compacted Sample or Core: Parafin Coated (CTM 308 and ASTM D1188).....	\$	65.00
Moisture Content (CTM 370).....	\$	85.00
Extraction % Bitumen (ASTM D6307, CTM 382).....	\$	145.00
Extraction % Bitumen and Gradation (CTM 382, ASTM D6507, ASTM D5444, and, CTM 202).....	\$	195.00
Chemical Extraction: % Bitumen and Sieve Analysis (ASTM D2172 Method A or B).....	\$	215.00
3 Point LTMD: Parafin Coated (CA 375, 308 and ASTM D1188).....	\$	199.00
5 Point LTMD: Parafin Coated (CA 375, 308, and ASTM D1188).....	\$	275.00
HVEEM Stabilometer Test with Mixing (CT 304, 366, ASTM D1560).....	\$	325.00
HVEEM Stabilometer Test, Premixed (CT 304, 366, ASTM D1560)....	\$	199.00
Maximum Lab Density: Marshall (ASTM D1559 and D561).....	\$	175.00
Maximum Lab Density: Marshall 6" Specimen (ASTM D5581).....	\$	205.00
Maximum Density of Hot Mix Asphalt by the Superpave Gyrotory Compactor (ASTM D6925).....	\$	282.00
Maximum Theoretical Specific Gravity [RICE] (CT 309, ASTM D2041)..	\$	150.00
Specific Gravity and Absorption Coarse (ASTM C127, CTM 206).....	\$	100.00
Specific Gravity and Absorption Fine (ASTM C128, CTM 207).....	\$	165.00
Sieve Analysis (CTM 202 and ASTM D5444).....	\$	85.00
Sieve Analysis with Wash (CTM 202 and ASTM D5444).....	\$	115.00
Sand Equivalent (CTM 217 and ASTM D2419).....	\$	90.00
Abrasion Resistance/Los Angeles Rattler (CTM 211 only).....	\$	195.00
Crushed/Fractured Particles (CTM 205, ASTM D5821).....	\$	135.00
Flat and Elongated Particles (ASTM D4791).....	\$	145.00
Fine Aggregate Angularity (AASHTO T304).....	\$	185.00
Resistance to Plastic Flow Marshall Test, of Cored Sample (ASTM D1559).....	\$	125.00

Resistance to Plastic Flow Marshall Test, Premixed, Remolded (ASTM D1559).....	\$	199.00
Resistance of Plastic Flow Marshall Test with Mixing (ASTM D1559)...	\$	325.00
Resistance of Plastic Flow Gyratory Compacted Specimen Premixed (ASTM D5581).....	\$	225.00
Resistance of Plastic Flow Marshall Test 6" Specimen premixed (ASTM D5581).....	\$	215.00
Marshall Mix Design (Excluding Aggregate Quality Tests).....	\$	2,550.00
Marshall Mix Design with RAP (Excluding Aggregate Quality Tests)....	\$	3,200.00
Marshall Mix Design with Lime (Excluding Aggregate Quality Tests)....	\$	3,200.00
Open Grade Asphalt Concrete Mix Design (CTM 368).....	\$	1,200.00
HVEEM Mix Design (Excluding Aggregate Quality Tests).....	\$	2,250.00
HVEEM Mix Design with RAP (Excluding Aggregate Quality Tests, RAP Qualification).....	\$	2,550.00
HVEEM Mix Design with Lime (Excluding Aggregate Quality Tests)....	\$	2,550.00
HVEEM Mix Design Caltrans Type C Untreated Mix (Including Aggregate Quality Tests).....	\$	3,515.00
HVEEM Mix Design Caltrans Type C Lime Treated Mix (Including Aggregate Quality Tests).....	\$	3,725.00
Gyratory Compacted Superpave Mix Design (Excluding Aggregate Quality Tests).....	\$	2,750.00
Index of Ret. Strength with Mix Proportion (AASHTO T282 and ASTM D4867).....	\$	725.00
Index of Retained Strength, 24-Hour Immersion (AASHTO T282 and ASTM D4867).....	\$	195.00
Effect of Moisture on Asphalt Paving Mixtures (ASTM D4867).....	\$	1,250.00
Effect of Moisture on Asphalt Paving Mixtures, One Freeze Thaw Cycle (ASTM D4867).....	\$	1,475.00
Resistance of Compacted Bituminous Mixtures to Moisture Induced Damage (Untreated) CT 371.....	\$	1,650.00
Resistance of Compacted Bituminous Mixtures to Moisture Induced Damage (Lime Treated) CT 371.....	\$	1,800.00

Brick Masonry Tests

Modulus of Rupture: Flexural (5 Required Per ASTM).....	\$	35.00
Compression Strength (3 Required Per ASTM).....	\$	35.00
Absorption: 5 Hour or 24 Hour (5 Required).....	\$	40.00
Absorption (Boil): 1, 2 or 5 Hours (5 Required).....	\$	50.00
Initial Rate of Absorption (5 Required).....	\$	30.00
Efflorescence (5 Required).....	\$	50.00
Cores: Compression.....	\$	45.00
Shear Test on Brick Cores: 2 Faces.....	\$	70.00

Concrete Block, ASTM C140

Compression (3 Required Per ASTM).....	\$	40.00
Absorption (3 Required per ASTM).....	\$	35.00

Moisture Content, as Received (3 Required Per ASTM).....	\$	35.00
Linear Shrinkage (ASTM C426).....	\$	165.00
Web and Face Shell Measurements.....	\$	35.00
Tension Test.....	\$	145.00
Core Compression.....	\$	45.00
Shear Test of Masonry Cores: 2 Faces.....	\$	70.00
Efflorescence Tests (3 Required).....	\$	35.00
Oven Dry Density.....	\$	35.00

Masonry Prism, UBC STD 21-17

Compression Test: Composite Masonry Prism Up to 8" x 16".....	\$	180.00
Compression Test: Composite Masonry Prism Larger than 8" x 16".....	\$	240.00

Mortar and Grout

Compression: 2" x 4" Mortar Cylinders (UBC STD 21-16).....	\$	20.00
Compression 3" x 3" x 6" Grout Prisms, Includes Trimming (UBC STD 21-18).....	\$	50.00
Compression: 2" Cubes (ASTM C109).....	\$	20.00
Compression: Cores (ASTM C42).....	\$	50.00
Mortar Expansion (ASTM C806).....	\$	275.00

Masonry Specimen Preparation

Cutting of Cubes or Prisms.....	\$	44.00
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Fireproofing Tests

Oven Dry Density (Per Sample).....	\$	62.00
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Guniting and Shotcrete Tests

Core Compression Including Trimming (ASTM C42).....	\$	50.00
Compression: 6" x 12" Cylinders.....	\$	28.00
Compression: Cubes.....	\$	28.00

Concrete Roof Fill: Gypsum, Vermiculite, Perlite, Etc.

Compression Test (ASTM C495 and C472).....	\$	20.00
Density (ASTM C495 and C472).....	\$	28.00
Lightweight Insulating Cubes (ASTM C495 and C513).....	\$	22.00
Oven Dry Density (ASTM C495).....	\$	28.00

Reinforcing Steel, ASTM A615

Tensile Test: # 11 or Smaller.....	\$	40.00
Bend Test: # 11 or Smaller.....	\$	40.00
Tensile Test: # 14.....	\$	95.00
Tensile Test: # 18.....	\$	175.00
Sampling and Tagging (Fabricator).....	\$	24.00

Welded Specimens

Tensile Test: Welded # 11 and Smaller.....	\$	55.00
Tensile Test: Welded # 14.....	\$	95.00
Tensile Test: Welded # 18.....	\$	110.00
Tensile Test: Mechanical Splice.....	\$	110.00
Weld: Macrotech.....	\$	55.00
Slippage Test in Addition to Tensile Test (Per Caltrans 52-1.08C).....	\$	165.00

Metal and Steel Testing, ASTM A370

Tensile Strength: Up to 100K Pounds (Each).....	\$	45.00
Tensile Strength: Up to 200K Pounds (Each).....	\$	50.00
Tensile Strength: Up to 300K Pounds (Each).....	\$	60.00
Tensile Strength: Up to 400K Pounds (Each).....	\$	105.00
Tensile Strength: 400K to 600K Pounds (Each).....	\$	145.00
Tensile Strength: Stress-Strain Percent Offset.....	\$	145.00
Bend Test.....	\$	44.00
Flattening Test.....	\$	55.00
Brinell and Rockwell Hardness Test (ASTM E18) (Per Test).....	\$	72.00

Machining and Preparation of Tensile and Bend Sample: Carbon Steel

Machinist: Initial Preparation from Mock-up, Etc. (Per Hour).....	\$	72.00
Sawcut to Overall Width (Per 0.5" Thickness or Fraction Thereof).....	\$	40.00
Machine to Test Configuration: Milled Specimens (Per 0.5" Thickness Or Fraction Thereof).....	\$	55.00
Machine to Test Configuration: Turned Specimens (Per 0.5" Thickness Or Fraction Thereof).....	\$	110.00
Prepare Subsize Specimens (Per 0.5" Thickness or Fraction Thereof).....	\$	72.00

Charpy Impact

Charpy Impact Ambient Temperature, per sample (Average of 3 samples Typically Required).....	\$	35.00
Charpy Impact Reduced Temperature, per sample (Average of 3 samples Typically Required).....	\$	65.00

Machining of Charpy Samples: Carbon Steel

Cutting and Milling (Per 0.5" or Fraction Thereafter) (Average of 3 Samples Typically Required).....	\$	72.00
Final Machining to Sample Configuration (Average of 3 Samples Typically Required).....	\$	72.00

Prestressing Wires and Tendons, ASTM A416

Stress-Strain Analysis: Wire or Strands (Including Chart and Percent Offset).....	\$	165.00
Tensile Test Only.....	\$	120.00
Tendons.....		Quotation

Welding Certification (For Machining and Preparation of Samples
 Refer to Metal and Steel Testing Above)

Qualification of Welders: Bend Test.....	\$	35.00
Qualification of Welders: Tensile Test.....	\$	40.00
Weld: Macrotech.....	\$	55.00
Weld: Fracture.....	\$	30.00
Preparation and Issuance of Certificates.....	\$	55.00

Calibration Services and Universal Machine Usage

Calibration Services.....		Quotation
Universal Test Machine Usage (Per Hour).....	\$	200.00

Ceramic Tile Testing Division

The Ceramic Tile Institute of America (CTIOA) and Twining Laboratories worked together to advance and develop technology designed to enhance the quality of materials and workmanship in the ceramic tile industry. A separate schedule of fees for these services is available upon request.

Special Testing/Engineering Services

Cyclic and Fatigue Testing Programs on Special Products/Parts.....		Quotation
Engineering and Technical supports/Design of Prototypes and Special Test Set-Up.....		Quotation
Fastener/Coupling Full Testing Program Per New Regulations: Tension, Tension/Bend, Shear, Double Shear, 8 Compressions.....		Quotation
Fiberglass/Composite Materials Field Testing Program (ASTM D4065, D1143, D4923, D2584, D4476, D1242, D7901, D7921, and D732).....		Quotation
Field Testing of Structures and Structural Elements.....		Quotation
In-Place Shear Testing.....		Quotation
Material and/or Product Evaluation Per Specifications.....		Quotation
Plastics, Pipe and Fitting Per Plumbing Code.....		Quotation
Salt Spray Testing Program (ASTM B117, B287, B368, D609, and D1654).....		Quotation
Structural Dynamic Testing and Durability Analysis.....		Quotation

Chemical Laboratory Services

Aggregates

Potential Reactivity: Chemical Method (ASTM C289).....	\$	475.00
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Cement, ASTM C150

Chemical Analysis, Complete.....	\$	575.00
Physical Testing, Complete.....	\$	1,050.00
Partial Analysis or Specific Physical Tests.....		Quotation

Concrete

Chemical Analysis for Water Soluble Sulfates (ASTM C114).....		Quotation
Chemical Analysis for Acid Soluble Sulfates (ASTM C114).....		Quotation

Chemical Analysis for Water Soluble Chlorides (ASTM C1218).....	Quotation
Petrographic Examination of Hardened Concrete (ASTM 856).....	Quotation

Fly Ash, ASTM C618

Chemical Analysis, Complete.....	Quotation
Physical Testing, Complete.....	Quotation
Partial Analysis or Specific Physical Tests.....	Quotation

Chemical Laboratory Services (Continued)

Metal and Steel Testing

Steel Chemical Analysis.....	\$	125.00
Weight of Galvanized Coating.....	\$	75.00

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-3

Date: January 29, 2008

Subject: Nursing/Sciences Building Project – Furniture, Fixtures and Equipment Design Services Agreement with GKK Works

Background: On June 20, 2006, the Board of Trustees approved an agreement with GKK Works to provide the design services for the Riverside Nursing/Sciences Building Project. The agreement included preparation of design, plans, specifications, and working drawings. The agreement provided for the provision to assign additional services on a negotiated basis.

Staff is now requesting approval to hire GKK Works to establish Group II Furniture costs for the Nursing/Sciences Building Project by utilizing commercial furnishings dealers to competitively provide budget pricing. Scope of work to include preparation of generic bid package and to update the Furniture, Fixtures and Equipment (FF&E) list submitted in the original Final Project Proposal (FPP) to the unit prices for furniture selected by the District through the generic bid package.

Fee for the services are not to exceed \$50,000, including reimbursable expenses. The term of the agreement is from January 30, 2008 to January 30, 2012, with the provision that the Vice Chancellor, Administration and Finance, may extend the end date of the agreement without additional compensation.

To be funded from the Board-approved project budget (State Construction Act and Measure C funding - Resources 4100 and 4160).

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for the term January 30, 2008 to January 30, 2012, and approve the expenditure of Board approved project funds in an amount not to exceed \$50,000, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement with the provision that the Vice Chancellor, Administration and Finance, may extend the end date of the agreement without additional compensation.

James L. Buysse
Interim Chancellor

Prepared by: Michael Webster
Riverside Community College District Planning Consultant
Facilities Planning, Design and Construction

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

GKK WORKS

THIS AGREEMENT is made and entered into on the 30th day of January, 2008, by and between GKK WORKS hereinafter referred to as "Consultant" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District."

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant's office(s), and on site at Riverside Community College, Riverside Campus.
3. The services rendered by the Consultant are subject to review by the Director of Capital Planning or his designee.
4. The term of this agreement shall be from January 30, 2008 to the estimated completion date of January 30, 2012, with the provision that the Vice Chancellor of Administration and Finance or his 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 \$50,000 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 Director of Capital Planning, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Director of Capital Planning.
6. All data prepared by Consultant hereunder, 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 against any damages resulting from such use. In the event Consultant, following the termination of this Agreement,

desires to use any such data, Consultant shall first obtain approval of District's representative in writing.

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 or asserted upon any 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 alleged negligence, recklessness or willful misconduct. 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 alleged 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 or asserted upon any 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 alleged negligence, recklessness, or willful misconduct. 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 alleged negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain 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. Such insurance shall name District as an

additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

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 race, religion, medical condition, disability, marital status, sex, age or sexual orientation. Consultant understands that harassment of any student or employee with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.
13. Consultant is an independent contractor and no employer-employee relationship exists between Consultant and District.
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.

GKK Works

Riverside Community College District

Kris Kay, AIA
Director, Higher Education Services
2355 Main Street, Suite 220
Irvine, CA 92614

Aaron S. Brown
Interim Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Scope of Services

Scope of Project

Consultant to establish Group II Furniture costs for the new Riverside Community College Nursing/Sciences Building by utilizing commercial furnishings dealers to competitively provide budget pricing for Group II Furnishings.

Scope of Services

A. Prepare generic bid package

1. Consultant and its design team will provide floor plan layouts to commercial furnishings dealers for:
 - (22) Classrooms (with tables)
 - (5) Classrooms (with tablet seats)
 - (2) Classroom (lecture seating)
 - (77) Faculty Offices
 - (1) IDS Office
 - (1) Dean's Office
 - (17) Staff Offices
 - (1) Student Study Room
 - (1) Office Service Records Room
 - (2) Teleconference Room
 - (8) Meeting Room
 - (3) Copy Room
 - (1) Library
 - (1) Faculty Lounge
 - (2) Recreation/Lounge
 - (20) Laboratory
 - (8) Lab Service Prep
 - (10) Storage
 - (1) Instrument Room
2. Consultant will also update the Furniture, Fixtures & Equipment (FF&E) list submitted in the original Final Project Proposal (FFP) to the unit prices for furniture selected by the District through the generic bid package.

Services/Action Item

A. Consultant and its design team will perform the following services:

1. Review end-user furniture request with concept furniture layout per the architectural documents.

2. Review and coordinate electrical and data demands with concept furniture layout per the architectural documents.
3. Determine furniture grades based on program function.
 - a. Public space grades (lobbies and lounges)
 - b. Classroom grades
 - c. Laboratory grades
 - d. Office grades
 - e. Meeting Room grades
 - f. Storage grades (records and equipment rooms, library, etc.)
4. Determine special furniture functions, based on the concept furniture layout per the architectural documents.
 - a. Wire management
 - b. Nesting capabilities
 - c. Dual purposing
5. Prepare concept furniture packages with specific uses for a minimum of (4) furniture brokerage firms.
6. Individual meetings with the furniture brokerage firms, initiating the following:
 - a. Solicit preliminary budget concepts based on furniture grades
 - b. Solicit two levels of pricing
 - c. Review manufactures with special state/government purchasing opportunities
7. Provide information to the furniture brokers during creation of their concept furniture packages.
8. Concept furniture package review meetings with the individual furniture brokerage firms.
9. Selection of appropriate applicable budget based on concept furniture layout.

Professional Services Fees

- A. The design work described herein will be performed for the sum of \$47,000.00.
- B. Reimbursable expenses such as reproduction of documents shall be invoiced at cost plus 10%, not to exceed \$3,000.
- C. For any additional services, the fee shall be computed on an hourly basis. See attached Appendix "A" Hourly Rate Schedule.
- D. No other Consultants are included in these services.

- E. Items excluded from our Scope:
- Audio-Visual System (separate contract)
 - Group I Equipment
 - Final Specifications of furnishings

APPENDIX A

gkkworks Billing Rates 2008	
TITLE	BILLING RATE
Principal	\$195
Associate Principal	\$191
Project Director	\$191
Director of Design	\$182
Senior Project Manager	\$166
Senior Medical Planner	\$166
Senior Project Architect	\$152
Senior Project Designer	\$152
Senior Construction Administrator	\$145
Estimator	\$145
Project Architect	\$132
Project Manager	\$132
Project Designer	\$132
Construction Administrator	\$125
Job Captain	\$116
Designer	\$105
Architectural Staff	\$92
Administration	\$80

These rates are effective from July 1, 2007 to
June 30, 2008.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-4

Date: January 29, 2008

Subject: Agreement with State of California, California Highway Patrol

Background: Attached for the Board's review and consideration is an agreement between the Riverside Community College District (RCCD) and State of California, California Highway Patrol. RCCD has agreed to offer training for the California Highway Patrol (CHP) at the Ben Clark Training Center in Riverside. RCCD will accept student applications, process enrollment, approve all course content, curriculum, methods of instruction, and instructors. CHP, in collaboration with RCCD, will schedule curriculum-approved courses, develop new course proposals, recommend revision of approved course outlines, recommend qualified instructors, and provide instruction under the supervision of RCCD staff. Attachment A is a blanket agreement to contract instructors for the program and will authorize the Interim Dean of Public Safety Education and Training to sign the agreements. The term of this agreement shall be from February 11, 2008, through February 10, 2009. Under the agreement's terms, the District will rent 2,422 square feet of office space at the Ben Clark Training Center at a cost not to exceed \$28,482.72 per year and agrees to pay the CHP a net of \$1.55 for each student contact hour. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from February 11, 2008, through February 10, 2009, at a cost of \$1.55 per student contact hour, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement and authorize the Interim Dean of Public Safety Education and Training to sign the blanket agreement.

James L. Buysse
Interim Chancellor

Prepared by: Cordell Briggs
Interim Dean, Public Safety Education and Training

INSTRUCTIONAL SERVICE AGREEMENT BETWEEN RIVERSIDE COMMUNITY
COLLEGE DISTRICT AND THE STATE OF CALIFORNIA, THE CALIFORNIA HIGHWAY
PATROL FOR ADMINISTRATION OF JUSTICE ACADEMIC AND
OCCUPATIONAL/VOCATIONAL SERVICES

This Agreement is made this 30th day of January, 2008, to provide academic and occupational/vocational services in the program of Administration and Justice for the STATE OF CALIFORNIA, the CALIFORNIA HIGHWAY PATROL (herein called "CHP") at the Ben Clark Public Safety Training Center.

ARTICLE 1. PARTIES

The State of California, California Highway Patrol (hereinafter "CHP")
Business Services Section
Attn: Contract Management Unit
P.O. Box 942898
Sacramento, CA 94298-0001

Riverside Community College District (hereinafter "RCCD")
Aaron S. Brown, Interim Vice Chancellor
Administration and Finance
4800 Magnolia Avenue
Riverside, CA 92506-1299

ARTICLE 2. TERM OF CONTRACT

Section 2.01. This agreement shall be for one year, commencing February 11, 2008, and terminating February 10, 2009, unless terminated by either party in the manner set forth herein.

ARTICLE 3. COURSES, CURRICULUM, INSTRUCTION, CLASS SIZE

Section 3.01. CHP shall submit to RCCD courses or programs for college credit to augment training for personnel or to provide augmented training for personnel to develop specialized skills for professional advancement.

Section 3.02. RCCD, in accordance with its curriculum procedures, will approve the course content, course curriculum, and methods of instruction used by CHP. RCCD will provide orientation of faculty, instructor manuals, course outlines, curriculum materials, testing and grading procedures and any other services it provides to hourly instructors in the District.

Section 3.03. RCCD will determine minimum class sizes. RCCD may also set a maximum class size and course credit.

Section 3.04. The approved courses of instruction to be offered are listed on Attachment B. Additional courses from the RCCD Catalog may also be included on this list. Other courses may be added, deleted, or revised, upon written mutual agreement of the parties.

Section 3.05. CHP agrees to provide written notice to RCCD at least (90) calendar days prior to offering approved courses or programs, which shall include all relevant course information and proposed course outlines to meet the stated performance objectives or student learning outcomes.

ARTICLE 4. SERVICES TO BE PERFORMED BY CHP

Section 4.01. For purposes of Worker's Compensation, the State of California is considered the "primary employer" for California Highway Patrol personnel performing services under this agreement. Notwithstanding this statement, employees and instructors performing services under this agreement are under the supervision of RCCD for instructional purposes only. This section conforms to the California Code of Regulations (Title 5), Sections 58051.5 and 58058.

Section 4.02. Instruction by CHP shall include the development of appropriate lecture and practical application of materials; recommendation of college level instructors who meet minimum qualifications or equivalent; development and presentation of educational support lectures in conjunction with RCCD and under the supervision and control of a RCCD employee who has met the minimum qualifications for instruction in occupational/vocational education in a California Community College.

Course Scheduling

Section 4.03. CHP shall provide RCCD with a schedule of all proposed activities related to the academic and occupational/vocational programs, on or before July 1 of each year, for the subsequent school year commencing July 1. The RCCD Curriculum Committee accepts for consideration new course and program proposals between September and May of each academic year.

Section 4.04. CHP and RCCD agree to consult and cooperate regarding any changes in curriculum, hours, units of credit, or other course changes, but the decision of RCCD as to all academic matters and compliance with educational requirements imposed by law shall be final.

Course Outlines

Section 4.05. CHP shall permit RCCD to have access to its existing current course outlines and other state approved course outlines.

ARTICLE 5. OPERATIONAL ISSUES

Student Registration:

Section 5.01. RCCD agrees to process student applications and to enroll students in the CHP courses and programs. A successful enrollment means that each student has completed an enrollment application provided by RCCD, the application has been delivered to and accepted by RCCD's registration office, and the applicant has met all requirements, including, if applicable, the standard college student liability and medical care coverage.

Section 5.02. A California resident is one who meets the criteria set forth by law. A non-resident for student registration is one who meets criteria set forth by law. (See C.E.C. 76140.5)

Section 5.03. RCCD shall provide the following student services functions in accordance with the RCCD's standards as disclosed in the RCCD's publications:

- a. Recruitment of students
- b. Placement testing
- c. Advising
- d. Counseling
- e. Registration of all students on RCCD-approved registration forms
- f. Maintenance of student rosters
- g. Evaluation of student progress
- h. Record keeping
- i. Withdrawal of students prior to course completion

Student Enrollment

Section 5.04. CHP and RCCD will mutually agree upon the number of instructors to instruct the course or course section(s), the ratio of instructors per student, and the subject area to be taught.

Section 5.05. RCCD reserves the right to cancel the offering of any course or course section(s), which do not meet the approved curriculum or needed capacity of enrollment for RCCD to be compensated by the state for apportionment. Notice of Cancellation of a course or course section(s) must be made to CHP prior to the start date of the course, and written notice of intent to cancel must be served to CHP. CHP cancellation(s) must be made to RCCD prior to the start date of the course and written notice of intent to cancel must be served to RCCD.

Section 5.06. RCCD will provide Admission forms for each student as described in Section 5.01 and 5.02 above.

Hours During Which Services May Be Performed:

Section 5.07. The parties shall mutually agree on the time the classes will be conducted, and these items will be set forth in the class schedule.

Section 5.08. Any change of the time or location of class(es) must be submitted in advance and approved by RCCD.

Payment of Compensation

Section: 5.09. CHP shall submit quarterly an invoice to RCCD of the courses or course section(s) and number of student contact hours for payment. If the Dean of Public Safety Education and Training of RCCD disputes the invoice, then RCCD shall notify the California Highway Patrol, Accounting Section, Accounts Receivable Unit, P. O. Box 942898, Sacramento, CA 94298-0001, in writing within 60 calendar days of receipt of invoice. The dispute should include the following information:

- a. CHP invoice number
- b. Name and identification of the CHP instructor(s)
- c. Number of hours and or students disputed
- d. Date of service
- e. Reason of dispute or requested amount
- f. The total amount of credit requested

The invoice will not be paid until any dispute is settled.

Either party may request resolution of the invoice disputes by bringing them to the attention of the President (or designated representative) and the CHP Administrative Officer for joint resolution. If an agreement cannot be reached through the application of high level management attention, either party may assert its other rights and remedies within this contract or within a court of competent jurisdiction.

Section: 5.10. RCCD shall provide up to 2,422 square feet of office space, not to exceed a cost of \$28,482.72 per year, at the Ben Clark Training Center or mutually agreed upon location.

Section: 5.11. RCCD shall calculate the total amount of enrollment fees based on the number of student credit hours taken during the billing period.

Section: 5.12. RCCD shall accrue the amount of the enrollment.

Section: 5.13. In consideration for the services provided within this agreement, RCCD shall pay CHP a net of \$1.55 for each student contact hour less the accrued enrollment fees referred to in Section 5.11.

Cooperation of CHP

Section 5.14. CHP shall ensure and verify that the instructional activities to be conducted are not fully funded from any other source or sources.

Section 5.15. CHP shall agree to comply with all reasonable requests of RCCD and to provide access to all documents related to the instructional programs necessary for the performance of RCCD's duties under this Agreement.

Section 5.16. CHP shall provide at least two staff members, one lieutenant and one sergeant to instruct, coordinate instruction, and to provide administrative support for academic and occupational/vocational programs held at the Ben Clark Training Center or mutually agreed upon location. The salary and benefits of CHP uniformed personnel are the responsibility of CHP.

Section 5.17. CHP shall provide equipment, materials, day-to-day management support, and ancillary student support services that are not routinely provided for students enrolled in a lecture or laboratory approved setting by RCCD. In addition, CHP shall provide all other related overhead expenses necessary to conduct RCCD's affiliated educational programs and services.

Section 5.18. CHP shall cooperate with RCCD to ensure that all personnel, equipment, and materials used in carrying out the responsibilities of CHP under this contract conform to Education Code and Title 5 mandated standards governing instructional programs.

Section 5.19. CHP shall recommend instructors, in collaboration with RCCD personnel, and ensure that all instructional training will be conducted by individuals who meet the criteria established by the California Community College Board of Governors for community colleges occupational/vocational instructors.

Section 5.20. CHP shall ensure that all instructors, in collaboration with RCCD personnel, certify acknowledgment in the form of Attachment A from each instructor that RCCD has the right to control and direct the educational programs that are the subject of this agreement.

Section 5.21. CHP shall offer courses in accordance with RCCD's approved course outlines so that the stated student learning outcomes will be met.

Section 5.22. CHP shall submit proposals for new course outlines and revisions of approved course outlines on RCCD forms, which shall be presented through the curriculum process.

Section 5.23. CHP shall permit RCCD staff to have complete access to all instructional activities.

Equipment Used

Section 5.24. CHP will provide at its own expense firearms, magazines and batons for its trainees to use while attending and participating in firearms, baton, and defensive tactics training during the course of instruction. Trainees from other agencies and other students who are not affiliated with an agency shall provide the previously mentioned equipment. CHP shall have the exclusive right to determine and authorize the type, make and model of equipment to be used during its instruction. Any trainees who depart from the use of approved equipment by CHP must be authorized by CHP.

ARTICLE 6: LIABILITY/INDEMNITY

Section 6.01. RCCD will ensure that at the time of registration, non-affiliated students will purchase the standard College student health coverage and maintain the coverage during the entire course of study.

Section 6.02. CHP, its officers, agents, and employees, shall not be deemed to have any liability for the negligence, or any other act or omission of RCCD or any of its officers or employees, or for any dangerous or defective condition of any work or property of RCCD.

Section 6.03(a). RCCD shall indemnify and hold CHP, its officers, agents, employees and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon the condition of work or property of RCCD, or upon any act or omission of RCCD, its officers, agents, employees, subcontractors and independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature, and RCCD shall defend, at its expense including attorney fees, CHP, its officers, agents, employees and independent contractors, in any legal action or claim of any kind based upon such conditions of work or property, or alleged acts of omissions.

Section 6.03(b). CHP shall indemnify and hold RCCD, its Trustees, officers, agents, employees and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of CHP, its officers, agents, employees, subcontractors and independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature, and CHP shall defend, at its expense including attorney fees, RCCD, its Trustees, officers, agents, employees and independent contractors, in any legal action or claim of any kind based upon such alleged acts or omissions.

ARTICLE 7: OBLIGATION OF RCCD

Section 7.01. RCCD agrees to process the completed enrollment applications described in Section 5.03 for the purpose of obtaining financial support from the State of California.

Section 7.02. RCCD shall provide current course outlines for each course making up the designated programs and shall take steps to keep its college Catalog current regarding its designated programs.

Section 7.03. RCCD shall schedule all portions of designated academic and occupational/vocational programs approved by CHP to be part of the programmatic course of study offered by RCCD, approved by RCCD's Curriculum Committee, its Board of Trustees, and published in the current college Catalog.

Cooperation by RCCD

Section 7.04. RCCD shall offer academic and occupational/vocational courses and programs, approved by the Board of Trustees of the RCCD.

Section 7.05. RCCD shall collaborate with CHP in the selection, approval, and evaluation of instructors to ensure and maintain the quality of instruction to meet the needs of the students and the accreditation requirements of the RCCD. In addition, RCCD shall collaborate with CHP to ensure that Board-approved instructors will teach course sections in a manner consistent with

RCCD-approved course outlines and will hold students to a level of academic achievement expected throughout the RCCD.

Section 7.06. RCCD shall ensure that scheduled courses and programs meet all appropriate State of California Government Code Title 5 (hereinafter referred to as Title 5) and State of California Education Code (herein referred to as Education Code) requirements.

Section 7.07. RCCD shall consult with CHP instructors and be available for consultation by CHP on any revision to existing RCCD courses or programs, the initiation of new courses, or other course changes to ensure and maintain the quality of educational services needed by CHP.

Section 7.08. RCCD will open enrollment in courses and programs to any person who has been admitted to the college and has met any applicable prerequisites, advisories, or limitations on enrollment. (Title 5, Sections 51006 and 58106.)

Section 7.09. RCCD will enroll students in a course or course sections during the period advertised for scheduled courses to be offered through the add date of the courses to be offered for CHP.

Section 7.10. RCCD will advertise its academic and occupational/vocational courses in the schedule of classes, post them online on its website, or publish and distribute them in the RCCD in accordance to RCCD methods of approved updates, and collaborate with CHP to advertise further scheduled courses and programs offered through RCCD.

Section 7.11. RCCD will collaborate with CHP to add sections of courses as the need exists by agreement between RCCD and CHP.

Section 7.12. RCCD shall contract with the RIVERSIDE COUNTY SHERIFF'S DEPARTMENT for necessary classroom and training room space at the Ben Clark Training Center or any other mutually agreed upon space.

Section 7.13. RCCD shall track enrollment fees of students at the Ben Clark Training Center.

Section 7.14. RCCD certifies that it does not receive full compensation for the direct costs of the course from any public or privacy agency, individual, or group.

ARTICLE 8: TERMINATION OF AGREEMENT

Section 8.01. Either party may terminate this Agreement, without cause, with ninety (90) days written notice.

Section 8.02. RCCD shall have the right to terminate this Agreement with sixty (60) days written notice in the event that funding from county, state or federal resources is reduced or eliminated. Any courses that are fully enrolled, or are in progress, shall be completed as provided for in this Agreement.

ARTICLE 9: GENERAL TERMS

Section 9.01. The parties shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, religion, medical condition, disability, marital status, sex, age or sexual orientation. The parties further understand that harassment of any student or employee of RCCD with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.

Section 9.02. This Agreement will be governed by, and construed in accordance with, the laws of the State of California.

Section 9.03. 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.

Section 9.04. 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.

CALIFORNIA HIGHWAY PATROL

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
L.A. Paolini
Administrative Services Officer

Aaron S. Brown, Interim Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Attachment A

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Agreement for Academic and Occupational/Vocational Program Services

This agreement is between the Riverside Community College District (RCCD) and _____ (Instructor) to teach _____ (name of course or courses) at the Ben Clark Training Center from: Start Date _____ to End Date _____.

1. Instructor agrees to provide instruction for the Department of California Highway Patrol from the date of this agreement to end date, unless-the Instructor and RCCD otherwise agree to terminate this agreement.
2. Instructor agrees to work to the standards established by RCCD including, but not limited to, the course outline.
3. Instructor agrees that he/she meets the minimum qualifications or equivalent for this teaching assignment, as shown in the attached documentation evidencing that Instructor meets minimum qualifications or the equivalent for the discipline.
4. Instructor agrees to work to the standards established by RCCD including, but not limited to, the course outline and required hours of instruction for each class.
5. RCCD shall have the primary right to control and direct the educational program and the activities of the instructor.
6. Instructor is an independent contractor and is not an employee of Riverside Community College District.
7. Instructor agrees that he/she shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, religion, medical condition, disability, marital status, sex, age or sexual orientation. Instructor understands that harassment of any student or employee of RCCD with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.

DATED: _____

INSTRUCTOR

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

Instructor's Signature

Dr. Cordell Briggs, Interim Dean
Public Safety Education and Training

Instructor's Printed Name

College Official's Printed Name

Attachment B

List of Approved Courses of Instruction in the RCCD Catalog (Additional courses from the RCCD Catalog may also be included on this list. Other courses may be added, deleted, or revised, upon written mutual agreement of the parties.)

ADJ—A33	Public Safety Seminar	.25 unit
ADJ—A42A	Crime Scene Investigation	.50 unit
ADJ—B1C	Basic Peace Officer Training Academy-CHP	18.00 units
ADJ—T5A	Techniques of Accident Investigation Training	1.50 units
ADJ—T10A	Radar Enforcement Training-CHP	1.50 units
ADJ—T13A	Communications Operator Training Phase I	4.00 units
ADJ—T13B	Initial Communication Operator Training— Phase II	2.00 units
ADJ—T15A	CPR Refresher Course	.25 unit
ADJ—T16A	Communications Operators In-Service	1.00 unit
ADJ—T17A	Communications Supervisors Training	.50 unit
ADJ—T18A	Spanish for Law Enforcement	1.00 unit
ADJ—T25A	Bomb Search Team Training	.25 unit
ADJ—T26A	Civil Disturbance Training (CHP)	.25 unit
ADJ—T42A	Safety Services Program Update	.25 unit
ADJ—T44A	Workplace Violence Prevention Instructor Training	1.00 unit
ADJ—T46A	Equal Employment Opportunity (EEO) Counselor/Investigator Recertification	.25 unit
ADJ—T47A	Enhanced Officer Safety Training (POST)	.25 unit
ADJ--T51A	Automated External Defibrillator (AED) Training	.25 unit
ADJ—T53A	Preliminary Alcohol Screening (PAS) Device Coordinator	.25 unit
ADJ—T61A	Communications Training Specialist	1.00 unit
ADJ—T64A	Motorcoach/Bus Inspection Training Course	1.00 unit
ADJ—T65A	National Highway Traffic Safety Administration Standardized Child Safety Training	1.00 unit
ADJ—T70A	CHP-Explorer Academy Level III	3.00 units
ADJ—T72A	Radioactive Materials Response and Enforcement Training	.50 unit
ADJ—T73A	General Hazardous Materials Inspection and Compliance Training Course	2.00 units
ADJ—T75A	Specially Marked Patrol Vehicle	1.00 unit

Among the revised course proposals to be submitted by CHP, two are T72A and T73A. In addition, new course proposals for Tactical Fire Arms Training, Tactical Supervisor Training course and Lidar Training Course, along with other proposals, will be developed and submitted to the Curriculum Committee.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
GOVERNANCE COMMITTEE MEETING
January 22, 2008, 8:15 p.m.
Student Services 101, Moreno Valley Campus

Committee Members: Virginia Blumenthal, Committee Chairperson
José Medina, Vice Chairperson
James Buysse, Interim Chancellor
Jim Parsons, Associate Vice Chancellor, Public Affairs and
Institutional Advancement
Doug Beckstrom, Academic Senate Representative
(Moreno Valley Campus)
Richard Mahon, Academic Senate Representative
(Riverside)
Deborah Tompsett-Makin, Academic Senate Representative
(Norco)
Houtan Homaizad, ASRCC Student Representative
Karin Skiba, CTA Representative (Norco)
Gustavo Segura, CSEA Representative (Moreno Valley)

AGENDA

VI. Board Committee Reports

D. Governance Committee

1. Revised Accreditation Board Policies
- The Committee to consider Board Policies submitted for first reading.
2. Revised and New Board Policies
- The Committee to review Board Polices submitted for first reading.
3. Title Change for Board Policy 4630
- The Committee to consider a title change for Board Policy 4630.
4. Comments from the public.

Adjourn

Prepared by: Charlotte Zambrano
Administrative Assistant, Chancellor's Office

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-D-1

Date: January 29, 2008

Subject: Revised Accreditation Board Policies

Background: On May 15, 2007, the Board approved policies needed for Accreditation. At the time of approval, the Academic Senate indicated that there was language in several policies that they would like to see added or revised. The Board went ahead and approved the policies with the indication that the Academic Senate could propose additional or revised language and work with the Chancellor's Office to come to agreement on this issue. Those policies have now been revised and are attached for first reading. They are:

- Policy 2200 – Board Duties, Responsibilities and Privileges – new language is in II.K.
- Policy 2410 – Policy and Administrative Procedure – new language
- Policy 3200 – Accreditation – new language
- Policy 3250 – Institutional Planning – new language and Academic Affairs added some language to the first bulleted item.
- Policy 4020 – Program, Curriculum, And Course Development – in addition to the new language proposed by the Academic Senate (Second Paragraph), the other changes are based on revisions to Title 5, which took effect this summer.
- Policy 4025 – Philosophy and Criteria for Associate Degree and General Education – new language
- Policy 6200 – Budget Preparation – new language

Recommended Action: It is recommended that the Board of Trustees accept for first reading Policies, 2200, 2410, 3200, 3250, 4020, 4025 and 6200.

James L. Buysse
Interim Chancellor

Prepared by: Ruth W. Adams, Esq.
Director, Contracts, Compliance and Legal Services

Riverside Community College District Policy

No. 2200

**Board of Trustees
Draft**

BP 2200 BOARD DUTIES, RESPONSIBILITIES AND PRIVILEGES

Reference:

Accreditation Standard IV.B.1.d

The Board of Trustees governs on behalf of the citizens of the Riverside Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

Therefore, the Board has the following duties, responsibilities and privileges:

I. Duties

A. Exercise Authority as a Trustee

1. Support the mission and philosophy of community colleges,
2. Understand the fiscal and legal aspects of the operation of community colleges,
3. Provide leadership in making policy for the District,
4. Commit time and energy to carry out the duties of their office, and
5. Support the District in the community.

They must be mindful of separating personal opinions and roles from those of the Board as a body.

B. Handle Administrative Matters

The primary function of the Board of Trustees is to make policy, whereas the primary function of the administration is to provide direction in policy development and implementation. The Chancellor serves as a resource to Trustees to help them maintain their governing role.

C. Act as a Whole to Represent the Communities Served by the District

The Board of Trustees of a district legally can function only as a group. Individual acts of a Trustee in relation to district matters are considered

those of a private citizen. Care should be taken to separate the role of Board member from that of individual. Trustees, as elected officials, are responsible for representing the interests of the communities served by the college district and should act only on that basis.

D. Use Appropriate Channels

Board members should channel all concerns, complaints, and requests for information through the Chancellor.

E. Maintain Appropriate Conduct at Board Meetings

Conduct at Board meetings should foster respect and consideration for other Board members, citizens, students, and District staff. This will provide an atmosphere to facilitate effective decision-making in which controversial issues can be presented fairly and the dignity of each individual maintained.

F. Conduct Board Business

All District business should be conducted in open public meetings except for those matters specifically cited under the provisions of the Brown Act that are appropriately discussed in a closed session. Confidentiality of all Board discussions held in closed session shall be strictly maintained.

G. Monitor Compensation and Expense Accounts

Trustees are responsible for ensuring that public funds are spent wisely and legally, including those that relate to their expenses.

II. Responsibilities of the Board of Trustees:

A. Establish broad policies to guide the institution.

B. Select a chief executive officer who serves as the Chancellor.

C. Ensure the fiscal integrity of the institution by establishing the necessary policies needed for proper accounting of receipts and disbursements of District funds, including approving an annual budget and providing for an annual audit.

D. Act upon recommendations of the Chancellor regarding utilization, development, maintenance, and repair of the physical plant including all buildings, grounds, and equipment.

- E. Approve educational programs and services and provide for the public dissemination of this information.
 - F. Through appropriate Board policies, delegate power and authority to the Chancellor, so that he/she can effectively lead the District.
 - G. Develop guidelines for negotiations of collective bargaining contracts of the employees of the District.
 - H. Carefully review reports from the Chancellor on programs and conditions of the Colleges and District, to assure quality institutional planning and evaluation.
 - I. Appoint or dismiss employees upon recommendation of the Chancellor in accordance with law.
 - J. Serve as the board of final appeal for students and employees of the Riverside Community College District.
 - K. ***The Chancellor will consult collegially with the Academic Senates with respect to academic and professional matters, as defined by Title 5.***
- III. Responsibilities of Individual Members of the Board of Trustees:
- A. Attend regularly scheduled and special meetings of the Board.
 - B. Attend and serve on standing and ad hoc Board committees
 - C. Notify the Chancellor's office in advance when unable to attend regularly scheduled events.
 - D. Time permitting, attend campus functions. In particular, Commencement exercises.
 - E. Attend conferences and other activities provided specifically for Trustees, when necessary to serve the District and when available.
 - F. Serve as an official representative of the Board at District-related functions when requested by the Board President.
 - G. Serve as an advocate for the District in the community.
 - H. Use the Chancellor as the primary resource to answer specific or general questions related to campus functions or policy.

- I. Participate in evaluations of the Board and the Chancellor.
- IV. Privileges
- A. Benefits
 - 1. Trustees holding elected positions on the Board of Trustees may be covered under the District's Health and Welfare Plan.
 - B. Compensation
 - 1. Trustees holding elected positions on the Board of Trustees are eligible for monthly compensation in accordance with the law.

Date Adopted: May 15, 2007

Revised:

(Replaces Policy 1040)

Riverside Community College District Policy

No. 2410

**Board of Trustees
Draft**

BP 2410 POLICY AND ADMINISTRATIVE PROCEDURE

References:

Education Code Section 70902;
Accreditation Standard IV.B.1.b and e

The Board of Trustees may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board of Trustees on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board of Trustees may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Administrative procedures are to be issued by the Chancellor as statements of methods to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor.

Administrative Procedures related to academic and professional matters shall be developed collegially with the Academic Senates, as defined by Title 5.

The Chancellor or his/her designee shall provide each member of the Board with copies of the administrative procedures, as they are issued or revised.

Copies of all policies and administrative procedures shall be readily available to District employees through the Chancellor's Office or the office of the Director, Contracts, Compliance and Legal Services, each College President's office, or the District's web site (www.rcc.edu).

Date Adopted: May 15, 2007

Revised:

(Replaces Policy 2010)

**General Institution
Draft**

BP 3200 ACCREDITATION

Reference:

Accreditation Eligibility Requirement 20

The Chancellor shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.

The Board of Trustees, or its designees, shall reach mutual agreement with the Academic Senates regarding faculty roles and involvement in accreditation processes, including self study and annual reports.

The Chancellor shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Chancellor shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Chancellor shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Date Adopted: May 15, 2007

Revised:

**General Institution
DRAFT**

BP 3250 INSTITUTIONAL PLANNING

References:

Title 5 Sections 51008, 51010, 51027, 53003, 54220, **55080, 55190**, 55250, 55400 et seq., 55510, and 56270 et seq.; Accreditation Standard I.B

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the District community and is supported by institutional effectiveness research.

After consulting collegially with the Academic Senates and reaching mutual agreement the Chancellor's office will provide the Board of Trustees with the recommendations of the Academic Senates regarding institutional planning processes.

The planning system shall include plans required by law, including, but not limited to the:

- Long Range Educational or Academic Master Plan, ***which shall be updated periodically as deemed necessary by the governing Board***
- Facilities Plan
- Faculty and Staff Diversity Plan
- Student Equity Plan
- Matriculation
- Transfer Center
- Cooperative Work Experience
- EOPS

The Chancellor shall submit those plans for which Board approval is required by Title 5 to the Board of Trustees.

The Chancellor shall inform the Board about the status of planning and the various plans.

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

Date Adopted: May 15, 2007

Revised:

Academic Affairs
Draft

**BP 4020 PROGRAM, CURRICULUM, AND COURSE
DEVELOPMENT**

References:

Education Code Sections 70901(b), 70902(b) and 78016;
Title 5 Sections 51000, 51022, **55100**, 55130, **and 55150**

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

The Board of Trustees, or its designees, shall rely primarily upon the Academic Senates' recommendations, regarding curriculum and educational program development.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for vocational and occupational programs.
- ***consideration and review of financial and administrative impact.***

All new programs and program deletions shall be approved by the Board of Trustees.

Program or course modifications shall be approved by the Chancellor, or his/her designee, ***upon the recommendation of the District Curriculum Committee.***

All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

(The following is based on Title 5 changes, effective 08/07): Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Nondegree-applicable credit and degree-applicable courses, that are not part of an existing, approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.
New courses that are not part of an existing approved program must satisfy the

~~conditions authorized by Title V regulations and do not need approval from the CCG
Chancellor's Office.*~~

~~NOTE: *This is a new regulation from the State Chancellor's Office that will go into effect on August 1,
2007.~~

Date Approved: May 15, 2007

Revised:

**Academic Affairs
Draft**

**BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE
AND GENERAL EDUCATION**

References:

Title 5 Section 55805;
Accreditation Standard II.A.3

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Chancellor shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. ~~The procedures shall provide for appropriate Academic Senate involvement.~~ ***The Board of Trustees, or its designees, shall rely primarily upon the Academic Senates' recommendations regarding degree and certificate requirements.***

Date Adopted: May 15, 2007

Revised:

**Business and Fiscal Affairs
Draft**

BP 6200 BUDGET PREPARATION

References:

- Education Code Section 70902(b)(5);
- Title 5 Sections 58300 et seq.;
- The California Community Colleges Budget and Accounting Manual

Each year, the Chancellor shall present to the Board of Trustees a budget, prepared in accordance with all applicable laws and regulations. The schedule for presentation and review of budget proposals shall comply with State law and regulations, and provide adequate time for Board review.

The District shall employ the concept of a fund balance target in the annual budget development process. The fund balance target concept shall apply to the Unrestricted General Fund budget and shall be equal to a minimum of 5.0 percent of the sum of the projected beginning fund balance for a particular fiscal year and the estimated revenues for that year. The fund balance target amount shall be the first item funded in the budget for any fiscal year. This fund balance target concept may also be extended to other funds of the District when and where applicable

Budget preparation shall meet the following criteria:

- The annual budget shall support the District's strategic and educational plans;
- ***The Chancellor's office will consult collegially with the Academic Senates regarding budget development processes.***
- Assumptions upon which the budget is based shall be presented to the Board of Trustees for review; and
- A schedule shall be provided to the Board of Trustees each year that includes dates for presentation of the tentative budget, required public hearing(s), Board review, and approval of the final budget. At the public hearings, interested persons may appear and address the Board of Trustees regarding the proposed budget or any item in the proposed budget.

Date Approved: May 15 2007

Revised:

(Replaces Policy 7080)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-D-2

Date: January 29, 2008

Subject: Revised and New Board Policies

Background: In keeping with our process of developing new and updating existing Board policies based on the CCLC Model Policies, attached for first reading are policies pertaining to General Institution, Academic Affairs and Business and Fiscal Affairs. The drafts for Academic Affairs also contain the latest revisions to Title 5, which took effect this past summer.

General Institution

Policy 3410 – Non-Discrimination – this was originally approved by the Board in May, 2007.

The State Chancellor’s Office requested changes to this policy based on new guidelines.

Policy 3430 – Prohibition of Harassment – this was pulled from the October agenda in order to make some changes requested by the State Chancellor’s Office. Revises current Policy 3110/4110/6110.

Academic Affairs

Policy 4005 – Academic Senate – revises current Policy 3010

Policy 4010 – Academic Calendar – new policy

Policy 4026 – Philosophy and Criteria for International Education – revises current Policy 5100

Policy 4060 – Delineation of Functions Agreements – new policy.

Policy 4070 – Course Auditing and Auditing Fees – revises current Policy 6057

Policy 4100 – Graduation Requirements for Degrees and Certificates – new policy

Policy 4230 – Grading and Academic Record Symbols – revises current Policy 5050

Policy 4235 – Credit by Examination – new policy

Policy 4240 – Academic Renewal – new policy

Policy 4260 – Pre-Requisites, Co-requisites and Advisories – revises current Policy 6092

Policy 4300 – Field Trips and Excursions – revises current Policies 5075/6075/7075

Policy 4400 – Community Education Services – new policy

Business and Fiscal Affairs

Policy 6100 – Delegation of Authority – new policy

Policy 6340 – Contracts – revises current Policy 7050

Recommended Action: It is recommended that the Board of Trustees accept for first reading Policies, 3410, 3430, 4005, 4010, 4026, 4060, 4070, 4100, 4230, 4235, 4240, 4260, 4300, 4400, 6100 and 6340.

James L. Buysse
Interim Chancellor

Prepared by: Ruth W. Adams, Esq.
Director, Contracts, Compliance and Legal Services

**General Institution
Draft**

BP 3410 NONDISCRIMINATION

References:

Education Code Sections 200 et seq, 66250 et seq., 72010 et seq., and 87100 et seq.;

Penal Code Sections 422.55 et seq;

Government Code Sections 11135 -11139.5, 12926.1 and 12940 et seq.;

California Code of Regulations, Title 5 Sections 53000 et seq. and 59300 et seq.;

Accreditation Standard I.6

Veterans Employment Opportunity Act of 1998

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to **actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code. In addition to these protected bases, the District additionally provides equal employment opportunities to all applicants and employees regardless of gender, medical condition, marital status, or status as a Vietnam-era veteran.**

~~national origin, religion, age, sex (gender) race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.~~

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory. ~~on the basis of national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental~~

~~disability, or because he or she is perceived to have one or more of the foregoing characteristics or because of his or her association with a person or group with one or more of these actual or perceived characteristics.~~

The District shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

Information regarding the filing of a complaint ***can be obtained from the District Director, Diversity, Equity and Compliance at (915) 222-8039, and is also*** is included in ***Administrative Procedures 3410 and 3435.***

Date Approved: May 15, 2007
(Replaces Policies 6100 and 6200)

General Institution
DRAFT

BP 3430 PROHIBITION OF HARASSMENT

References:

Education Code Sections 212.5, 44100, 66252, and 66281.5;
California Code of Regulations, Title 5, Sections 59320, et seq;
Government Code Sections 11135 and 12950.1;
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e;
Title IX, Education Amendments of 1972
Penal Code Section 422.6 (a)

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on *actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in Section 11135 of the government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.* ~~any of the following statuses: ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.~~

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. *Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.*

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, *who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment* ~~of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy.~~

All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will *pursue all measures* ~~take all reasonable steps~~ within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

The Chancellor shall establish procedures that define harassment and establish reporting procedures for employees, students, and other members of the District community that provide for the investigation and resolution of complaints regarding discrimination and harassment.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled "Handling Complaints of Unlawful Discrimination or Harassment". A copy of the procedure is available at <http://www.rcc.edu/administration/board/policies.cfm?new>, *in each College library and all administrative offices in the District.* Supervisors are ~~required~~ *mandated* to report all incidents of harassment and retaliation that come to their attention.

To this end, the Chancellor shall ensure that the institution undertakes *at least* education and training activities to counter discrimination *harassment* and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment. *However, because of their special responsibilities under the law, supervisors will also undergo mandatory training within six (6) months of assuming a supervisory position.* This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution.

~~The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.~~

~~—They shall be available for students and employees in all administrative offices. These policies and procedures will also be published on the District's website at <http://www.rcc.edu/administration/board/policies.cfm?new>.~~

Employees found in violation of this who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students found in violation of this policy who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

❖ From Riverside CCD Policy 3110/4110/6110 titled Prohibition of Sexual Harassment

~~It is the policy of the Board of Trustees and the Riverside Community College District to provide and maintain the District's facilities as an educational, employment, and business environment unlawful discrimination, which includes sexual harassment or retaliation. Sexual harassment or retaliation is strictly prohibited by Riverside Community College District policies and regulations and will not be tolerated in any form. Such actions perpetrated on the basis of sex are a violation of Title VII of the Civil Rights Act of 1964 and/or Title IX of the 1972 Education Amendments.~~

~~Sexual harassment is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting.~~

~~Retaliation by the District or any of its officers or employees is unlawful. The District, its officers or employees shall not make an adverse academic decision, demote, suspend, reduce, fail to hire or consider for hire, fail to give equal consideration in making academic or employment decisions, fail to treat impartially in the context of any recommendations for subsequent employment which the District may make, adversely affect academic or working conditions or otherwise deny any academic or employment benefit to an individual because that individual has opposed practices prohibited by this Policy or the Fair Employment and Housing Act or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing conducted by the District, the Fair Employment and Housing Commission, or the Department of Fair Employment and Housing, or their staffs.~~

~~Employees, students and non-employees who are under some form of control of the District are prohibited from committing any act of sexual harassment against any employee or student. Disciplinary action shall be taken against any such person who violates this policy.~~

~~This policy and the attendant rules, regulations and complaint procedures shall be disseminated to all staff and students. The responsibility for this policy and its enforcement shall rest with the President of the College Chancellor or his/her designee.~~

NOTE: The **bold type** signifies language that is legally required. Information in **bold italic type** is provided by RCCD staff. The information in **regular type** is current Riverside CCD Policy 3110/4110/6110 titled Prohibition of Sexual Harassment adopted on 2-18-86 and amended on 6-16-04.

Date Adopted:

*(Replaces current Riverside CCD Policies
3110/4110/6110)*

BP 4005 ACADEMIC SENATE

References:

Title 5 Sections 53200-53205

❖ **From current Riverside CCD Policy 3010 titled Academic Senate**

The Board of Trustees recognizes the Academic Senate of Riverside Community College ***District*** as the organization representing the faculty in the formation of District policy on academic and professional matters. ~~under the provisions of the California Administrative Code, Title V, Section 53200-53205, operative June 4, 1993.~~

NOTE: *This policy is suggested as good practice. The information in **bold italic type** is language added by RCCD staff. The language in **regular type** is current Riverside CCD Policy 3010 titled Academic Senate adopted on 7-64 and amended on 5-7-75, 11-1-83, and 4-19-96.*

Date Adopted:

*(This is current Riverside CCD Policy 3010
just re-numbered)*

**Academic Affairs
DRAFT**

BP 4010 ACADEMIC CALENDAR

Reference:

Education Code Section 70902(b)(12)

The Chancellor shall, in consultation with the appropriate constituency groups, submit the academic calendar annually to the Board of Trustees for adoption.

NOTE: This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Riverside CCD Policy that addresses this issue.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

**Academic Affairs
DRAFT**

**BP 4026 PHILOSOPHY AND CRITERIA FOR INTERNATIONAL
EDUCATION**

References:

Education Code Section 66015.7

❖ **From the current Riverside CCD Policy 5100 titled International Education**

Recognizing the value of educational experiences in a foreign country, the Board of Trustees endorses and supports the concept of International Education. Students at Riverside Community College District will be provided the opportunity to study outside the United States through the International Education Program. This program will be conducted in accordance with *District procedures*. ~~the attached regulations.~~

NOTE: The language above in *italics* is suggested language to consider including in this policy. The language in **regular type** is current Riverside CCD Policy 5100 titled International Education adopted 10-18-88.

Date Adopted:

(Replaces current Riverside CCD Policy 5100)

BP 4060 DELINEATION OF FUNCTIONS AGREEMENTS

References:

Education Code Sections 8535 and 8536

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Chancellor shall present an appropriate memorandum of understanding to the Board of Trustees for approval.

NOTE: *This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. There does not appear to be a current Riverside CCD Policy that addresses this issue.*

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Riverside Community College District Policy

CCLC No. 4070

**Academic Affairs
DRAFT**

BP 4070 COURSE AUDITING AND AUDITING FEES

Reference:

Education Code Section 76370

Only under specific circumstances may students audit courses, in accordance with District Administrative Procedures.

The fee for auditing courses shall be no more than *the maximum allowed under the Education Code*. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

❖ **From current Riverside CCD Policy 6057 titled Audit of Courses**

~~The Riverside Community College District, under the provisions of the California Education Code Section 76730, may authorize a person to audit a community college course and may charge that person a fee.~~

NOTE: This policy is **legally required** if the District permits auditing. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. The language in **regular type** is current Riverside CCD Policy 6057 titled Audit of Courses adopted on 4-21-99.

Date Adopted:

(Replaces current Riverside CCD Policy 6057)

Academic Affairs
DRAFT

**BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND
CERTIFICATES**

References:

Education Code Section 70902(b)(3);
Title 5 Sections **55063-55064, and 53200(b)**

The *College* grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements that *rely upon the recommendation of the academic senate*. The procedures shall assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

NOTE: This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. There does not appear to be a current Riverside CCD Policy that addresses this issue.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Academic Affairs
DRAFT

BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

References:

Title 5 Sections **53200(b) 3 and 55023**

❖ **From current Riverside CCD Policy 5050 titled Grading Standards**

The Riverside Community College District is committed to ensuring that all students receive a fair and equitable instructional evaluation.

Courses shall be graded using the grading system established by Title 5. Changes to the use of non-evaluative symbols used in the Riverside Community College District shall be adopted on the recommendation of the appropriate Academic Senate.

The grading system shall be published in the District's catalog(s) and made available to students.

❖ **From current Riverside CCD Policy 5050 titled Grading Standards**

~~The Riverside Community College District is committed to ensuring that all students receive a fair and equitable instructional evaluation consistent with the criteria and standards prescribed by the California Community College Board of Governors which directs community colleges to adopt regulations governing grading policies which are consonant with the Title 5 sections listed below.~~

~~The Riverside Community College District shall publish these regulations in the college catalog for reference by current and prospective students.~~

NOTE: This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. The language in **regular type** is current Riverside CCD Policy 5050 titled Grading Standards adopted on 5-19-83 and amended on 11-1-83 and 8-10-04.

Date Adopted:

(Replaces current Riverside CCD Policy 5050)

Riverside Community College District Policy

CCLC No. 4235

**Academic Affairs
DRAFT**

BP 4235 CREDIT BY EXAMINATION

Reference:

Title 5 Section **55050**

Credit may be earned by students who satisfactorily pass authorized examinations. (** From Current RCCD Policy 5050, Titled Grading Standards): The option for credit by examination may not be available for all course offerings; contingent upon discipline curricular decisions as approved by the Office of Academic Affairs. **The Chancellor shall establish administrative procedures to implement this Board Policy.**

***NOTE:** This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. There does not appear to be a current Riverside CCD Policy that addresses this issue.*

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

**Academic Affairs
DRAFT**

BP 4240 ACADEMIC RENEWAL

Reference:

Title 5 Sections **53200(b) 3** and **55044**

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Chancellor shall establish procedures that provide for academic renewal, *based upon the recommendations of the District Academic Senate.*

NOTE: *This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. There does not appear to be a current Riverside CCD Policy that addresses this issue.*

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Riverside Community College District Policy

CCLC No. 4260

**Academic Affairs
DRAFT**

BP 4260 PRE-REQUISITES, CO-REQUISITES, AND ADVISORIES

References:

Title 5 Sections 55003

The Chancellor is authorized *and shall* establish pre-requisites, co-requisites, and advisories on recommended preparation for courses in the curriculum *on the recommendation of the Academic Senate. In order to establish a pre-requisite, co-requisite or advisory, the pre-requisite, co-requisite or advisory must be determined to be necessary and appropriate for achieving the purpose for which they are established. At a minimum, pre-requisites, co-requisites and advisories on recommended preparation shall be based on content review, with additional methods of scrutiny being applied depending on the type of prerequisite, co-requisite or advisory being established.* The procedures shall include the method in which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites, and advisories shall be identified in District publications available to students.

~~❖ From current Riverside CCD Policy 6092 titled
Prerequisites/Corequisites/Advisories~~

~~It shall be the policy of the Riverside Community College District to provide for the establishing, reviewing and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. Prerequisites are a vital component in maintaining academic standards. The District recognizes that ensuring high academic standards and providing a learning environment that encourages student success and fosters student access are of utmost importance. Therefore, the District adopts the model policy attached which calls for careful scrutiny in establishing prerequisites and provides procedures for student challenge.~~

NOTE: This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. The language in **regular type** is current Riverside CCD Policy 6092 titled Prerequisites/Corequisites/Advisories adopted on 10-18-94.

Date Adopted:

(Replaces current Riverside CCD Policy 6092)

Riverside Community College District Policy

CCLC No. 4300

**Academic Affairs
DRAFT**

BP 4300 FIELD TRIPS AND EXCURSIONS

Reference:

Title 5 Section 55220

❖ **From current Riverside CCD Policy 5075/6075/7075 titled Field Trips**

The Riverside Community College District supports the concept that many college-sponsored activities require or are significantly enhanced by field trips or excursions remote from the College campus.

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds, if the funds are used consistently with the funding source. The expenses of instructors, chaperons, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

❖ **From current Riverside CCD Policy 5075/6075/7075 titled Field Trips**

~~The President of the College or his designee is to develop and maintain regulations that ensure meaningful off-campus student experiences. Such regulations shall include, but not be limited to, field trips or excursions which provide direct student observations, activities, or off-campus instruction.~~

NOTE: This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. The language in **regular type** is current Riverside CCD Policy 5075/6075/7075 titled Field Trips adopted on 3-2-82.

Date Adopted:

*(Replaces current Riverside CCD Policy
5075/6075/7075)*

Riverside Community College District Policy

CCLC No. 4400

**Academic Affairs
DRAFT**

BP 4400 COMMUNITY EDUCATION SERVICES

References:

Education Code Sections 70902, 78300, and 79120

The District shall maintain a community *education* services program that *maintains classes and conferences established in civic, vocational, literacy, health and fitness, homemaking, technical, recreational and general education, including, but not limited to classes in the fields of career enrichment, music, dance, drama, art, handicraft, home and garden, science, literature, nature study, sports and athletics, as well as classes designed for children and adolescents including driver education, the arts, academics, sports and fitness.*

The community *education* services program shall be designed to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in it.

Community *education* services courses shall be open for admission of adults and of minors who can benefit from the programs.

No General *Operating* Fund monies (*Resource 1000*) may be expended to establish or maintain community *education* services courses. Students involved in community *education* services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

NOTE: This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. The language in **bold italic type** if provided by RCCD staff. There does not appear to be a current Riverside CCD Policy that addresses this issue.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

**Business and Fiscal Affairs
DRAFT**

BP 6100 DELEGATION OF AUTHORITY

References:

Education Code Sections 70902(d), 81655, and 81656

The Board delegates to the Chancellor the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit, and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board of Trustees (See Board Policy 6340 titled Contracts).

The Chancellor *in consultation with the Vice Chancellor, Administration and Finance*, shall make appropriate periodic reports to the Board and shall keep the Board of Trustees fully advised regarding the financial status of the District.

NOTE: The **bold type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in ***italic type*** is additional language to consider including in this policy. Language in ***bold italic type*** is provided by RCCD staff. There does not appear to be a current Riverside CCD Policy that addresses this issue.

Date Adopted:

(This is a new policy recommended by the CCLC and the League's legal counsel)

**Business and Fiscal Affairs
DRAFT**

BP 6340 CONTRACTS

References:

Education Code Sections 81641 et seq.;
Public Contract Code Sections 20650 et seq.

The Board of Trustees delegates to the Chancellor the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- **Contracts are not enforceable obligations until they are ratified by the Board.**
- **Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board of Trustees.**
- **When bids are required according to Public Contract Code Section 20651, the Board of Trustees shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires or rejects all bids.**

If the Chancellor concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Chancellor is authorized to proceed with a contract.

- ❖ **From Riverside CCD Policy 7050 titled Determination of Prevailing Wage Rates for Public Works**

~~The Riverside Community College District will include in its **public works** contracts the prevailing wage rates for public works as determined by the Director of the Department of Industrial Relations, State of California. His/her determination of the prevailing rate of per diem wages (the per diem rate being 8 times the hourly rate) for each craft, classification or type of workman needed to execute the various contracts for public~~

~~work in their respective localities, including the rate for holiday and overtime work and including employer payments for health and welfare, pension, and vacation. The detailed basic hourly rates for each craft are outlined in the related regulations to this policy.~~

NOTE: The **bold type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in ***bold italic type*** is provided by RCCD staff. The wording in regular type is current Riverside CCD Policy 7050 titled Determination of Prevailing Wage Rates for Public Works adopted on 1-21-75, amended on 2-2-77, and amended again on 10-4-83.

Date Adopted:

(Replaces current Riverside CCD Policy 7050)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-D-3

Date: January 29, 2008

Subject: Title Change for Board Policy 4630

Background: In September, 2007, the Board approved Policy 4630, titled Instructional Services Fees. Since that time, the issue has been raised that the title is confusing and could be misleading to District employees and students, as well as to the general public. To make it clearer, the title has been changed to: Career and Technical Program Customer Fees. No other changes were made to the Policy. A copy of the Policy is attached.

Information Only.

James L. Buysse
Interim Chancellor

Prepared by: Ruth W. Adams, Esq.
Director, Contracts, Compliance and Legal Services

Academic Affairs

BP 4630 CAREER AND TECHNICAL PROGRAM CUSTOMER FEES

Reference:

No references

As a part of the instruction of our occupational programs, it is desirous to afford an opportunity for students to do work of the type typically encountered in job situations in the business community. These services are provided to the public on a cost and materials basis subject to the necessary fiscal and instructional restrictions which ensure adequate accounting and instructional integrity.

The District will perform these services only to enhance the educational training of students. The work accepted and all necessary tests will be executed by students at the risk of those receiving the service. The District, District staff, or students accept no financial or legal responsibility for work improperly executed or for any damage resulting from the service received.

Individuals receiving services from District instructional programs will be expected to pay costs and materials for the services received consistent with reasonable fiscal procedures as developed by the Office of Administration and Finance. These will be explained to each individual receiving service prior to the time the service is rendered.

Administration will develop procedures, announcements and other terms and conditions in keeping with the intent of this policy.

Date Approved: October 16, 2007

Revised:

Replaces Policies 5030 and 7041