

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Board of Trustees – Regular Meeting –
March 18, 2008 - 6:00 p.m. – Board Room AD122, Riverside City College

AGENDA

ORDER OF BUSINESS

Pledge of Allegiance

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

Anyone who requires a disability-related modification or accommodation in order to participate in this meeting should contact Heidi Wills at (951) 222-8804 as far in advance of the meeting as possible.

Closed Session

- Pursuant to Government Code Section 54957.6, Conference with District Labor Negotiators: Interim Chancellor James Buysse; Vice Chancellor Ray Maghroori; Employee Organizations: Riverside Community College District Faculty Association, CCA/CTA/NEA.

Recommended Action: To be Determined

- I. Approval of Minutes - Special Meeting of February 19, 2008
Regular Meeting of February 26, 2008
Special Meeting of March 4, 2008

- II. Chancellor’s Reports
 - A. Communications
Chancellor will share general information to the Board of Trustees, including federal, state, and local interests and District information.
Information Only
 1. “Presentation of Fall 2007 Scholarship Award to Student Trustee” – Dr. James Buysse, Interim Chancellor

 - B. Resolution Authorizing Participation in the San Diego County Office of Education Fringe Benefit Consortium 457(b) Plan – Resolution No. 36-07/08

- Recommend approving the resolution authorizing participation in the fringe benefit consortium plan.

Recommended Action: Request for Approval

- C. 2007-2010 Agreement between the Riverside Community College District and the Riverside Community College District Faculty Association/CCA/CTA/NEA

- Recommend ratifying the agreement effective July 1, 2007.

Recommended Action: Request for Ratification

- D. Salary Adjustment for Riverside Community College District Management Employees

- Recommend approving an increase of the management salary schedule by the funded 2007/2008 statutory COLA (4.53%) effective July 1, 2007.

Recommended Action: Request for Approval

III. Student Report

IV. Comments from the Public

V. Consent Items

A. Action

1. Personnel

- Appointments and assignments of academic and classified employees.

a. Academic Personnel

1. Appointments

(a) Management (None)

(b) Contract Faculty (None)

(c) Long-Term, Temporary Faculty (None)

(d) Special Assignments

(e) Department Chairs, 2007-2008 Academic Year

2. Request for Leave Under the California Family Rights Act and the Federal Family and Medical Leave Act

3. Salary Reclassifications
 4. Academic Rank
 5. Separation
- b. Classified Personnel
1. Appointments
 - (a) Management/Supervisory
 - (b) Management/Supervisory – Categorically Funded (None)
 - (c) Classified/Confidential
 - (d) Classified/Confidential – Categorically Funded
 - (e) Short Term
 - (f) Temporary as Needed Student Workers
 - (g) Special Assignments (None)
 2. Military Leaves
 3. Reclassification of Classified (Bargaining Unit) and Classified Confidential Employees
 4. Request for Leave Under the California Family Rights Act and the Federal Family and Medical Leave Act
 5. Childcare Leave Without Pay
 6. Separation

2. Purchase Order and Warrant Report—All District Funds
- Recommend approving the Purchase Order and Warrant Report issued by the Business Office.
3. Budget Adjustments
 - a. Budget Adjustments
- Request approval of various budget transfers between major object codes as requested by administrative personnel.
 - b. Resolution(s) to Amend Budget
 1. Resolution to Amend Budget – Resolution No. 31-07/08 – 2007-2008 Statewide Leadership Centers for International Trade Development
- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said resolution.
 2. Resolution to Amend Budget – Resolution No. 32-07/08 – 2007-2008 Student Financial Aid Administration (SFAA) Augmentation Program
- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said resolution.
 3. Resolution to Amend Budget – Resolution No. 33-07/08 – 2007-2008 California Transportation and Logistics Institute
- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said resolution.
 4. Resolution to Amend Budget – Resolution No. 34-07/08 – 2007-2008 Faculty and Staff Diversity Program
- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said resolution.

5. Resolution to Amend Budget – Resolution No. 35-07/08 – 2007-2008 California Institute of Technology, Jet Propulsion Laboratory (JPL) Student Employment
 - Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said resolution.
- c. Contingency Budget Adjustments
 - Request approving the contingency budget transfer as presented.
4. Bid Awards
 - a. Award of Bid – Tech B Building HVAC Project, Riverside Campus
 - Recommend approving a bid to AMP Mechanical relative to the Tech B Building HVAC Project.
5. Out-of State Travel
 - Recommend approving out-of-state travel requests.
6. Grants, Contracts and Agreements
 - a. Contracts and Agreements Report Less than \$72,400 – All District Funds
 - Recommend ratifying the listing of the District’s contracts and agreements that are less than \$72,400.
 - b. Purchase Using California Multiple Award Schedules (CMAS)
 - Recommend approving the use of the California Multiple Award Schedules relative to the purchase of field turf for the Norco Soccer Field project.
7. Other Items
 - a. Surplus Property
 - Recommend declaring listed property as surplus; finding the property does not exceed \$5,000, and authorize consigned property be sold on behalf of the District.

Recommended Action: Request for Approval and Ratification

B. Information

1. Monthly Financial Report
- Informational report relative to financial activity for the period from July 1, 2007 through February 29, 2008.
Information Only

VI. Board Committee Reports

A. Teaching and Learning

1. Proposed Curricular Changes
- Recommend approving the proposed curricular changes.
Recommended Action: Request for Approval

B. Resources Committee

1. District Modular Projects – Design Services Agreement/Amendment – Higginson + Cartozian Architects, Inc.
- Recommend approving an amendment for additional design services.
2. Quadrangle Modernization Project – Agreement/Amendment to Design Services Agreement – The Steinberg Group
- Recommend approving an amendment for additional design and engineering services.
3. Quadrangle Modernization Project – Construction Management Agreement/Amendment – Keith Francis & Co., Inc.
- Recommend approving an amendment for additional construction management services.
4. Selection of an External Auditor to Perform Annual Proposition 39 Audit Services
- Recommend approving the agreement to provide annual Proposition 39 audit services in connection with the District’s Measure C general obligation bond for fiscal years 2007/2008 through 2009/2010.

Recommended Action: Request for Approval

C. Planning Committee

1. Moreno Valley Phase III – Student Academic Services Facility – Information Technology and Audio Visual Design Services Agreement/Amendment – Information Technology Services Solutions, LLC.
- Recommend approving an amendment to provide additional services.
2. District Modular Projects – Moreno Valley Allied Health Sciences and Riverside City Campus – Project/Budget Approval
- Recommend approving the project budget for the revised District modular projects.

Recommended Action: Request for Approval

D. Governance Committee

1. Revised Accreditation and Revised/New Academic Affairs Board Policies – First Reading
- Recommend accepting Board Policies 3200, 3250, 4005, 4020, 4025, 4100, 4240, 4260, and 6200 for first reading.

Recommended Action: Accept for First Reading

- E. Board of Trustees Committee Meeting Minutes
- Recommend receipt of minutes from the February 19, 2008 Board of Trustees Planning, Teaching and Learning, Resources, and Governance Committee meetings.

Information Only

VII. Administrative Reports

- A. Vice Chancellors
- B. Presidents

VIII. Academic Senate Reports

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

IX. Bargaining Unit Reports

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

X. Business from Board Members

- A. CCCT Board of Directors Election – 2008
 - Recommend voting to re-elect Board President Mary Figueroa to the CCCT Board of Directors for a two-year term, along with voting to fill the remaining nine vacancies on the CCCT Board.
 - Recommended Action: Vote for CCCT Board Vacancies**
- B. Board members will briefly share information about recent events/conferences they have attended since the last meeting.
Information Only
- C. Update on Chancellor Search Committee
 - Chancellor Search Committee Chair Blumenthal will present an informational update.
 - Information Only**

XI. Closed Session

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

XII. Adjournment

MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING
OF FEBRUARY 19, 2008

President Figueroa called the regular meeting of the Board of Trustees to order at 8:51 p.m., in the Student Services Lobby, Norco Campus.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal
Ms. Mary Figueroa
Mrs. Janet Green
Mr. José Medina
Mr. Mark Takano

Trustees Absent

Mr. Carlos Naranjo, Jr., Student Trustee

Staff Present

Dr. James L. Buysse, Interim Chancellor
Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance
Dr. Debbie DiThomas, Interim Vice Chancellor, Student Services and Operations
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement

Norco Campus Student, Mr. Armando Escobedo, led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

The Board adjourned to closed session at 8:52 p.m., pursuant to Government Code Section 54957, to consider public employee performance evaluation; Title: Non-Tenured Director of Forensics/Speech Communication Instructor.

CLOSED SESSION

The Board reconvened to open session at 9:30 p.m., announcing no action taken, and adjourned the meeting.

RECONVENED/ADJOURNED

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF FEBRUARY 26, 2008

President Figueroa called the regular meeting of the Board of Trustees to order at 6:10 p.m., in the Student Services Lobby, Norco Campus.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal
Ms. Mary Figueroa
Mrs. Janet Green
Mr. José Medina
Mr. Mark Takano

Trustees Absent

Mr. Carlos Naranjo, Jr., Student Trustee

Staff Present

Dr. James L. Buysse, Interim Chancellor
Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Dr. Monica Green, Interim Associate Vice Chancellor,
Student Services and Operations
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and
Institutional Advancement
Mr. Doug Beckstrom, President, Academic Senate, Moreno Valley Campus
Dr. Sharon Crasnow, President, Academic Senate, Norco Campus
Dr. Richard Mahon, President, Academic Senate, District
and Riverside City College
Ms. Karin Skiba, President, CTA

Guest(s) Present

Ms. Christine A. Del Ross-Risher, Senior Planner, LSA Associates, Inc.

Norco Campus Student, Ms. Erin Serrato, led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees approve the minutes of the special meeting of January 22, 2008. Motion carried. (5 ayes)

MINUTES OF THE SPECIAL
MEETING OF JANUARY 22, 2008

Ms. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the minutes of the regular meeting of January 29, 2008. Motion carried. (5 ayes)

MINUTES OF REGULAR MEETING
OF JANUARY 29, 2008

Mr. Medina, seconded by Ms. Green, moved that the Board of Trustees approve the minutes of the special meeting of February 1, 2008. Motion carried. (5 ayes)

MINUTES OF THE SPECIAL
MEETING OF FEBRUARY 1, 2008

CHANCELLORS' REPORTS

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees approve the amended motion to increase the confidential salary schedule by the funded 2007/2008 statutory COLA (4.53%) effective July 1, 2007. The Board withdrew the recommendation for an increase to the Management salary schedule until after the faculty have settled their contract currently being negotiated. Motion carried. (5 ayes)

Salary Adjustment for Riverside
Community College District
Confidential Employees

CONSENT ITEMS

Ms. Green, seconded Mr. Medina, moved that the Board of Trustees:

Action

Approve the listed academic and classified appointments, and assignment and salary adjustments, withdrawing V-A-1-a-7 for separate consideration; (Appendix No. 40)

Academic and Classified
Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$1,464,663 and District Warrant Claims totaling \$3,907,656; (Appendix No. 41)

Purchase Order and Warrant
Report – All District Funds

Approve the budget transfers and presented; (Appendix No. 42)

Budget Adjustments

Approve adding the revenue and expenditures of \$173,885 to the budget, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget –
Resolution No. 29-07/08 – 2007-
2008 Associate Degree Registered
Nursing Programs – Capacity
Building for Program Expansion

Approve adding the revenue and expenditures of \$35,760 to the budget, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the resolution;

Approve Change Order Nos. 1 and 2 for Cabral Roofing, Riverside Campus Re-Roofing Projects, increasing the contract amount by \$11,039, for a total of \$293,438, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the Change Orders;

This item was withdrawn from consideration;

Award a bid for the Admissions and Records Area Concrete Project, Riverside Campus, to Wheeler Paving, Inc., in the amount of \$145,000, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the associated agreement;

Award a bid for the Roof-Top Air Conditioning Units Project, Moreno Valley Campus, to AMP Mechanical, in the amount of \$24,142, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the associated agreement;

Award a bid for the Tech A Building Plumbing Line Replacement Project, Riverside Campus, to Donald Hart Plumbing, in the amount of \$49,880, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the associated agreement;

Award a bid for the Quad Terrace Project, Riverside Campus, to Best Contracting, Inc., in the amount of \$71,621, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the associated agreement;

Resolution to Amend Budget – Resolution No. 30-07/08 – RCOE Foster Youth Independent Living/Emancipation Program

Riverside Campus Re-Roofing Projects

Award of Bid – Stucco, Patch and Paint Work Project, Norco Campus

Award of Bid – Admissions and Records Area Concrete Project, Riverside Campus

Award of Bid – Roof-Top Air Conditioning Units Project, Moreno Valley Campus

Bid Award – Tech A Building Plumbing Line Replacement Project, Riverside Campus

Award of Bid – Quad Terrace Project, Riverside Campus

Award a bid for the Carpet Upgrade Project, Riverside Campus, to Contract Carpet, in the amount of \$122,982, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the associated agreement;

Award of Bid – Carpet Upgrade Project, Riverside Campus

Award a bid for the Wallpaper Removal Project, Moreno Valley Campus, to Prime Painting Contractors, in the amount of \$294,000, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the associated agreement;

Award of Bid – Wallpaper Removal Project, Moreno Valley Campus

Reject all bids for the Tech B HVAC Project, Riverside Campus, revise the bid specifications, and re-bid the project;

Bid Rejection – Tech B HVAC Project, Riverside Campus

Grant out-of-state travel as listed; (Appendix No. 43)

Out-of-State Travel

Ratify the listed contracts and agreements totaling \$200,265; (Appendix No. 44)

Contracts and Agreements Less than \$72,400 Report – All District Funds

Declare the property listed to be surplus, find that the property does not exceed the total value of \$5,000, and authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District, by unanimous vote. (Appendix No. 45)

Surplus Property

Motion carried. (5 ayes)

Information

In accordance with Board Policy 1042, the Interim Chancellor has accepted the resignation of Ms. Patricia Kohlmeier, Assistant Director, RCC Foundation, effective February 22, 2008, for career advancement.

Separation

The Board received the summary of financial information from July 1, 2007-January 31, 2008.

Monthly Financial Report

BOARD COMMITTEE REPORTS

Resources Committee

This item was withdrawn from consideration.

District Modular Projects –
Moreno Valley EMS and
Riverside City Campus –
Project/Budget Approval

This item was withdrawn from consideration.

District Modular Project –
Amendment to Design Services
Agreement, Higginson + Cartozian
Architects, Inc.

Mr. Takano, seconded by Ms. Blumenthal, moved that the Board of Trustees adopt a Mitigated Negative Declaration based on the findings incorporated in the Initial Study and the conclusion that with the proposed mitigations, the project will not have a significant impact on the environment, including correspondence and response to the public utilities; adopt a De Minimis Impact finding based on the findings and conclusions contained in the Initial Study, including the fact that there is no evidence before the District that the project will have an adverse impact on wildlife resources; approve the Riverside City Campus Nursing/Sciences Project, subject to the mitigation measures and conditions of approval based on the findings and conclusions incorporated in the Initial Study; direct District staff to post the Notice of Determination and to file the De Minimis Impact finding and Mitigated Negative Declaration with the Riverside County Clerk’s Office, and direct District staff to post the Notice of Determination in the Riverside Community College District Office of Facilities Planning, Design, and Construction. Motion carried. (5 ayes)

Nursing/Sciences Building Project
– CEQA Mitigated Negative
Declaration

Mr. Takano, seconded by Ms. Green, moved that the Board of Trustees approve the final project schematic design and proposed project budget, in the amount of \$4,616,480, for the Norco Soccer Field Project, and authorize the use of Measure C funds. Motion carried. (5 ayes)

Norco Soccer Field Project

Governance

Ms. Blumenthal, seconded by Mr. Medina, moved that the Board of Trustees approve Policies 2200 and 2410. Motion carried. (5 ayes)

Revised Accreditation Board Policies – Second Reading

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees approve Policies 3410, 3430, 4010, 4026, 4060, 4070, 4230, 4235, 4300, 4400, 6100 and 6340. Motion carried. (5 ayes)

Revised and New Board Policies – Second Reading

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees adopt a resolution recognizing the National Incident Management System (NIMS) and the NIMS principles, policies, protocols and organizational models into the Emergency Operations Plan and Emergency Management System of the Riverside Community College District. Motion carried. (5 ayes)

Recognition of the National Incident Management System (NIMS) – Resolution No. 28-07/08

The Board received for information the minutes from the January 22, 2008 Board of Trustees Teaching and Learning, Resource, Planning, and Governance Committee Meetings.

Board of Trustees Committee Meeting Minutes

ACADEMIC SENATE REPORTS

Mr. Beckstrom presented the report on behalf of the Moreno Valley Academic Senate.

Moreno Valley Campus

Dr. Crasnow presented the report on behalf of the Norco Campus Academic Senate.

Norco Campus

Dr. Mahon presented the report on behalf of the District and Riverside City College Academic Senates.

Riverside City College/Riverside Community College District

BARGAINING UNIT REPORTS

Ms. Karin Skiba, President, CTA, presented the report on behalf of the CTA.

CTA – California Teachers Association

BUSINESS FROM BOARD MEMBERS

Mr. Takano moved, seconded by Ms. Blumenthal, that the Board of Trustees ratify the nomination of Board President Mary Figueroa to run for the CCCT Board of Directors for another term.
Motion carried. (5 ayes)

CCCT Board of Directors Election
– 2008

Trustee, and Chair of the Chancellor Search Committee, Blumenthal presented an informational update on the status of the Chancellor search.

Update on Chancellor Search
Committee

The Board adjourned to closed session at 7:17 p.m., pursuant to Government Code Section 54957, public employee performance evaluation; Title: Non-Tenured Director of Forensics/Speech Communication Instructor.

CLOSED SESSION

The Board reconvened to open session at 8:20 p.m., and announced:

RECONVENED TO OPEN SESSION

For the recommendation not to reemploy – contract employee, second contract, the Board of Trustees recommends that Mr. Joseph DeSantis not be reemployed and authorizes the Chancellor or his designee to send a notice of non-reemployment for the 2008-2009 academic year.
Motion carried. (4 ayes, 1 abstention [Blumenthal])

The Board adjourned the meeting at 8:22 p.m.

ADJOURNED

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF MARCH 4, 2008

President Figueroa called the special meeting of the CALL TO ORDER Board of Trustees to order at 6:06 p.m., in the Administrative Conference Room, O. W. Noble Administration Building, Riverside City College.

Trustees Present:

Ms. Virginia Blumenthal
Ms. Mary Figueroa
Mrs. Janet Green
Mr. José Medina
Mr. Mark Takano
Mr. Carlos Naranjo, Jr., Student Trustee

Staff Present:

Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Serafin Zasueta, Member, ACCT Search Team

Student Trustees Naranjo led the Pledge of Allegiance. PLEDGE OF ALLEGIANCE

The Board adjourned to closed session at 6:07 p.m., pursuant to Government Code Section 54957, to select candidates to interview for the position of Chancellor. CLOSED SESSION

The Board reconvened to open session, announcing that no action would be reported from closed session, and adjourned the meeting at 8:20 p.m. RECONVENED/ADJOURNED

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.: II-B

Date: March 18, 2008

Subject: Resolution Authorizing Participation in the San Diego County Office of Education Fringe Benefit Consortium 457(b) Plan – Resolution No. 36-07/08

Background: At the August 21, 2007, Board of Trustees meeting, the Board passed Resolution No. 1-07/08, which authorized the District's participation in the San Diego County Office Education Fringe Benefit Consortium's 403(b) Plan. This consortium also offers a 457(b) tax-deferred (pre-tax) retirement savings plan. Employees may contribute to both the 457(b) and 403(b) plans concurrently. For our employees to maximize their tax deferred savings opportunities, the staff believes adding the 457(b) plan, in addition to the 403(b) plan currently offered by the District, would greatly enhance retirement savings choices for all employees. There is no cost to the District.

Recommended Action: It is recommended that the Board of Trustees approve Resolution No. 36-07/08, Authorizing Participation in the San Diego County Office of Education Fringe Benefit Consortium 457(b) Plan.

James L. Buysse
Interim Chancellor

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOLUTION AUTHORIZING PARTICIPATION IN THE
SAN DIEGO COUNTY OFFICE OF EDUCATION
FRINGE BENEFIT CONSORTIUM 457(b) PLAN

RESOLUTION NO. 36-07/08

WHEREAS, it is determined to be in the best interest of the Riverside Community College District and its employees to allow the employees to enhance their retirement through a San Diego County Office of Education sponsored plan 457(b); and

WHEREAS, the Riverside Community College District wants to make such a plan available to its employees; and

WHEREAS, such a plan will comply with the requirements of the IRC, Section 457 (b); and

WHEREAS, District employees are able to make contributions to a tax-sheltered retirement savings account under IRC, Section 457 (b).

NOW THEREFORE, BE IT RESOLVED that:

The San Diego County Schools Fringe Benefits Consortium 457(b) Plan is approved and adopted by the District and that the Chancellor's designee is authorized and directed to act on behalf of the District in all matters pertaining to the plan.

PASSED AND ADOPTED this ____ day of March, 2008, at the regular meeting of the Riverside Community College District Board of Trustees.

Signature, President of the Board of Trustees

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.: II-C

Date: March 18, 2008

Subject: 2007-2010 Agreement between the Riverside Community College District and the Riverside Community College District Faculty Association/CCA/CTA/NEA

The Office of the Chancellor is requesting ratification of the 2007-2010 collective bargaining Agreement between the Riverside Community College District and the Riverside Community College District Faculty Association/CCA/CTA/NEA. A copy of the settlement agreement is attached for the Board's review and consideration. The bargaining unit's membership has ratified the settlement agreement.

Recommended Action: It is recommended that the Board of Trustees ratify the 2007-2010 collective bargaining Agreement between the Riverside Community College District and the Riverside Community College Chapter CCA/CTA/NEA effective July 1, 2007.

James L. Buysse
Interim Chancellor

Prepared by: Ray Maghroori
Vice Chancellor
Academic Affairs

ATTACHMENT A

AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND THE
RIVERSIDE COMMUNITY COLLEGE DISTRICT FACULTY
ASSOCIATION/CCA/CTA/NEA

THIS DOCUMENT PROVIDES PUBLIC DISCLOSURE OF THE
COLLECTIVE BARGAINING SETTLEMENT AGREEMENT
BETWEEN THE
RIVERSIDE COMMUNITY COLLEGE DISTRICT AND THE
RIVERSIDE COMMUNITY COLLEGE DISTRICT FACULTY
ASSOCIATION/CCA/CTA/NEA

Government Code Section 3547.5 requires disclosure of a collective bargaining settlement in a properly agendaized public meeting prior to ratification of the settlement agreement by the governing board. The Chancellor of the Riverside Community College District presents the following summary and disclosure pursuant thereto. Where costs would be incurred, estimates for the contract period are noted in a companion page at the end of this document.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
2007-2010 TENTATIVE COLLECTIVE BARGAINING AGREEMENT WITH CTA

Subject to Board approval, the CTA and the District have tentatively agreed to a new three year Collective Bargaining Agreement, effective July 1, 2008 which includes the following changes:

- I. Increase all certificated salary schedules as follows:
 - A. By COLA, effective July 1, 2007. COLA is calculated at 4.53%
 - B. By COLA, effective July 1, 2008, to the extent funded by the State plus an additional 1%
 - C. By COLA, effective July 1, 2008, to the extent funded by the State plus an additional 1%.
- II. The tentative agreement provides for maintaining the existing agreements with current healthcare providers.
- III. The faculty evaluation process now requires participation in student learning outcomes assessment process.
- IV. The grievance structure now includes the following levels: dean, vice president, president, and chancellor.
- V. The time table for forming the first meeting of the improvement of instruction has changed from 4 to 6 weeks.
- VI. The number of individuals on the tenure review and evaluation committee has been reduced from 5 to 4.
- VII. The spring follow-up meeting of the tenure review and evaluation process is no longer mandatory. The committee meets only at the request of the candidate or the committee members.
- VIII. Faculty on sabbatical leave are not eligible for overload assignments.
- IX. Managerial positions in Childcare Centers will convert to appropriate new non-contractual positions when current incumbents resign or retire.
- X. The District and the CTA have negotiated a three year academic calendar.
- XI. Special projects will no longer be calculated and included as part of a teaching load.

- XII. Change in evaluation procedures for part-time faculty, with evaluation occurring during the first term of hire, winter and summer included, and then once each year for the next 2 years and once every three years thereafter
- XIII. The Senate will receive 70 hours total of paid work during winter intersession and summer intersession.
- XIV. The CTA will receive 70 hours total of paid work during winter and summers intersession.
- XV. Reassigned time for the Academic Senate changes from 1.6 to 2.2FTE
- XVI. Reassigned time for CTA changes from 1.6 to 2.1FTE
- XVII. If the District REQUIRES part-time faculty to participate in orientation and other professional activities, then the district must pay them accordingly.
- XVIII. Compensation for faculty who teach large lecture sections will be as follows:
- 55-69 students at census – faculty will be compensated for the equivalent of $\frac{1}{8}$ or .0125
 - 70-89 students at census – faculty will be compensated for the equivalent of $\frac{1}{4}$ or .025 FTE
 - 90-120 students at census remains the same—0.1 FTE additional load*
**This was already in our contract and is not new.*
- XIX. Department Chair compensation has been modified. In those instances where faculty head counts (full and part-time) exceed 100, chairs will receive an additional \$1,500 annually.
- XX. Currently each of the faculty development coordinators on each of the three campuses receives a total of .20 reassigned time per term. The new contract would change this to the following:
- Each of the coordinators will receive a .2 during each of the primary terms (fall and spring) and
 - \$4500 total stipend for summer and winter work (Riverside)
 - \$3,500 total stipend for summer and winter work (Moreno Valley)
 - \$3,500 total stipend for summer and winter work (Norco).

- XXI. New CIS lab director at Norco will receive 0.2 FTE reassigned time during fall and spring semesters.
- XXII. The remainder of the Collective bargaining agreement would remain status quo except when changes are made to reflect a three college administrative structure.

Dr. Sharon Crasnow
CTA Negotiations Chair

Aaron Brown
Interim Vice Chancellor
Administration and Finance

Karin Skiba, CTA President
Riverside Community College District

Dr. James L. Buysse, Interim Chancellor
Riverside Community College District

Date: _____

Date _____

SETTLEMENT AGREEMENT – ESTIMATED FISCAL IMPACT

I. Salary Schedules

A. 2007-08 COLA (4.53%)

Estimated cost: \$3,158,446

B. 2008-09 Funded COLA + 1%

Estimated cost: \$734,162

C. 2009-2010 Funded COLA + 1%

Estimated cost: \$746,984

Note: For B and C, COLA is not known at the time of this writing. COLA will be provided only to the extent it is funded by the State.

II. Miscellaneous Expenses Associated with Revisions to the Contract (All cost estimates are for the contract period.)

A. Cost for additional hours for the Senate \$3,817

B. Cost for additional hours for the CTA \$3,817

C. Cost for additional reassigned time for the Senate \$51,672

D. Cost for additional reassigned time for the CTA \$43,061

E. Additional compensation for faculty to teach large sections \$89,262

F. Additional stipend for department chairs (100 plus faculty) \$13,393

G. Reassigned Time cost and stipend for faculty development \$ -0-
Coordinators - cost offset by savings from reduced reassigned time.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.: II-D

Date: March 18, 2008

Subject: Salary Adjustment for Riverside Community College District Management
Employees

Background: On January 28, 2008, the Board of Trustees approved an increase of the classified staff salary schedule by the funded 2007/2008 statutory COLA (4.53%) and on February 26, 2008 approved same increase for Confidential staff. The Board is now considering an increase of the faculty salary schedule by the funded 2007/2008 statutory COLA (4.53%). In the past, the District has provided the same salary package to all employee groups.

A salary increase of 4.53% for management employees would cost approximately \$623,419 annually.

Recommended Action: It is recommended that the Board of Trustees approve the increase of the management salary schedule by the funded 2007/2008 statutory COLA (4.53%) effective July 1, 2007.

James L. Buysse
Interim Chancellor

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-a

Date: March 18, 2008

Subject: Academic Personnel

1. Appointments

Board Policy 1040 authorizes the Chancellor (or designee) to make an offer of employment to a prospective employee, subject to final approval by the Board of Trustees.

It is recommended the following appointments be approved/ratified:

- a. Management
(none)
- b. Contract Faculty
(none)
- c. Long-Term, Temporary Faculty
(none)
- d. Special Assignments
Payment as indicated to the individuals specified on the attached list.
- e. Department Chairs, 2007-2008 Academic Year
Revision to list submitted/approved by the Board of Trustees on June 19, 2007:

RIVERSIDE CITY COLLEGE

<u>Department</u>	<u>Chair</u>	<u>Stipend</u>
Behavioral Sciences	Richard Davin (Spring)	50%
	Barbara Hall (Fall)	50%

2. Request for Leave Under the California Family Rights Act and the Federal Family and Medical Leave Act

It is recommended the Board of Trustees approve/ratify the request for leave under the California Family Rights Act and the Federal Family and Medical Leave Act for Maureen Chavez, effective March 3, 2008. A maximum of 12 weeks (480 hours) of combined CFRA/FMLA will be used intermittently upon verification.

Subject: Academic Personnel

3. Salary Reclassifications

Board Policy 3080 establishes the procedures for professional growth and salary reclassification. The following employees have fulfilled the requirements of this policy.

It is recommended the Board of Trustees grant salary reclassification to the following faculty members effective April 1, 2008:

<u>Name</u>	<u>From Column</u>	<u>To Column</u>
Celia Brockenbrough	E	F
James Namekata	D	E
Salvador Soto	C	D

4. Academic Rank

Board Policy 3092 establishes the procedures for academic rank, and the following employee has fulfilled the requirements of this policy. The Professional Growth and Sabbatical Leave Committee forwards a favorable recommendation.

It is recommended the Board of Trustees grant a change of academic rank to the following faculty member, effective April 1, 2008:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Discipline</u>
Jan Schall	Associate Professor	Professor	Sociology

5. Separation

Board Policy 1042 authorizes the Chancellor to officially accept the resignation of an employee; and the Chancellor has accepted the following resignation.

It is recommended the Board of Trustees receive, for information only, the resignation of the individual listed below:

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Richard Barron	Associate Dean, Academic Innovative Programs/Occupational Education	04/25/08	Personal

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-b

Date: March 18, 2008

Subject: Classified Personnel

1. Appointments

In accordance with Board Policy 1040, the Chancellor recommends approval for the following appointments:

a. Management/Supervisory

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
DISTRICT				
Nancy Melendez	Interim Assistant Director, RCC Foundation	03/19/08	15.0	Transfer
MORENO VALLEY CAMPUS				
*Natalie Hannum	Director, Fire Technology/Fire Academy Program (Ben Clark)	03/19/08	15.1	Appointment
NORCO CAMPUS (None)				
RIVERSIDE CITY COLLEGE				
Robert Morris	Interim Assistant Custodial Manager	03/19/08	8.9	Promotion

b. Management/Supervisory – Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
DISTRICT (None)				
MORENO VALLEY CAMPUS (None)				
NORCO CAMPUS (None)				
RIVERSIDE CITY COLLEGE (None)				

Report No.: V-A-1-b

Date: March 18, 2008

Subject: Classified Personnel

1. Appointments – Continued

c. Classified/Confidential

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
DISTRICT				
*Krystle Ruiz	Support Services Specialist Aide	04/01/08	12-1	Appointment
MORENO VALLEY CAMPUS (None)				
NORCO CAMPUS (None)				
RIVERSIDE CITY COLLEGE				
Jeanette Tupper Shearer	College Nurse	04/03/08	25-1	Appointment

d. Classified/Confidential – Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
DISTRICT				
Linda Martinez	Secretary II (Tech. & Economic Development)(Part-time @ 50%) (March Education Center)	03/19/08	15-1	Appointment
MORENO VALLEY CAMPUS				
*Udawna Neal	Emancipation Coach	04/07/08	18-1	Appointment
NORCO CAMPUS				
*Kheesa Slaughter	Upward Bound Coordinator	03/19/08	21-5	Promotion

Report No.: V-A-1-b

Date: March 18, 2008

Subject: Classified Personnel

1. Appointments – Continued

d. Classified/Confidential – Categorically Funded (Cont'd)

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
RIVERSIDE CITY COLLEGE				
*Christopher Dech	Emancipation Coach	03/19/08	18-1	Appointment
*Anthony Escalera	Emancipation Coach	04/07/08	18-1	Appointment
*Aaron Petroff	Outreach & Recruitment Services Specialist	03/24/08	16-1	Appointment
*Soutsakhone Xayaphanthong	Outreach & Recruitment Services Specialist	03/24/08	16-1	Appointment

e. Short Term

Short-term appointments of individuals to serve on an hourly, as needed basis, as indicated on the attached list.

f. Temporary as Needed Student Workers

Short-term appointments to serve on an hourly, as needed basis, as indicated on the attached list.

g. Special Assignments
(None)

2. Military Leaves

Section 395.01 of the Military and Veteran's Code and Section 87832 of the Education Code authorizes the President, or designee, to approve a leave for military reserve duty with full salary for the first 30 days of such military leave.

It is recommended the Board of Trustees approve/ratify the request for military reserve duty for a) Mr. Anthony Puzzuto, Warehouse Supervisor, for the dates of February 1, 2008, February 4, 2008 through February 8, 2008, February 11, 2008* and March 4, 2008 through March 7, 2008 (a total of 11 working days); and b) Mr. Anthony Rizo, Multi-Media Graphic Artist, for the date of February 25, 2008* (a total of 1 working day). Mr. Puzzuto and Mr. Rizo meet the college service requirements.

Report No.: V-A-1-b

Date: March 18, 2008

Subject: Classified Personnel

3. Reclassification of Classified (Bargaining Unit) and Classified Confidential Employees

Board Policy 4045 provides an opportunity for classified, confidential and management personnel to participate and be represented in the classification review process. These requests for classification review were initiated by the employee in accordance with the provisions of the Regulations for Board Policy 4045 and recommended for reclassification by the District Classification Committee. The District Classification Committee is a representative group for classified, confidential and management personnel given the responsibility and authority to conduct the classification review process. Based on this process, it is recommended the Board of Trustees approve the range and title reclassifications, as shown below, effective April 1, 2008:

<u>Name</u>	<u>Current Title/Range</u>	<u>Proposed Title/Range</u>
George Brucks	Instructional Media Assistant Range 17	Instructional Media Assistant Range 18
Rosa Espinoza-Leal	Administrative Secretary II Range 8 (Confidential)	Administrative Assistant Range 16 (Confidential)
Adrienne Fisher	Secretary I Range 14	Secretary II Range 15
Angela Lee	Secretary II Range 15	Secretary IV Range 17
Nino Giornalista	Television Studio Technician Range 19	Television Studio Technician Range 21
Fred Tedesco	Television Production Studio Specialist Range 20	Television Production Studio Specialist Range 23

4. Request for Leave Under the California Family Rights Act and the Federal Family and Medical Leave Act

It is recommended the Board of Trustees approve/ratify requests for leave under the California Family Rights Act and the Federal Family and Medical Leave Act, a maximum of 12 weeks (480 hours) of combined CFRA/FMLA will be reduced concurrently for the following classified employee:

<u>Name</u>	<u>Title</u>	<u>Effective</u>
Angie Topete	Occupational Education Assistant	February 5, 2008

Report No.: V-A-1-b

Date: March 18, 2008

Subject: Classified Personnel

5. Childcare Leave Without Pay

It is recommended the Board of Trustees approve/ratify the following classified employee, Hetal Patel, Human Resources Specialist II, to take childcare leave without pay, effective April 4, 2008 through April 30, 2008. The employee has exhausted the 12 weeks (480 hours) of leave under the Federal Family and Medical Leave Act of 1993 and has requested additional leave under non-paid status.

6. Separation

Board policy 1042 authorizes the Chancellor to officially accept the resignation of an employee; and the Chancellor has accepted the following resignation;

It is recommended the Board of Trustees receive, for information only, the resignation of the individual listed below, effective at the end of the workday:

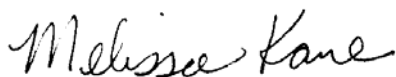
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Reason</u>
Patricia Dickenson	Secretary IV (Part-time, 50%)	March 14, 2008	Personal

Report No.: V-A-1-b

Date: March 18, 2008

Subject: Classified Personnel

Submitted by:



Melissa Kane
Vice Chancellor, Diversity and Human
Resources

Transmitted to the Board by:



James L. Buysse
Interim Chancellor

Concurred by:



Chris Carlson
Chief of Staff/Executive Assistant to
the Chancellor

Concurred by:



Linda Lacy
Interim President, Riverside City College



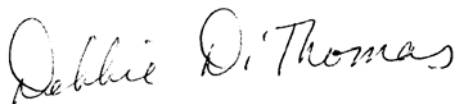
Ray Maghroori
Vice Chancellor, Academic Affairs

Brenda Davis
President, Norco Campus



Aaron Brown
Interim Vice Chancellor, Administration

Irv Hendrick
Interim President, Moreno Valley Campus



Debbie DiThomas
Interim Vice Chancellor, Student Services/Operations

The Aurora Project (Spring 2008)

Science faculty will provide training sessions for Aurora Project students on science pedagogy.

Virlynn Burton – Paid as a lump sum upon completion in the amount of \$500.00

CTA Duties (Winter 2008)

Board meetings, correspondence with board members and unit, interviewing of office help.

Board of Trustee meetings.

Karen Skiba – Paid as a lump sum upon completion in the amount of \$2159.00

Annual Awards video & Alumnus of the Year Video (Spring 2008)

Compile and edit videos for annual awards and alumnus of the year.

Nino Giornalista – Paid as a lump sum upon completion in the amount of \$1000.00

Assistance in Arithmetic Competency for NVN-50 classes (Spring 2008)

In collaboration with the nursing department, job duties performed include 1) organize and schedule for a supplemental instructional leader to hold an arithmetic review session for NVN 50 students. 2) Create and identify test items that are inclusive of Math 63 and the NVN 50 arithmetic test 3) and assess/evaluate student results to make referral for appropriate special topics math module. Compensation at Group 1, Step 3 of the Faculty hourly Salary Schedule.

Kathy Nabours – Total amount to be paid not to exceed \$323.82

Voice or RCC (Spring 2008)

Record telephone message for District. Compensation at Group 1, Step 3 of the Faculty hourly Salary Schedule.

Gwendolyn Yount – Total amount to be paid not to exceed \$1000.00

Conducting Symposium (Spring 2008)

Guest Performer

Paul Klintworth – Paid as a lump sum upon completion in the amount of \$150.00

Liu Rong-Huey – Paid as a lump sum upon completion in the amount of \$150.00

Cameron Domingues – Paid as a lump sum upon completion in the amount of \$150.00

Donald Foster – Paid as a lump sum upon completion in the amount of \$150.00

Academic Senate (Winter 2008)

Meetings

Richard Mahon – Paid as a lump sum upon completion in the amount of \$863.52

Title V Cooperative Grant (Spring 2008)

Assisting in the second year development of Title V Cooperative Grant activities focused on ESL, faculty development, and projects.

Gabriela Gamiz – Paid as a lump sum upon completion in the amount of \$4000.00

Community of Scholars (Spring 2008)

Devise strategies, develop mini-objectives, devise an assessment, and create a report of the finding that details the progress the community has made while pursuing the question or objective during the semester.

Victor Sandoval – Paid as a lump sum upon completion in the amount of \$1500.00

Choreography and Dance instruction for “Grease”. Spring 2008

Create and implement Dance numbers for spring theatrical production of “Grease”

Ellen Prince – Paid as a lump sum upon completion in the amount of \$1600.00

Faculty Diversity Recruitment Project (Winter 2008)

Work on and attendance of the CCC Registry job fair in Los Angeles. Compensation at Group 1, Step 3 of the Faculty hourly Salary Schedule.

Rogelio Ruiz – Total amount to be paid not to exceed \$647.64

Serve on Search Committee (Winter 2008)

Eileen Colapinto – Total of 21 hours

Judy Haugh – Total of 19 hours

SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES
EMPLOYED AS NEEDED

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
Susan Lo	Clerical Substitute	01/31/08-04/30/08	14-1

EMPLOYED AS NEEDED

SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES

BOARD POLICY 4035

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
David Mount	Accompanist III	02/22/08-06/30/08	\$15.00/hour
Meina Guan	Classroom Assistant	02/19/08-06/30/08	\$10.00/hour
Basak Kilic	Classroom Assistant	02/19/08-06/30/08	\$10.00/hour
Abdul Hakim Sheikh	Classroom Assistant	02/19/08-06/30/08	\$10.00/hour
Anthony Muniz	Communications Assistant	02/21/08-06/30/08	\$8.00/hour
Zivorad Stancic	Communications Assistant	02/26/08-06/30/08	\$8.00/hour
Ashley Arredondo	Community Service Officer	03/03/08-06/30/08	\$14.00/hour
YeVell Hopkins	Community Service Officer	02/27/08-06/30/08	\$14.00/hour
Cameron Cardenas	Computer Operator	02/25/08-06/30/08	\$15.00/hour
Vanessa Pacheco	Educational Assistant	03/08/08-06/30/08	\$8.00/hour
John Paul Perez	Educational Assistant	02/19/08-06/06/08	\$8.00/hour
Annie Ybarra	Grant Facilitator	03/01/08-06/30/08	\$40.00/hour
Matthew Fernandez	Instructional Aide I	03/06/08-06/30/08	\$8.00/hour
Sallie Griffin	Instructional Aide I	03/06/08-06/30/08	\$8.00/hour
Nicole Bennett	Instructional Aide II	03/10/08-06/30/08	\$8.50/hour
Daniel Champany	Instructional Aide II	02/27/08-06/30/08	\$8.50/hour
Zeru Isaac	International Trade Assistant	01/01/08-06/30/08	\$11.38/hour
Brittany Carpenter	Interpreter Apprentice	02/25/08-06/30/08	\$11.00/hour
Luke Thomas	Interpreter Apprentice	02/19/08-06/30/08	\$11.00/hour
Matthew Van Gorder	Interpreter Apprentice	03/04/08-06/30/08	\$11.00/hour
Joshua Miller	Interpreter III	02/19/08-06/30/08	\$27.00/hour
Joshua Cords	Educational Assistant	03/03/08-06/30/08	\$8.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035, CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Darryl Johnson	Matriculation Assistant	02/22/08-06/30/08	\$9.00/hour
Wyvonne Armstrong	Office Assistant I	03/05/08-06/30/08	\$9.00/hour
Amy Fishel	Office Assistant I	02/29/08-06/30/08	\$9.00/hour
Erica Gomez-Rodriquez	Office Assistant I	10/26/08-06/30/08	\$9.00/hour
Shamica Kelly	Office Assistant I	03/03/08-06/30/08	\$9.00/hour
Olivia Pena	Office Assistant I	03/01/08-06/30/08	\$9.00/hour
Arlene Serrato	Office Assistant I	02/20/08-06/30/08	\$9.00/hour
Kimberly Atienza	Office Assistant II	02/27/08-06/30/08	\$10.50/hour
Alexis Brucks	Office Assistant II	02/21/08-06/30/08	\$10.50/hour
Jennifer Castro	Office Assistant II	02/26/08-06/30/08	\$10.50/hour
Linda Martinez	Office Assistant II	01/01/08-06/30/08	\$10.50/hour
Aaron Petroff	Office Assistant II	01/22/08-06/30/08	\$10.50/hour
Donita Smith	Office Assistant III	03/01/08-06/30/08	\$12.50/hour
Sandi Sandoval	Office Assistant IV	02/20/08-06/30/08	\$14.00/hour
Ian Clemente	Operations Clerk	02/01/08-06/30/08	\$8.00/hour
Matthew Carter	Role Player	02/22/08-06/30/08	\$8.00/hour
Yvonne Herrera	Role Player	02/26/08-06/30/08	\$8.00/hour
Michael Kelley	Student Activities Advisor	02/01/08-06/30/08	\$13.45/hour
Basak Kilic	Study Group Leader	02/19/08-06/30/08	\$12.00/hour
Abdul hakim Sheikh	Study Group Leader	02/21/08-06/30/08	\$12.00/hour
Christina Gomez	Supplemental Inst. Leader	02/22/08-06/30/08	\$12.00/hour
Basak Kilic	Supplemental Inst. Leader	02/25/08-06/12/08	\$12.00/hour
Onyekachim Okpo	Supplemental Inst. Leader	02/25/08-06/12/08	\$12.00/hour
Shiloh Price	Supplemental Inst. Leader	02/26/08-06/30/08	\$12.00/hour
Paul Abbondante	Technology Business Advisor	03/04/08-06/30/08	\$55.00/hour
Dan Segraves	Training Tech I	02/25/08-06/30/08	\$15.00/hour
Michael Rollins	Tutor I	02/19/08-03/30/08	\$8.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035, CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u> <u>Policy 4035</u>
Sarah Barnhart	Tutor III	02/21/08-06/30/08	\$9.25/hour
Brianna Huiet	Tutor III	03/03/08-06/30/08	\$9.25/hour
Anoop Kaur	Tutor III	02/21/08-06/30/08	\$9.25/hour
Rebecca Lawhead	Tutor III	02/26/08-06/30/08	\$9.25/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR EXTRA CURRICULAR ACTIVITIES

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Stipend</u>
Gregory Magee	Assistant Coach, Track	01/15/08-06/30/08	\$3423

DISTRICT FUNDS

MORENO VALLEY CAMPUS

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Date</u>	<u>Rate</u>
Davis, Barbara	Tutor	Tutorial Services	02/20/08	\$ 8.00
Johnston, Sean	Tutor	Tutorial Services	02/20/08	\$ 8.00
Mularchuk, Rebecca	Tutor	Tutorial Services	01/31/08	\$ 8.00
Ponce, Bernal	Tutor	Tutorial Services	02/20/08	\$ 8.00
Rosas, Leticia	Tutor	Tutorial Services	02/27/08	\$ 8.00

NORCO CAMPUS

Ahmedyar, Ali	Tutor	Tutorial Services	02/22/08	\$ 8.00
Arnold, Reginess	Instructional Aide	Early Childhood Studies	02/28/08	\$ 8.00
Beckwith, Faith	Delivery Assistant	Instructional Media Center	02/28/08	\$ 8.00
Chavez, Yvonne	Instructional Aide	Early Childhood Studies	02/28/08	\$ 8.00
Escalera, Julie	Tutor	Tutorial Services	02/22/08	\$ 8.00
Garcia, Araceli	Instructional Aide	Early Childhood Studies	02/22/08	\$ 8.00
Pesce, Daniela	Tutor	Tutorial Services	02/28/08	\$ 8.00
Rooker, Mary	Delivery Assistant	Instructional Media Center	02/20/08	\$ 8.00
Valerio, Laura	Tutor	Tutorial Services	02/28/08	\$ 8.00

RIVERSIDE CITY COLLEGE

Anderson, Frank	Lab Aide	Information Services & Technology	02/28/08	\$ 8.00
Arnold, Kelsie	Lifeguard	Swimming	02/20/08	\$ 8.00
Gutierrez, Diana	Instructional Aide	Early Childhood Studies	02/22/08	\$ 8.00
Lovejoy, Brett	Office Aide	Fine & Performing Arts - Marching Band	02/27/08	\$ 8.00
Nakamura, Aika	Tutor	Tutorial Services	02/05/08	\$ 8.25
Penny, Lucas	Gallery Attendant	Art Gallery	02/22/08	\$ 8.00

CATEGORICAL FUNDS

AMERICA READS PROGRAM

(None)

COMMUNITY SERVICE PROGRAM

(None)

MORENO VALLEY CAMPUS

(None)

NORCO CAMPUS

(None)

RIVERSIDE CITY COLLEGE

Parr, Sabrina	Clerical Assistant	Teacher Preparation	02/20/08	\$ 8.00
Tolbert, Dwjuan	Student Assistant	Counseling	02/19/08	\$ 8.00

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-2

Date: March 18, 2008

Subject: Purchase Order and Warrant Report – All District Funds

Background: The attached Purchase Order and Warrant Report – All District Funds is submitted to comply with Education Code Sections 81656 and 85231. The Purchase Orders and Purchase Order Additions, totaling \$1,991,740 requested by District staff and issued by the District Business Office have been reviewed to verify that budgeted funds are available in the appropriate categories of expenditure.

District Warrant Claims (numbers 112838 - 114767) totaling \$4,265,498 have been reviewed by the Business Office to verify that monies are available in the appropriate Funds for payment of these warrants. These claims also have been reviewed, on a sample basis, by the Riverside County Office of Education through their claim audit program.

Recommended Action: It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$1,991,740 and District Warrant Claims totaling \$4,265,498.

James L. Buysse
Interim Chancellor

Prepared by: Doretta Sowell
Purchasing Manager

Report of Purchases
 All District Funds
 Purchases over \$72,400
 2/1/08 - 2/29/08

Reference #	Fund	Department	Vendor	Description	Amount
C0001803	12	Dean of Instruction - MV	Nuview Bridge Early College HS	Subcontract for FCCC Grant	\$ 128,117
C0001804	41	Facilities - NOR	Twining Laboratories	Materials, Testing, Norco Phase III	260,118
				Total	\$ 388,235
<hr/>					
Additions to Approved /Ratified Purchase Orders of \$72,400 and over					
C0001011	41	Facilities	WWCOT	Architectural Services, Moreno Valley Phase III	\$ 85,850
				Total	\$ 474,126
<hr/>					
All Purchase Orders, Contracts and Additions over \$72,400 for the period of 2/1/08 - 2/29/08					
				Contracts C1797 - C1822	\$ 643,828
				Contract Additions - C1011 - C1784	
				Purchase Orders P12212 - P12694	779,267
				Purchase Order Additions P9454 - P12193	
				Blanket Purchase Orders B3153 - B3208	94,519
				Blanket Purchase Order Additions - None	
				Total	\$ 1,517,614
				Grand Total	\$ 1,991,740

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 18, 2008

Subject: Budget Adjustments

Background: The 2007-08 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are underbudgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve transfers between major expenditure classifications to allow for needed purchases. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000). The following budget transfers have been requested:

<u>Program</u>	<u>Account</u>	<u>Amount</u>
1. Transfer to provide for contract services. (Fund 12, Resource 1190)		
From: Middle College High School	Academic Special Project	\$ 3,000
To: Middle College High School	Professional Services	\$ 3,000
2. Transfer to provide for travel expenses.		
From: Institutional Research - District	Periodicals/Magazines	\$ 465
	Supplies	400
To: Institutional Research - District	Conferences	\$ 865
3. Transfer to provide program completion incentives to Independent Living Program participants. (Fund 12, Resource 1190)		
From: Pre-Emancipation Services	Supplies	\$ 10,122
To: Pre-Emancipation Services	Other Services	\$ 10,122
4. Transfer to provide office furniture. (Fund 12, Resource 1190)		
From: Gateway to College	Instructional Supplies	\$ 700
To: Gateway to College	Equipment	\$ 700

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 18, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
5. Transfer to provide for cellular telephone service.		
From: Instructional Support - District	Copying and Printing	\$ 1,000
To: Instructional Support - District	Cellular Telephone	\$ 1,000
6. Transfer to purchase computer hardware and software. (Fund 12, Resource 1190)		
From: Open Campus – DSP&S	Professional Services	\$ 4,997
To: Open Campus – DSP&S	Software	\$ 753
	Equipment	4,244
7. Transfer to purchase a copier machine. (Fund 12, Resource 1190)		
From: TTIP - TCO	License Fees	\$ 5,174
To: TTIP - TCO	Equipment Replacement	\$ 5,174
8. Transfer to purchase computer equipment.		
From: Voice Communication Svc.	Other Services	\$ 312
IS Administration Systems	Supplies	2,236
To: Voice Communication Svc.	Equipment Replacement	\$ 312
IS Administration Systems	Equipment Replacement	2,236

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 18, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
9. Transfer to provide for Academic Special Projects. (Fund 12, Resource 1190)		
From: Title VI – Innov. Educ. Program	Classified FT Admin.	\$ 449
	Employee Benefits	1,400
	Conferences	300
To: Title VI – Innov. Educ. Program	Academic Special Project	\$ 2,149
10. Transfer to purchase chairs. (Fund 12, Resource 1050)		
From: Parking Fund - District	Supplies	\$ 755
To: Parking Fund - District	Equipment Replacement	\$ 755
11. Transfer to adjust for on-site director's salary.		
From: Salary Savings	Classified FT	\$ 32,946
To: Jurupa Early College Academies	Academic FT Non-Instr.	\$ 32,946
12. Transfer to provide for the loan and delivery of a ceramic art exhibit.		
From: Art Gallery - Riverside	Copying and Printing	\$ 2,000
To: Art Gallery - Riverside	Other Services	\$ 2,000
13. Transfer to provide for equipment.		
From: Show Choir - Riverside	Instructional Supplies	\$ 743
To: Show Choir - Riverside	Equipment	\$ 743

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 18, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
14. Transfer to reallocate the Academic Affairs budget.		
From: Academic Affairs - Riverside	Equipment	\$ 14,000
To: Academic Affairs - Riverside	Supplies	\$ 6,000
	Conferences	4,000
	Other Services	4,000
15. Transfer to purchase a printer/scanner.		
From: President - Riverside	Supplies	\$ 1,064
To: President - Riverside	Equipment	\$ 1,064
16. Transfer to purchase a digital camera.		
From: College Newspaper	Supplies	\$ 2,203
To: Journalism	Equipment	\$ 2,203
17. Transfer to purchase chairs.		
From: Allied Health - Riverside	Other Services	\$ 930
To: Allied Health - Riverside	Equipment Replacement	\$ 930
18. Transfer to provide for conferences.		
From: Student Services - Riverside	Supplies	\$ 1,600
To: Student Services - Riverside	Conferences	\$ 1,600

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 18, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
19. Transfer to provide for travel expenses and book grants. (Fund 12, Resource 1190)		
From: EOP&S – Category B - Riv	Academic PT Non-Instr.	\$ 10,315
	Equipment	5,414
EOP&S – CARE - Riv	Supplies	112
To: EOP&S – Category B - Riv	Book Grants	\$ 10,629
EOP&S – Category B – Norco	Book Grants	2,000
EOP&S – Category B – Mo Val	Book Grants	3,100
EOP&S – CARE – Riv	Travel Expenses	112
20. Transfer to purchase athletic equipment.		
From: Intercollegiate Athletics - Riv	Transportation	\$ 770
To: Intercollegiate Athletics - Riv	Equipment	\$ 770
21. Transfer to provide for cellular telephone service.		
From: Student Ambassadors - Riv	Supplies	\$ 800
To: Student Ambassadors - Riv	Cellular Telephone	\$ 800
22. Transfer to provide for captioning expenses. (Fund 12, Resource 1190)		
From: DSP&S - Riverside	Classified Perm PT	\$ 12,000
To: DSP&S - Norco	Other Services	\$ 4,000
DSP&S – Mo Val	Other Services	4,000
DSP&S – Riverside	Other Services	4,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 18, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
23. Transfer to provide for conferences.		
From: Student Co-Curricular Act. - Norco	Supplies	\$ 535
To: Student Co-Curricular Act. - Norco	Conferences	\$ 535
24. Transfer to provide for hourly workers. (Fund 12, Resource 1190)		
From: Matriculation - Norco	Equipment	\$ 1,160
To: Matriculation - Norco	Classified Hourly	\$ 1,160
25. Transfer to provide for repair services.		
From: Business Oper/Unallocated - Mo Val	Remodel Project	\$ 4,300
To: Hot Water Loop Repair – Mo Val	Repairs	\$ 4,300
26. Transfer to purchase grounds supplies.		
From: One Time-Non Instr. - Mo Val	Equipment	\$ 914
To: One Time-Non Instr. - Mo Val	Grounds Supplies	\$ 914
27. Transfer to purchase computer equipment.		
From: Police Academy	Copying and Printing	\$ 1,639
To: Police Academy	Equipment Replacement	\$ 1,639

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 18, 2008

Subject: Budget Adjustments (continued)

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
28.	Transfer to purchase supplies. (Fund 41, Resource 4100)		
From:	ECS Equip. Project – Mo Val	Equipment	\$ 207
To:	ECS Equip. Project – Mo Val	Supplies	\$ 207
29.	Transfer to provide for chair rental at graduation.		
From:	Commencement – Mo Val	Commencement	\$ 2,150
To:	Commencement – Mo Val	Rents and Leases	\$ 2,150

Recommended Action: It is recommended that the Board of Trustees approve the budget transfers as presented.

James L. Buysse
Interim Chancellor

Prepared by: Patricia A. Braymer
Interim Associate Vice Chancellor, Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

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

Date: March 18, 2008

Subject: Resolution to Amend Budget – Resolution No. 31-07/08
2007-2008 Statewide Leadership Centers for International Trade Development

Background: The Riverside Community College District has received additional funding for the 2007-2008 Statewide Leadership Centers for International Trade Development in the amount of \$10,000 from the California Community Colleges Chancellor's Office. The funds will be used to upgrade office equipment and travel expenses related to grant monitoring activities and interagency collaboration.

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

James L. Buysse
Interim Chancellor

Prepared by: Jeffrey Williamson
Statewide Director, Center for International Trade Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 31-07/08

2007-2008 Statewide Leadership Centers for International Trade Development

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

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on March 18, 2008.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

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

Date: March 18, 2008

Subject: Resolution to Amend Budget – Resolution No. 32-07/08
2007-2008 Student Financial Aid Administration (SFAA) Augmentation Program

Background: The Riverside Community College District has received additional funding for the 2007-2008 Student Financial Aid Administration (SFAA) Augmentation Program in the amount of \$1,500 from the California Community Colleges Chancellor's Office. The funds will be used to help pay for the Financial Aid Awareness events on the Norco, Moreno Valley and Riverside Campuses.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$1,500 to the budget and authorize the Interim Vice Chancellor, Administration and Finance to sign the resolution.

James L. Buysse
Interim Chancellor

Prepared by: Eugenia Vincent
District Dean, Student Financial Services

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 32-07/08

2007-2008 Student Financial Aid Administration (SFAA) Augmentation Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$1,500 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on March 18, 2008.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

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

Date: March 18, 2008

Subject: Resolution to Amend Budget – Resolution No. 33-07/08
2007-2008 California Transportation and Logistics Institute

Background: The Riverside Community College District has received funding for the 2007-2008 California Transportation and Logistics Institute in the amount of \$125,000 from the California Community College Chancellor's Office. The funds will be used for salaries, benefits, supplies, mileage, conferences, advertising, physicals, equipment, and consultants/subject matter experts to deliver training in the fields of transportation and logistics.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$125,000 to the budget and authorize the Interim Vice Chancellor, Administration and Finance to sign the resolution.

James L. Buysse
Interim Chancellor

Prepared by: Robert Grajeda
Director, Corporate and Business Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 33-07/08

2007-2008 California Transportation and Logistics Institute

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$125,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on March 18, 2008.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT**
 Resolution No. 33-07/08
 2007-2008 California Transportation and Logistics Institute

Year	County	District	Date	Fund
08	33	07	3/18/2008	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0141	8659	125,000 00	REVENUE
								EXPENDITURES
12	AXD	1190	0	7012	0141	2118	24,537 00	Classified FT Administrator
12	AXD	1190	0	7012	0141	2119	13,900 00	Classified FT
12	AXD	1190	0	7012	0141	1490	6,871 00	Acad Special Project
12	AXD	1190	0	7012	0141	3220	3,577 00	Employee Benefits
12	AXD	1190	0	7012	0141	3130	567 00	
12	AXD	1190	0	7012	0141	3320	2,383 00	
12	AXD	1190	0	7012	0141	3325	557 00	
12	AXD	1190	0	7012	0141	3335	100 00	
12	AXD	1190	0	7012	0141	3420	5,984 00	
12	AXD	1190	0	7012	0141	3520	19 00	
12	AXD	1190	0	7012	0141	3530	3 00	
12	AXD	1190	0	7012	0141	3620	504 00	
12	AXD	1190	0	7012	0141	3630	90 00	↓
12	AXD	1190	0	7012	0141	4320	712 00	Instructional Supplies
12	AXD	1190	0	7012	0141	4590	713 00	Office and Other Supplies
12	AXD	1190	0	7012	0141	5110	51,733 00	Consultants
12	AXD	1190	0	7012	0141	5210	1,500 00	Mileage
12	AXD	1190	0	7012	0141	5220	500 00	Conferences
12	AXD	1190	0	7012	0141	5740	1,500 00	Advertising
12	AXD	1190	0	7012	0141	5840	3,000 00	Physicals
12	AXD	1190	0	7012	0141	5910	4,750 00	Indirect Admin Costs
12	AXD	1190	0	7012	0141	6481	1,500 00	Equip Additional \$200-\$4999
							125,000 00	TOTAL INCOME
							125,000 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

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

Date: March 18, 2008

Subject: Resolution to Amend Budget – Resolution No. 34-07/08
2007-2008 Faculty & Staff Diversity Program

Background: The Riverside Community College District has received additional funding for the 2007-2008 Faculty & Staff Diversity Program in the amount of \$530 from the California Community College Chancellor's Office. The funds will be used for advertising.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$530 to the budget and authorize the Interim Vice Chancellor, Administration and Finance to sign the resolution.

James L. Buysse
Interim Chancellor

Prepared by: Chani Beeman
District Director, Diversity, Equity and Compliance

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 34-07/08

2007-2008 Faculty & Staff Diversity Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$530 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on March 18, 2008.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No: V-A-3-b-5

Date: March 18, 2008

Subject: Resolution to Amend Budget – Resolution No. 35-07/08
2007-2008 California Institute of Technology, Jet Propulsion Laboratory (JPL)
Student Employment

Background: The Riverside Community College District has received additional funding for the 2007-2008 California Institute of Technology, Jet Propulsion Laboratory (JPL) Student Employment program in the amount of \$2,863. The funds will be used for salaries and indirect administrative costs.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$2,863 to the budget and authorize the Interim Vice Chancellor, Administration and Finance to sign the resolution.

James L. Buysse
Interim Chancellor

Prepared by: Linda Lacy
Interim President, Riverside City College

Mark Lehr
Associate Professor, Computer Information Systems

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 35-07/08

2007-2008 California Institute of Technology, Jet Propulsion Laboratory (JPL) Student
Employment

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$2,863 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on March 18, 2008.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-c

Date: March 18, 2008

Subject: Contingency Budget Adjustments

Background: The 2007-08 adopted budget represents our best estimate of anticipated expenditures necessary to address the educational needs of students pursuant to the District's mission, goals and objectives. New initiatives and projects and unanticipated needs may be identified subsequent to budget adoption, requiring that additional funds be established in the budget. The additional funds can be provided by transferring budget from available contingency balances. The following contingency budget adjustment has been requested:

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
1.	Transfer to provide for the Norco Soccer Field project; approved February 26, 2008, Board Report No. VI-B-4. (Fund 41, Resource 4160)		
From:	GO Bond Capital Project	Contingency	\$ 4,331,480
To:	Facilities	Norco Soccer Field	\$ 4,331,480

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

James L. Buysse
Interim Chancellor

Prepared by: Patricia A. Braymer
Interim Associate Vice Chancellor, Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: March 18, 2008

Subject: Award of Bid – Tech B Building HVAC Project, Riverside Campus

Background: On March 5, 2008, the District received four (4) bids for the Tech B Building HVAC Project, Riverside Campus in response to an Invitation to Bid solicitation. The results were as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Business Location</u>
Delt Builders	\$230,000	Rancho Cucamonga
AMP Mechanical	\$136,320	Costa Mesa
WCM & Associates	\$181,500	San Bernardino
HP Mechanical	\$165,000	San Dimas

Staff has reviewed the bids and recommends awarding the bid to AMP Mechanical for the base bid amount of \$136,320. References for AMP Mechanical were checked by Purchasing staff and were found to be satisfactory. This project will be funded from the FY 2006-07 State Scheduled Maintenance allocation.

Recommended Action: It is recommended that the Board of Trustees award a bid for the Tech B Building HVAC Project, Riverside Campus to AMP Mechanical in the amount of \$136,320 and authorize the Interim Vice Chancellor, Administration and Finance to sign the associated agreement.

James L. Buysse
Interim Chancellor

Prepared by: Becky Elam
Vice President, Business Services, Riverside

Doretta Sowell
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: March 18, 2008

Subject: Out-of-State Travel

Board Policy 7011 establishes procedures for reimbursement for out-of-state travel expenses; and the Board of Trustees must formally approve out-of-state travel beyond 500 miles; It is recommended that out-of-state travel be granted to:

Retroactive:

- 1) Mr. John Thrower, student services supervisor, admissions and records, to travel to Salt Lake City, Utah, November 4-7, 2007, to attend the Pacific Association of Collegiate Registrars and Admission Office Conference. Estimated cost: \$1,158.04. Funding source: the general fund.

Revisions:

- 1) At the meeting of January 29, 2008, the Board of Trustees approved out-of-state travel for Ms. Kris Anderson, associate professor, English, to travel to New York City, New York, January 30-February 3, 2008, to attend the Association of Writers and Writing Programs 2008 Annual Conference. Estimated cost: \$1,469.70. Funding source: \$400.00 from the general fund, \$500.00 from faculty staff development funds, and \$569.70 to be paid by the employee. The funding source changed to \$569.70 to be paid by Riverside School for the Arts funds.
- 2) At the meeting of December 11, 2007, the Board of Trustees approved out-of-state travel for Interim Chancellor James Buysse to travel to Washington, DC, February 10-13, 2008, to attend the 2008 Association of Community College Trustees Community College National Legislative Summit. Estimated cost \$2,253.70. Funding source: the general fund. The dates of travel changed to February 10-13, 2008.
- 3) At the meeting of December 11, 2007, the Board of Trustees approved out-of-state travel for Ms. Chris Carlson, chief of staff/executive assistant to the Chancellor, to travel to Washington, DC, February 10-12, 2008, to attend the 2008 Association of Community College Trustees Community College National Legislative Summit. Estimated cost: \$2,253.70. Funding source: the general fund. The dates of travel changed to February 10-13, 2008.
- 4) At the meeting of December 11, 2007, the Board of Trustees approved out-of-state travel for Board President Mary Figueroa to travel to Washington, DC, February 10-12, 2008, to attend the 2008 Association of Community College Trustees Community College National Legislative Summit. Estimated cost: \$2,211.90. Funding source: the general fund. The dates of travel changed to February 10-13, 2008.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: March 18, 2008

Subject: Out-of-State Travel (continued)

- 5) At the meeting of December 11, 2007, the Board of Trustees approved out-of-state travel for Ms. Janet Green, Board Member, to travel to Washington, DC, February 10-12, 2008, to attend the 2008 Association of Community College Trustees Community College National Legislative Summit. Estimated cost: \$2,211.90. Funding source: the general fund. The dates of travel changed to February 9-13, 2008, and the cost revised to \$2,535.49.

- 6) At the meeting of December 11, 2007, the Board of Trustees approved out-of-state travel for Mr. Jose Medina, Board Member, to travel to Washington, DC, February 10-12, 2008, to attend the 2008 Association of Community College Trustees Community College National Legislative Summit. Estimated cost: \$2,211.90. Funding source: the general fund. The dates of travel changed to February 9-13, 2008.

Current:

Moreno Valley Campus:

- 1) Dr. Lisa Conyers, vice president, educational services, to travel to Washington, DC, April 23-30, 2008, to attend grant development meetings with various funding agencies. Estimated cost: \$979.40. Funding source: the general fund.

- 2) Mr. George Gage, instructor, community interpretation in Spanish, to travel to El Paso, Texas, April 3-5, 2008, to attend the American Translation and Interpreting Studies Association Conference. Estimated cost: \$883.68. Funding source: faculty staff development funds.

- 3) Ms. Paula Stafford, assistant professor, physician's assistant program, to travel to San Antonio, Texas, May 24-29, 2008, to attend the American Academy of Physician Assistant Conference. Estimated cost: \$3,389.00. Funding source: the general fund.

Norco Campus:

- 1) Dr. Sharon Crasnow, associate professor, philosophy, to travel to Lexington, Kentucky, April 3-6, 2008, to attend the Society for Analytical Feminism, Second Conference. Estimated cost \$497.00. Funding sources: \$200.00 from the general fund, and \$297.00 to be paid by the employee.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: March 18, 2008

Subject: Out-of-State Travel

- 2) Ms. Alexis Gray, instructor, anthropology, to travel to Columbus, Ohio, April 9-13, 2008, to attend the Seventy-seventh Annual Meeting of the American Association of Physical Anthropologists. Estimated cost: \$1,190.89. Funding source: \$200.00 from the general fund, and \$990.89 to be paid by the employee.

Riverside City College:

- 1) Dr. Bob Bramucci, dean, open campus, to travel to Washington, DC, April 23-25, 2008, to attend grant development meetings with various funding agencies. Estimated cost: \$1,456.69. Funding source: the general fund.
- 2)* Dr. Edward Bush, vice president, student services, to travel to Philadelphia, Pennsylvania, April 5-8, 2008, to attend the American Association of Community Colleges 88th Annual Convention. Estimated cost: \$1,278.11. Funding source: the general fund.
- 3) Ms. Cynthia Conley, user support coordinator, information services, to travel to Portland, Oregon, July 27-31, 2008, to attend the CollegeNet Annual User Conference. Estimated cost: \$1,917.25. Funding source: the general fund.
- 4) Ms. Marilyn Jacobsen, director, Center for International Students and Programs, to travel to Washington, DC, May 25-30, 2008, to attend NAFSA – Association of International Educators 60th Annual Conference. Estimated cost: \$3,230.00. Funding source: the general fund.
- 5) Ms. Wilma LaCava, associate professor, school of nursing, to travel to Grapevine, Texas, March 26-30, 2008, to accompany 10 students attending the National Student Nurses' Association 56th Annual Year End Conference. Estimated cost: \$6,483.66. Funding sources: \$1,677.66 from the Vocational Technical Education Act grant funds, \$2,526.00 to be paid by Student Nurse Association funds, and \$2,280.00 to be paid by the students.
- 6) Dr. Patrick Schwerdtfeger, vice president, academic affairs, to travel to Washington, DC, April 23-May 1, 2008, to attend grant development meetings with various funding agencies. Estimated cost: \$3,720.98. Funding source: the general fund.
- 7) Mr. Alejandro Torres, director, Upward Bound Program, to travel to Waikoloa, Hawaii, April 4-9, 2008, to attend the 30th Annual Western Association of Educational Opportunity Personnel Conference - Unite in Order of Progress. Estimated cost: \$2,936.64. Funding source: Upward Bound RCC funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: March 18, 2008

Subject: Out-of-State Travel (continued)

- 8) Mr. Peter Westbrook, assistant professor, cosmetology, to travel to Denver, Colorado, April 1-4, 2008, to attend the Chair Academy Annual International Leadership Conference. Estimated cost: \$1,745.00. Funding source: the general fund.

Riverside Community College District:

- 1) Ms. Martha Arellano, human resources specialist III, diversity and human resources, to travel to Austin, Texas, April 23-26, 2008, to attend the 5th Annual PeopleAdmin Client Conference. Estimated cost: \$1,565.00. Funding source: the general fund.
- 2) Dr. Shelagh Camak, associate vice chancellor, workforce development, to travel to Santa Fe, New Mexico, April 29-May 2, 2008, to attend The Intermediary Institute 2008 Spring Strategic Planning Institute. Estimated cost: \$164.20. Funding source: the general fund. (Airfare and hotel costs will be paid by the Riverside Economic Development Agency.)
- 3) Dr. Lyn Greene, associate dean, grant and contract services, to travel to Washington, DC, April 23-May 1, 2008, to attend grant development meetings with various funding agencies. Estimated cost: \$2,803.92. Funding source: the general fund.
- 4) Ms. Colleen Molko, associate director, grant and contract services, to travel to Washington, DC, April 23-May 1, 2008, to attend grant development meetings with various funding agencies. Estimated cost: \$2,768.76. Funding source: the general fund.
- 5) Mr. Eric Muehlebach, user support coordinator, information services, to travel to Austin, Texas, April 23-26, 2008, to attend the 5th Annual PeopleAdmin Client Conference. Estimated cost: \$1,565.00. Funding source: the general fund.
- 6) Dr. Carolyn Quin, dean, Riverside School for the Arts, to travel to Washington, DC, April 23-May 1, 2008, to attend grant development meetings with various funding agencies. Estimated cost: \$3,658.91. Funding source: the general fund.
- 7) Mr. Hank Rogers, director, Center for Applied Competitive Technologies, to travel to Washington, DC, April 27-April 30, 2008, to attend grant development meetings with various funding agencies. Estimated cost: \$1,640.24. Funding source: the general fund.
- 8) Ms. Gina Salazar, human resources administrative manager, diversity and human resources, to travel to Austin, Texas, April 23-26, 2008, to attend the 5th Annual PeopleAdmin Client Conference. Estimated cost: \$1,565.00. Funding source: the general fund.

***AMENDED**

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: March 18, 2008

Subject: Out-of-State Travel

- 9) Ms. Deborah Slayton, procurement assistance center specialist, procurement assistance center, to travel to Lexington, Kentucky, April 6-10, 2008, to attend the Association for Procurement Technical Assistance Centers 2008 Annual Conference and Membership meeting. Estimated cost: \$2,668.76. Funding source: Procurement Assistance Center funds.
- 10) Ms. Sylvia Thomas, associate vice chancellor, instruction, to travel to Atlanta, Georgia, May 4-9, 2008, to attend the International Reading Association Annual Conference. Estimated cost: \$1,808.92. Funding source: the general fund.

James L. Buysse
Interim Chancellor

Prepared by: Michelle Haeckel
Administrative Secretary III

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-6-a

Date: March 18, 2008

Subject: Contracts and Agreements Report Less than \$72,400 – All District Funds

Background: On September 11, 2007, the Board of Trustees authorized delegating authority to the Chancellor to authorize contractual agreements and the expenditure of funds pursuant to the Public Contract Code Section 20650 threshold, currently set at \$72,400. The attached listing of contracts and agreements under \$72,400, requested by campus and District staff and issued by the District Business Office, have been reviewed to verify that budgeted funds are available in the appropriate category of expenditure. Unless otherwise noted, the period covered by the contract or agreement is within fiscal year 2007-2008. The contracts and agreements have been executed pursuant to the boards' delegation of authority and are presented on this agenda for ratification.

Recommended Action: It is recommended that the Board of Trustees ratify the contracts and agreements totaling \$647,228.

James L. Buysse
Interim Chancellor

Prepared by: Doretta Sowell
Purchasing Manager

Contracts and Agreements Report-All District Funds

\$72,400 and under

2/01/08 thru 2/29/08

Department	Vendor	Business Location	Description of Services	Amount
Athletics	Fitness 19	Moreno Valley	Space Rental for PE Classes	\$ 2,000
Applied Tech	Toyota Motor Sales	Torrance	Toyota T-Ten Program	No Cost
Cal Works	Riverside Convention Center	Riverside	ILP Emancipation Celebration Event	9,600
Cal Works	Jamey Ransford	Sebastopo	Site visits for grant purposes	14,000
Cal Works	Dena Taylor	Soquel	Site visits for grant purposes	14,000
Cal Works	RCOE	Riverside	Services Independent Living Students	35,760
CITD	CCCCO - EWDP	Sacramento	Grant Augmentation - CITD	10,000
CITD	El Camino College	Hawthorne	Export Training	10,000
CITD	ERS Consulting Services	Rancho Cucamonga	Consulting & Training Services	11,400
Community & Economic Development	Doolittle, Glenn	Trabuco Canyon	Formative Evaluation	2,650
Community & Economic Development	NAFSA	Baltimore, MD	Exhibition Booth Space	3,100
Community & Economic Development	Korean American Educational Comm.	Korea	Advertising	11,582
Customized Solutions	Legge, Donald	Perris	Training	200
Customized Solutions	Gereau, Servando	Redlands	Training	400
Customized Solutions	Jahelka, Tamara	Idyllwild	Training	800
Customized Solutions	Andersen Consulting Group	Corona	Training	2,543
Customized Solutions	Gereau, Servando	Redlands	Training	4,950
Customized Solutions	City of Riverside	Riverside	Training Workshops	45,000
Customized Solutions	CMTC	Torrance	ETP Contract 8-0313	60,000
Facilities - MV	Plumbing, Piping & Construction, Inc	Cypress	Change Order MV Hot Water Loop	26,333
Facilities - MV	Shade Structures	Costa Mesa	Shade Structure	42,982
Facilities - NOR	Shade Structures	Costa Mesa	Fixtures & Fixed Equipment	40,158
Facilities - RIV	GKK Works	Irvine	Consultant Nursing/Science Bldg	50,000
Facilities Planning	Riverside County Transportation Com	Riverside	Temporary Right of Entry Grant	250
Facilities Planning	ASR Constructors, Inc.	Riverside	Norco Phase III Masonry - CMU	38,000
Facilities Planning	K & Z Cabinet Co, Inc.	Ontario	Norco Phase III Cabinets	62,066
Health, Human & Public Services	Pulley, Ruby Regina	Palmdale	Professional Services	5,463
Health Services	CDJC (Riverside Imaging)	Riverside	X-Rays for TB	1,000
Human Resources	ACCT	Washington, DC	President Search - Moreno Valley	40,000
Mathematics, Science -MV	24 Hour Fitness Usa, Inc	Moreno Valley	Rents and Leases	19,300
MCHS	Jason Siegel	Temecula	Recruitment Process MCHS students	3,000
Norco TRIO Upward Bound	Oak Glen Christian Conference Center	Yucaipa	Summer Residents Program	3,940
Nursing	Juliet Funt dba Talking on Purpose (TOP)	Los Angeles	Lecturer	5,250
Open Campus	Wilfong, Denise Anne	Asheville, NC	Professional Services	450
Performance Riverside	City of Riverside	Riverside	Event Banner Modern Millie	175
Performance Riverside	City of Riverside	Riverside	Event Banner Sensational Showtunes	175
Student Services - RIV	Garrison Associates	San Francisco	Consultants	3,400
TRIO Norco	Oak Glen Christian Conference Center	Yucaipa	Lodging and Meals	5,438
Workforce Preparation	Leading Edge Learning Center	Moreno Valley	Work Study	1,600
Workforce Preparation	Del's Pharmacy	Rancho Cucamonga	Training	1,760
Workforce Preparation	Ransford, Jamey Sue	Sebastopol	Site Review	14,000
Workforce Preparation	Taylor, Dena	Soquel	Site Review	14,000

Contracts and Agreements Report-All District Funds
 \$72,400 and under
 2/01/08 thru 2/29/08

		Additions to Approved /Ratified Agreements/ Contracts		
Cal Works				7,346
Community & Economic Development	Mt. San Jacinto College	San Jacinto	Amend Scope of Work Increase	
Customized Solutions	Umanageit & Associates	Riverside	Training	100
Customized Solutions	Behavioral Momentum Associates, LLC	Corona	Training	200
Facilities Planning	Carolyn K. Ortman	Riverside	Professional Services Agreement	400
Facilities Planning	MAAS Companies	North Fork	Amend Long Range Master Plan Ext. 6/30/08	No Cost
Facilities Planning	MDA Johnson Favaro	Culver City	Amend Long Range Master Plan Ext. 6/30/08	No Cost
Facilities Planning	Steinberg Architects	Los Angeles	Amend Long Range Master Plan Ext. 6/30/08	No Cost
Human Resources	Holmes Ontiveros Holmes, Inc.	Lake Elsinore	Amend Norco Phase III Staking/Grading Ext.	No Cost
Occupational Education	Orange County FoundMedical Care, Inc.	Orange County	Claim Administrator for RCCCD Plan	No Cost
	Jurupa Unified School Dist	Riverside	Jurupa Program MOU	22,458
			Total	<u>\$ 645,228</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-6-b

Date: March 18, 2008

Subject: Purchase Using California Multiple Award Schedules (CMAS)

Background: The California Multiple Award Schedules (CMAS) maintain lists of contracts for goods and services awarded to vendors and approved for use of all California governmental entities that are empowered to expend public funds for the acquisition of goods and services. The District may use CMAS contracts to purchase Field Turf for the Norco Soccer Field project in accordance with Public Contract Code Section 20652.

Listed below is the contract:

<u>Vendor</u>	<u>Contract #</u>	<u>Description</u>	<u>Total</u>
FieldTurf Tarkett	4-06-78-0031A	Field Turf with Permanent Soccer Markings & Logos	\$855,309

This contract will be funded from the current Measure C project budget.

Recommended Action: It is recommended that the Board of Trustees approve using the California Multiple Award Schedules (CMAS) contract to purchase field turf in the amount of \$855,309 for the Norco Soccer Field project funded using the Measure C approved project budget.

James L. Buysse
Interim Chancellor

Prepared by: Norm Godin
Vice President, Business Services, Norco Campus

Doretta Sowell
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-a

Date: March 18, 2008

Subject: Surplus Property

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

Recommended Action: It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find that the property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.

James L. Buysse
Interim Chancellor

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

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	HP	SCANNER	5550 CXI	CN32HT71V1	022658
1	SONY	PROJECTOR LCD	VPLV500	1001974	020613
1	OCE	PHOTOCOPIER	3045	10464	024208
1	XEROX	TYPYWRITER	6010M	24126597	-----
1	HP	PRINTER	1100	CN37C220PS	-----
1	NISSAN	PICKUP	4 CYL	1N6SD11S5LC375840	-----
1	NISSAN	PICKUP	4 CYL	1N6SD11S0LC375843	-----

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-B-1

Date: March 18, 2008

Subject: Monthly Financial Report

Background: The Financial Report provides summary financial information, by Resource, for the period July 1, 2007 through February 29, 2008. The report presents the current year adopted budget, revised budget and year-to-date actual financial activity along with prior year actual financial information for comparison purposes.

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Resource 1170 – Customized Solutions	7
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<u>Special Revenue Funds</u>	
Resource 3200 – Food Services	10
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Resource 4100 – State Construction & Scheduled Maintenance	12
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RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-B-1

Date: March 18, 2008

Subject: Monthly Financial Report (continued)

Information Only.

James L. Buysse
Interim Chancellor

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 29, 2008**

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

Fund 11, Resource 1000 - General Operating - Unrestricted

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 133,846,616	\$ 134,906,283	\$ 134,918,383	\$ 94,757,358
Intrafund Transfer from				
District Bookstore (Resource 1110)	380,000	150,000	150,000	75,000
Interfund Transfer from				
Self-Funded Equipment and Facility Projects (Resource 4150)	15,985	0	0	0
Total Revenues	<u>\$ 134,242,601</u>	<u>\$ 135,056,283</u>	<u>\$ 135,068,383</u>	<u>\$ 94,832,358</u>
Expenditures				
Academic Salaries	\$ 62,474,972	\$ 67,313,826	\$ 67,256,164	\$ 38,883,173
Classified Salaries	25,673,167	30,199,160	30,061,426	18,362,409
Employee Benefits	21,997,183	24,814,922	24,814,922	13,833,907
Materials & Supplies	2,037,221	2,416,905	2,449,359	1,479,575
Services	12,755,943	15,258,117	15,308,908	7,155,424
Capital Outlay	1,914,802	2,421,376	2,545,627	857,758
Intrafund Transfers to:				
DSP&S Program (Resource 1190)	588,641	665,157	665,157	332,578
Customized Solutions (Resource 1170)	0	173,470	173,470	0
Federal Work Study (Resource 1190)	171,948	176,859	176,859	107,885
Instr. Equipment Match (Resource 1190)	224,421	86,267	86,267	43,133
Performance Riverside (Resource 1090)	193,257	193,257	193,257	96,628
Interfund Transfer to:				
Resource 3300	220,000	240,000	240,000	120,000
Resource 6100	250,000	250,000	250,000	125,000
Total Expenditures	<u>\$ 128,501,555</u>	<u>\$ 144,209,316</u>	<u>\$ 144,221,416</u>	<u>\$ 81,397,470</u>
Revenues Over (Under) Expenditures	\$ 5,741,046	\$ (9,153,033)	\$ (9,153,033)	\$ 13,434,888
Beginning Fund Balance	<u>12,835,471</u>	<u>18,576,517</u>	<u>18,576,517</u>	<u>18,576,517</u>
Ending Fund Balance	<u>\$ 18,576,517</u>	<u>\$ 9,423,484</u>	<u>\$ 9,423,484</u>	<u>\$ 32,011,405</u>
Ending Cash Balance				<u>\$ 33,991,386</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 29, 2008**

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

Fund 12, Resource 1050 - Parking

	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,848,778	\$ 1,962,282	\$ 1,962,282	\$ 1,179,306
Expenditures				
Classified Salaries	\$ 1,332,798	\$ 1,149,907	\$ 1,139,557	\$ 726,926
Employee Benefits	378,658	317,474	317,474	174,696
Materials & Supplies	92,630	93,161	92,406	49,395
Services	293,834	332,003	338,672	127,899
Capital Outlay	192,055	60,000	64,436	18,357
Total Expenditures	\$ 2,289,975	\$ 1,952,545	\$ 1,952,545	\$ 1,097,273
Revenues Over (Under) Expenditures	\$ (441,197)	\$ 9,737	\$ 9,737	\$ 82,033
Beginning Fund Balance	604,625	163,428	163,428	163,428
Ending Fund Balance	\$ 163,428	\$ 173,165	\$ 173,165	\$ 245,461
Ending Cash Balance				\$ 264,303

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 29, 2008**

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

Fund 12, Resource 1070 - Student Health Services

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,090,030	\$ 1,156,446	\$ 1,156,446	\$ 815,299
Expenditures				
Academic Salaries	\$ 131,399	\$ 157,227	\$ 157,227	\$ 84,181
Classified Salaries	347,404	588,770	570,235	273,316
Employee Benefits	92,610	170,913	170,913	70,132
Materials & Supplies	46,977	94,565	99,498	45,754
Services	160,429	193,187	206,789	93,007
Capital Outlay	53,561	60,078	60,078	8,181
Total Expenditures	\$ 832,380	\$ 1,264,740	\$ 1,264,740	\$ 574,571
Revenues Over (Under) Expenditures	\$ 257,650	\$ (108,294)	\$ (108,294)	\$ 240,728
Beginning Fund Balance	668,716	926,366	926,366	926,366
Ending Fund Balance	\$ 926,366	\$ 818,072	\$ 818,072	\$ 1,167,094
Ending Cash Balance				\$ 1,169,646

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 29, 2008**

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

Fund 11, Resource 1080 - Community Education

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 825,193	\$ 907,710	\$ 907,710	\$ 574,684
Expenditures				
Academic Salaries	\$ 3,910	\$ 4,104	\$ 4,104	\$ 2,618
Classified Salaries	306,110	303,731	303,731	216,217
Employee Benefits	67,626	70,579	70,579	42,108
Materials & Supplies	8,774	12,500	12,500	6,113
Services	503,511	487,655	487,655	274,049
Capital Outlay	2,171	0	0	727
Total Expenditures	\$ 892,102	\$ 878,569	\$ 878,569	\$ 541,832
Revenues Over (Under) Expenditures	\$ (66,909)	\$ 29,141	\$ 29,141	\$ 32,852
Beginning Fund Balance	86,387	19,478	19,478	19,478
Ending Fund Balance	\$ 19,478	\$ 48,619	\$ 48,619	\$ 52,330
Ending Cash Balance				\$ 48,840

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 29, 2008**

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

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 608,208	\$ 797,140	\$ 797,140	\$ 638,722
Intrafund Transfer from General Operating (Resource 1000)	<u>193,257</u>	<u>193,257</u>	<u>193,257</u>	<u>96,628</u>
Total Revenues	<u>\$ 801,465</u>	<u>\$ 990,397</u>	<u>\$ 990,397</u>	<u>\$ 735,350</u>
Expenditures				
Classified Salaries	\$ 274,193	\$ 329,455	\$ 329,455	\$ 220,605
Employee Benefits	95,048	104,681	104,681	60,811
Materials & Supplies	35,542	39,385	39,385	26,123
Services	473,748	497,060	497,060	379,870
Capital Outlay	<u>1,525</u>	<u>3,000</u>	<u>3,000</u>	<u>2,558</u>
Total Expenditures	<u>\$ 880,056</u>	<u>\$ 973,581</u>	<u>\$ 973,581</u>	<u>\$ 689,967</u>
Revenues Over (Under) Expenditures	\$ (78,591)	\$ 16,816	\$ 16,816	\$ 45,383
Beginning Fund Balance	<u>(658,193)</u>	<u>(736,784)</u>	<u>(736,784)</u>	<u>(736,784)</u>
Ending Fund Balance	<u>\$ (736,784)</u>	<u>\$ (719,968)</u>	<u>\$ (719,968)</u>	<u>\$ (691,401)</u>
Ending Cash Balance				<u>\$ (688,263)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 29, 2008**

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

Fund 11, Resource 1110 - Contractor-Operated Bookstore

	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 852,611	\$ 877,669	\$ 877,669	\$ 639,761
Expenditures				
Services	\$ 37,418	\$ 42,449	\$ 42,449	\$ 21,183
Interfund Transfer to				
Food Services (Resource 3200)	506,930	676,930	676,930	338,465
Intrafund Transfer to				
General Operating (Resource 1000)	380,000	150,000	150,000	75,000
Total Expenditures	\$ 924,348	\$ 869,379	\$ 869,379	\$ 434,648
Revenues Over (Under) Expenditures	\$ (71,737)	\$ 8,290	\$ 8,290	\$ 205,113
Beginning Fund Balance	108,464	36,727	36,727	36,727
Ending Fund Balance	\$ 36,727	\$ 45,017	\$ 45,017	\$ 241,840
Ending Cash Balance				\$ 241,840

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 29, 2008**

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

Fund 11, Resource 1170 - Customized Solutions

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 199,063	\$ 516,196	\$ 597,171	\$ 99,547
Intrafund Transfer from General Operating (Resource 1000)	0	173,470	173,470	0
Total Revenue	\$ 199,063	\$ 689,666	\$ 770,641	\$ 99,547
Expenditures				
Academic Salaries	\$ 400	\$ 2,100	\$ 2,100	\$ 400
Classified Salaries	128,177	98,609	98,609	64,756
Employee Benefits	40,833	33,340	33,340	19,018
Materials & Supplies	12,337	46,400	48,075	2,668
Services	130,549	344,538	423,838	102,130
Total Expenditures	\$ 312,296	\$ 524,987	\$ 605,962	\$ 188,972
Revenues Over (Under) Expenditures	\$ (113,233)	\$ 164,679	\$ 164,679	\$ (89,425)
Beginning Fund Balance	266,715	153,482	153,482	153,482
Ending Fund Balance	\$ 153,482	\$ 318,161	\$ 318,161	\$ 64,057
Ending Cash Balance				\$ 66,432

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 29, 2008**

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

Fund 12, Resource 1180 - Redevelopment Pass-Through

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,255,302	\$ 1,318,000	\$ 1,318,000	\$ 235,344
Expenditures				
Services	\$ 143,664	\$ 156,300	\$ 156,300	\$ 95,405
Total Expenditures	\$ 143,664	\$ 156,300	\$ 156,300	\$ 95,405
Revenues Over (Under) Expenditures	\$ 1,111,638	\$ 1,161,700	\$ 1,161,700	\$ 139,939
Beginning Fund Balance	3,001,510	4,113,148	4,113,148	4,113,148
Ending Fund Balance	<u>\$ 4,113,148</u>	<u>\$ 5,274,848</u>	<u>\$ 5,274,848</u>	<u>\$ 4,253,087</u>
Ending Cash Balance				<u>\$ 3,298,113</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 29, 2008**

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

Fund 12, Resource 1190 - Grants and Categorical Programs

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 19,021,341	\$ 24,257,196	\$ 26,221,619	\$ 12,831,120
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	588,641	665,157	665,157	332,578
For Federal Work Study	171,948	176,859	176,859	107,885
For Instructional Equipment	224,421	86,267	86,267	43,133
Total Revenues	<u>\$ 20,006,351</u>	<u>\$ 25,185,479</u>	<u>\$ 27,149,902</u>	<u>\$ 13,314,716</u>
Expenditures				
Academic Salaries	\$ 3,429,668	\$ 4,889,195	\$ 5,237,131	\$ 2,219,838
Classified Salaries	6,014,815	7,212,170	7,835,288	4,223,171
Employee Benefits	2,592,689	3,248,199	3,395,523	1,624,518
Materials & Supplies	1,676,172	2,112,016	2,231,561	473,784
Services	2,742,952	5,657,794	5,778,001	1,345,695
Capital Outlay	3,205,896	1,850,268	2,340,418	729,550
Scholarships	20,700	15,381	17,100	17,100
Student Grants (Financial, Book, Meal, Transportation)	323,459	200,456	314,880	192,456
Total Expenditures	<u>\$ 20,006,351</u>	<u>\$ 25,185,479</u>	<u>\$ 27,149,902</u>	<u>\$ 10,826,112</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 2,488,604
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 2,488,604</u>
Ending Cash Balance				<u>\$ 2,332,854</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 29, 2008**

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

Fund 32, Resource 3200 - Food Services

	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,250,905	\$ 1,343,819	\$ 1,343,819	\$ 647,652
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>506,930</u>	<u>676,930</u>	<u>676,930</u>	<u>338,465</u>
Total Revenues	<u>\$ 1,757,835</u>	<u>\$ 2,020,749</u>	<u>\$ 2,020,749</u>	<u>\$ 986,117</u>
Expenditures				
Classified Salaries	\$ 663,563	\$ 702,807	\$ 702,807	\$ 403,054
Employee Benefits	246,878	263,962	263,962	142,831
Materials & Supplies	735,849	749,497	749,497	383,421
Services	232,540	285,693	285,693	132,234
Capital Outlay	<u>4,538</u>	<u>6,552</u>	<u>6,552</u>	<u>0</u>
Total Expenditures	<u>\$ 1,883,368</u>	<u>\$ 2,008,511</u>	<u>\$ 2,008,511</u>	<u>\$ 1,061,540</u>
Revenues Over (Under) Expenditures	\$ (125,533)	\$ 12,238	\$ 12,238	\$ (75,423)
Beginning Fund Balance	<u>227,274</u>	<u>101,741</u>	<u>101,741</u>	<u>101,741</u>
Ending Fund Balance	<u>\$ 101,741</u>	<u>\$ 113,979</u>	<u>\$ 113,979</u>	<u>\$ 26,318</u>
Ending Cash Balance				<u>\$ 12,765</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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Child Care was established to manage the finances of the District's Child Care Centers at all three campuses.

<u>Fund 33, Resource 3300 - Child Care</u>				
	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,251,149	\$ 1,333,101	\$ 1,333,101	\$ 894,919
Interfund Transfer from General Operating (Resource 1000)	<u>220,000</u>	<u>240,000</u>	<u>240,000</u>	<u>120,000</u>
Total Revenues	<u>\$ 1,471,149</u>	<u>\$ 1,573,101</u>	<u>\$ 1,573,101</u>	<u>\$ 1,014,919</u>
Expenditures				
Academic Salaries	\$ 964,852	\$ 995,896	\$ 995,896	\$ 608,703
Classified Salaries	168,604	227,414	227,414	138,299
Employee Benefits	200,179	217,084	217,084	117,900
Materials & Supplies	54,888	72,800	72,800	25,502
Services	56,013	84,740	84,740	40,717
Capital Outlay	<u>851</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 1,445,387</u>	<u>\$ 1,597,934</u>	<u>\$ 1,597,934</u>	<u>\$ 931,121</u>
Revenues Over (Under) Expenditures	\$ 25,762	\$ (24,833)	\$ (24,833)	\$ 83,798
Beginning Fund Balance	<u>99,379</u>	<u>125,141</u>	<u>125,141</u>	<u>125,141</u>
Ending Fund Balance	<u>\$ 125,141</u>	<u>\$ 100,308</u>	<u>\$ 100,308</u>	<u>\$ 208,939</u>
Ending Cash Balance				<u>\$ 220,466</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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State Construction & Scheduled Maintenance was established to account for the financial activities of State-approved construction and maintenance projects. The funding sources are state funds and matching funds for Scheduled Maintenance from the District's General Obligation Bond Funded Capital Outlay Projects (Resource 4160).

Fund 41, Resource 4100 - State Construction & Scheduled Maintenance

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 9,634,375	\$ 2,343,802	\$ 20,423,802	\$ 771,410
Intrafund Transfer from General Obligation Bond Funded Projects (Resource 4160)	292,528	252,824	252,824	252,824
Total Revenues	<u>\$ 9,926,903</u>	<u>\$ 2,596,626</u>	<u>\$ 20,676,626</u>	<u>\$ 1,024,234</u>
Expenditures				
Materials & Supplies	\$ 15,744	\$ 1,000	\$ 6,908	\$ 5,485
Services	0	0	71,280	0
Capital Outlay	8,830,025	4,319,546	22,322,358	1,169,707
Total Expenditures	<u>\$ 8,845,769</u>	<u>\$ 4,320,546</u>	<u>\$ 22,400,546</u>	<u>\$ 1,175,192</u>
Revenues Over (Under) Expenditures	\$ 1,081,134	\$ (1,723,920)	\$ (1,723,920)	\$ (150,958)
Beginning Fund Balance	642,786	1,723,920	1,723,920	1,723,920
Ending Fund Balance	<u>\$ 1,723,920</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 1,572,962</u>
Ending Cash Balance				<u>\$ 1,554,620</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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Child Development Center Capital was established to account for the construction and expansion of the District's childcare facilities.

Fund 41, Resource 4110 - Child Development Center Capital

	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,189	\$ 1,000	\$ 1,000	\$ 797
Expenditures				
Capital Outlay	\$ 0	\$ 51,744	\$ 51,744	\$ 0
Total Expenditures	\$ 0	\$ 51,744	\$ 51,744	\$ 0
Revenues Over (Under) Expenditures	\$ 2,189	\$ (50,744)	\$ (50,744)	\$ 797
Beginning Fund Balance	48,555	50,744	50,744	50,744
Ending Fund Balance	<u>\$ 50,744</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 51,541</u>
Ending Cash Balance				<u>\$ 51,541</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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Non-State Funded Capital Outlay Projects was established to account for financial activities related to the acquisition or construction of major capital projects that are funded from non-state revenue sources.

Fund 41, Resource 4120 - Non-State Funded Capital Outlay Projects

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 19,229	\$ 1,115,699	\$ 1,115,699	\$ 0
Expenditures				
Capital Outlay	\$ 19,206	\$ 1,115,676	\$ 1,115,676	\$ 0
Total Expenditures	\$ 19,206	\$ 1,115,676	\$ 1,115,676	\$ 0
Revenues Over (Under) Expenditures	\$ 23	\$ 23	\$ 23	\$ 0
Beginning Fund Balance	505	528	528	528
Ending Fund Balance	\$ 528	\$ 551	\$ 551	\$ 528
Ending Cash Balance				\$ 528

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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La Sierra Capital is used to account for the revenues and expenses associated with the District's La Sierra Property.

Fund 41, Resource 4130 - La Sierra Capital

	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 510,264	\$ 546,800	\$ 546,800	\$ 166,149
Expenditures				
Services	\$ 794	\$ 7,500	\$ 7,500	\$ 270
Capital Outlay	150,711	1,688,031	1,688,031	35,335
Total Expenditures	\$ 151,505	\$ 1,695,531	\$ 1,695,531	\$ 35,605
Revenues Over (Under) Expenditures	\$ 358,759	\$ (1,148,731)	\$ (1,148,731)	\$ 130,544
Beginning Fund Balance	11,181,686	11,540,445	11,540,445	11,540,445
Ending Fund Balance	<u>\$ 11,540,445</u>	<u>\$ 10,391,714</u>	<u>\$ 10,391,714</u>	<u>\$ 11,670,989</u>
Ending Cash Balance				<u>\$ 10,716,014</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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General Obligation Bond Funded Capital Outlay Projects was established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

Fund 41, Resource 4160 - General Obligation Bond Funded Capital Outlay Projects

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,608,643	\$ 3,718,502	\$ 3,718,502	\$ 1,585,771
Proceeds from General Obligation Bond Series C	91,084,831	0	0	0
Total Revenues	<u>\$ 92,693,474</u>	<u>\$ 3,718,502</u>	<u>\$ 3,718,502</u>	<u>\$ 1,585,771</u>
Expenditures				
Classified Salaries	\$ 43,673	\$ 156,881	\$ 101,704	\$ 33,090
Employee Benefits	22,758	57,135	57,135	13,283
Materials & Supplies	20,567	12,987	17,433	17,598
Services	1,941,530	988,225	1,086,202	830,673
Capital Outlay	23,507,984	50,927,429	50,700,885	10,855,959
Intrafund Transfers to:				
State Construction (Resource 4100)	292,528	252,824	252,824	252,824
Total Expenditures	<u>\$ 25,829,040</u>	<u>\$ 52,395,481</u>	<u>\$ 52,216,183</u>	<u>\$ 12,003,427</u>
Revenues Over (Under) Expenditures	\$ 66,864,434	\$ (48,676,979)	\$ (48,497,681)	\$ (10,417,656)
Beginning Fund Balance	<u>34,171,504</u>	<u>101,035,938</u>	<u>100,571,640</u>	<u>100,571,640</u>
Ending Fund Balance	<u>\$101,035,938</u>	<u>\$ 52,358,959</u>	<u>\$ 52,073,959</u>	<u>\$ 90,153,984</u>
Ending Cash Balance				<u>\$ 90,594,125</u>

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

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

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,671,242	\$ 4,559,785	\$ 4,559,785	\$ 3,544,631
Interfund transfer from				
General Operating (Resource 1000)	250,000	250,000	250,000	125,000
Total Revenue	\$ 4,921,242	\$ 4,809,785	\$ 4,809,785	\$ 3,669,631
Expenditures				
Classified Salaries	\$ 170,329	\$ 182,371	\$ 182,371	\$ 107,984
Employee Benefits	67,798	66,624	66,624	32,281
Materials & Supplies	4,311	7,400	7,400	3,072
Services	3,526,491	4,090,695	4,090,695	3,025,601
Capital Outlay	37,905	40,000	40,000	22,321
Total Expenditures	\$ 3,806,834	\$ 4,387,090	\$ 4,387,090	\$ 3,191,259
Revenues Over (Under) Expenditures	\$ 1,114,408	\$ 422,695	\$ 422,695	\$ 478,372
Beginning Fund Balance	1,925,421	3,039,829	3,039,829	3,039,829
Ending Fund Balance	\$ 3,039,829	\$ 3,462,524	\$ 3,462,524	\$ 3,518,201
Ending Cash Balance				\$ 4,923,494

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

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

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,448,826	\$ 1,494,087	\$ 1,494,087	\$ 917,507
Expenditures				
Classified Salaries	\$ 54,311	\$ 53,323	\$ 53,323	\$ 45,162
Employee Benefits	21,870	20,525	20,525	15,451
Materials & Supplies	154	620	620	0
Services	999,234	1,173,329	1,173,329	778,186
Capital Outlay	0	5,000	5,000	0
Total Expenditures	\$ 1,075,569	\$ 1,252,797	\$ 1,252,797	\$ 838,799
Revenues Over (Under) Expenditures	\$ 373,257	\$ 241,290	\$ 241,290	\$ 78,708
Beginning Fund Balance	306,185	679,442	679,442	679,442
Ending Fund Balance	\$ 679,442	\$ 920,732	\$ 920,732	\$ 758,150
Ending Cash Balance				\$ 2,187,780

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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Associated Students of RCC is used to record the financial transactions of the student government, college clubs, and organizations of the district. Revenue includes student activity fees, interest income, pay phone commissions and athletic ticket sales.

Associated Students of RCC

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 595,841	\$ 602,000	\$ 602,000	\$ 520,928
Expenditures				
Materials & Supplies	\$ 539,287	\$ 602,000	\$ 602,000	\$ 342,329
Total Expenditures	\$ 539,287	\$ 602,000	\$ 602,000	\$ 342,329
Revenues Over (Under) Expenditures	\$ 56,554	\$ 0	\$ 0	\$ 178,599
Beginning Fund Balance	1,033,629	1,090,183	1,090,183	1,090,183
Ending Fund Balance	\$ 1,090,183	\$ 1,090,183	\$ 1,090,183	\$ 1,268,782
Ending Cash Balance				\$ 2,237,264

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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Student Financial Aid is used to record financial transactions for scholarships given to students from the federal Pell and FSEOG grant programs as well as the State's Cal Grant program.

	<u>Student Financial Aid</u>			
	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 13,680,879</u>	<u>\$ 15,785,679</u>	<u>\$ 15,785,679</u>	<u>\$ 10,727,296</u>
Expenditures				
Other				
Scholarships and Grant				
Reimbursements	<u>\$ 13,680,879</u>	<u>\$ 15,785,679</u>	<u>\$ 15,785,679</u>	<u>\$ 8,673,974</u>
Total Expenditures	<u>\$ 13,680,879</u>	<u>\$ 15,785,679</u>	<u>\$ 15,785,679</u>	<u>\$ 8,673,974</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 2,053,322
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 2,053,322</u>
Ending Cash Balance				<u>\$ 2,024,882</u>

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

RCCD Development Corporation

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 11	\$ 0	\$ 0	\$ 6
Expenditures				
Services	\$ 20	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 20	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ (9)	\$ 0	\$ 0	\$ 6
Beginning Fund Balance	16,253	16,244	16,244	16,244
Ending Fund Balance	<u>\$ 16,244</u>	<u>\$ 16,244</u>	<u>\$ 16,244</u>	<u>\$ 16,250</u>
Ending Cash Balance				<u>\$ 16,250</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-1

Date: March 18, 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. THE-44 – Theatrical Set Design 3 units
Prerequisite: None.
Advisory: Concurrent enrollment in THE-5 or THE-6 or THE-41.
The study of the principals, techniques and practices of scenic design and execution for the stage. Includes script analysis in relation to the aesthetic and dramaturgical demands of theatre art in formulating design concepts. Analysis of space, movement, mood, period, style, texture, materials and color to achieve the execution of design concepts through techniques of rendering, model-making, drafting and presentation. Working collaboratively with the director and design staff while maintaining production budget guidelines. 45 hours lecture and 27 hours laboratory.

2. THE-54 - Introduction to Stage Management 3 units
Prerequisite: None.
Advisory: Concurrent enrollment in THE-5 or THE-6.
A comprehensive study of the role of the stage manager in theatrical productions, including the duties, obligations and responsibilities of the stage manager, and the unique role of the stage manager in production coordination. Students will be given stage management responsibilities for a theater department production with concurrent enrollment in either THE-5 or 6. 54 hours lecture.

New Stand-Alone Course Proposals

1. ADJ-A57A - Casino-Related Crime Investigation .25 unit
Prerequisite: None.
Limitation on Enrollment: Must be currently employed by a law enforcement agency and have POST certification.
This course is designed for the patrol officer/deputy responding to gambling-related and casino/card room crimes and for the investigator assigned to investigate gambling-related offenses. This course will familiarize the law enforcement officer with the history of gaming in California, issues related to tribal casinos, crime trends in the gambling industry, investigative resources, evidence, as well as prosecutorial considerations in investigating gambling offenses. 8 hours lecture. (Pass/No Pass only.)

2. ADJ-C21A - Corrections Training Officer Update 1 unit
Prerequisite: Limitations 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 Training Officers' professionalism and ability to train newly hired correctional deputies. May be taken a total of two times. 23 hours lecture and 1 hour laboratory. (Pass/No Pass only.)

3. FIT-M20 – Developing a Personal Philosophy of Leadership
Prerequisite: None.
This course will introduce the California Public Safety Leadership Certificate Program, providing the participant with a deepened understanding of self as it relates to leadership

philosophies, knowledge, skills, and abilities. Each participant will explore his or her own core values and begin to develop a personal philosophy of leadership. Through course presentations, dialogue and learning activities the participant will identify his or her leadership roles in the community to include self, family, professional, and social, as well as define the difference between leaders and managers. The participant will complete self-assessments to gain insights into his or her personal leadership style and characteristics and participate in video and written case studies to further explore his or her understanding of leadership. 24 hours lecture and 16 hours laboratory.

4. FIT-M21 – Leading Others

Prerequisite: None.

This course provides students with the knowledge, skills, and abilities to effectively lead others. The participant will explore various roles of leadership as they relate to being a team builder, delegator, conflict manager, coach, or mentor, as well as interpersonal leader-follower relationships. Students will gain an understanding of the communication process, empowering others, conflict resolution methods, leading in a diverse environment and facilitating change. Case studies, video analysis, and other interactive learning processes will be used to explore the dynamic relationship of leaders and followers. 32 hours lecture and 8 hours laboratory.

5. FIT-M22 – Organizational Leadership

Prerequisite: None.

This course provides students with an opportunity to explore the leadership process within organizational settings. The leader-follower relationship is discussed, as well as the influence of organizational culture on leadership effectiveness. Students will gain an understanding of the components and processes of a learning organization and gain insights into the concept of defensive reasoning within organizations. Case studies, video analysis, selected readings, and group activities will be used to help students further understand theories and principles of organizational leadership. 20 hours lecture and 20 hours laboratory.

6. FIT-M23 – Ethics and the Challenge of Leadership

Prerequisite: None.

In this course students will explore theories and practices of ethical leadership including the use of ethical decision-making models. Students will use a variety of learning modalities including case studies, video analysis, and critical thinking scenarios to explore ethical dilemmas. Presentation and class dialogue will define challenges facing a leader in today's diverse and dynamic organizations. Personal action plans including practical opportunities for leadership will be reviewed. Students will develop strategies for leading in the challenging public safety environment. 24 hours lecture and 16 hours laboratory.

Course Revision Proposals

1. ADM-1 – Introduction to Graphics Technology – title and hours changes
From: Introduction to Graphics Technology
36 hours lecture and 54 hours laboratory.

To: Introduction to Applied Digital Media
27 hours lecture and 81 hours laboratory.
2. ADM-30 – Contemporary Topics in Graphics Technology – title change
From: Contemporary Topics in Graphics Technology
To: Contemporary Topics in Applied Digital Media
3. ADM-63 – Adobe InDesign for Professional Publishing – title and hours changes
From: Adobe InDesign for Professional Publishing
36 hours lecture and 54 hours laboratory.

To: Adobe InDesign
27 hours lecture and 81 hours laboratory.
4. ADM-67 – WEB Animation with Flash – hours change
From: 36 hours lecture and 54 hours laboratory.
To: 27 hours lecture and 81 hours laboratory.
5. ADM-68 – 3D Animation with Maya – hours change
From: 36 hours lecture and 54 hours laboratory.
To: 27 hours lecture and 81 hours laboratory.
6. ADM-69 – Motion Graphics and Compositing with After Effects – hours change
From: 36 hours lecture and 54 hours laboratory.
To: 27 hours lecture and 81 hours laboratory.
7. ADM-70 – Project Design and Production – hours change
From: 36 hours lecture and 54 hours laboratory.
To: 27 hours lecture and 81 hours laboratory.
8. ADM-71 – Adobe Photoshop for Publishing – title and hours changes
From: Adobe Photoshop for Publishing
36 hours lecture and 54 hours laboratory.

To: Adobe Photoshop
27 hours lecture and 81 hours laboratory.
9. ADM-72 – Advanced Photoshop for Publishing – title and hours changes

From: Advanced Photoshop for Publishing
36 hours lecture and 54 hours laboratory.

To: Advanced Photoshop
27 hours lecture and 81 hours laboratory.

10. ADM-73 – Developing and Authoring Multimedia CDs and DVDs – hours change

From: 36 hours lecture and 54 hours laboratory.

To: 27 hours lecture and 81 hours laboratory.

11. ADM-74 – Dreamweaver for Graphic Designers – hours change

From: 36 hours lecture and 54 hours laboratory.

To: 27 hours lecture and 81 hours laboratory.

12. ADM-76 – QuarkXPress for Publishing – title and hours changes

From: Quark XPress for Publishing

To: 36 hours lecture and 54 hours laboratory.

To: QuarkXpress

27 hours lecture and 81 hours of laboratory.

13. ADM-77A – Adobe Illustrator for Publishing – title and hours changes

From: Adobe Illustrator for Publishing

36 hours lecture and 54 hours laboratory.

To: Adobe Illustrator

27 hours lecture and 81 hours laboratory.

14. ADM-77B – Advanced Adobe Illustrator for Publishing – title and hours changes

From: Advanced Adobe Illustrator for Publishing

36 hours lecture and 54 hours laboratory.

To: Advanced Adobe Illustrator

27 hours lecture and 81 hours laboratory.

15. ADM-78A – Multimedia Construction with Macromedia Director – hours change

From: 36 hours lecture and 54 hours laboratory.

To: 27 hours lecture and 81 hours laboratory.

16. ADM-78B – Multimedia Construction using Lingo – hours change

From: 36 hours lecture and 54 hours laboratory.

To: 27 hours lecture and 81 hours laboratory.

17. ADM-78C – Multimedia Construction using Adobe Premiere – hours change

From: 36 hours lecture and 54 hours laboratory.
To: 27 hours lecture and 81 hours laboratory.

18. ADM-79 – Multimedia Production using Painter – hours change
From: 36 hours lecture and 54 hours laboratory.
To: 27 hours lecture and 81 hours laboratory.
19. ADM-80 – Introductory Digital Darkroom – hours change
From: 36 hours lecture and 54 hours laboratory.
To: 27 hours lecture and 81 hours laboratory.
20. ADM-81 – Advanced Digital Darkroom – hours change
From: 36 hours lecture and 54 hours laboratory.
To: 27 hours lecture and 81 hours laboratory.
21. ADM-85 – Beginning Offset Presswork – hours change
From: 36 hours lecture and 54 hours laboratory.
To: 27 hours lecture and 81 hours laboratory.
22. ADM-86 – Advanced Offset Presswork and Bindery – hours change
From: 36 hours lecture and 54 hours laboratory.
To: 27 hours lecture and 81 hours laboratory.
23. ADM-88 – 3D Creature Creations with Maya – hours change
From: 36 hours lecture and 54 hours laboratory.
To: 27 hours lecture and 81 hours laboratory.
24. ADM-200 – Graphics Technology Work Experience – title change
From: Graphics Technology Work Experience
To: Applied Digital Media and Printing Work Experience
25. CIS-38A - Sim Gaming /3D Modeling – repeatability change
From: No repeats.
To: May be taken a total of two times.
26. CIS-38B – Sim Gaming/3D Animation – repeatability change
From: No repeats.
To: May be taken a total of two times.
27. CIS-38C - Sim Gaming/3D Dynamics/Rendering – repeatability change
From: No repeats.
To: May be taken a total of two times.
28. FIT-R10 – Rapid Intervention Crews and Tactics – hours change

From: 4 hours lecture and 16 hours laboratory.
To: 4 hours lecture and 12 hours laboratory.

29. THE-37 – Musical Theater Techniques – prerequisite change
From: Prerequisite: THE-32.
Advisory: MUS-38 or MUS-39.
Limitation on enrollment: Audition on or before the first class meeting.
- To: Prerequisite: None.
Advisory: None.
Limitation on enrollment: Audition on or before the first class meeting.
30. THE-52 – Musical Theater Touring Ensemble – prerequisite change
From: Prerequisite: None.
Advisory: MUS-38 or MUS-39
Limitation on enrollment: Audition on or before the first class meeting.
- To: Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.

New Certificate Patterns

1. State-approved degree/certificate –
Computer Information Systems, Simulation and Gaming: Game Art – see Attachment A

Revised Certificate Patterns

1. State-approved degree/certificate – Applied Digital Media and Printing – see Attachment B.
2. State-approved degree/certificate – Film, Television and Video Television Production Specialist – see Attachment C.

Information Items

1. Discipline Name Change
From: Graphics Technology
To: Applied Digital Media and Printing
The Graphics Technology discipline and the Occupational Advisory committee are in favor of the name change. Industry sources have advised the discipline to encompass the digital realm in its title to more accurately represent what is being taught, as well as the skills needed in the industry.
2. Discipline Name Change
From: Telecommunications
To: Film, Television and Video

The Telecommunications discipline and the Occupational Advisory committee are in favor of the name change. It more accurately represents what is being taught in the courses and the skills needed in the industry.

ATTACHMENT A

COMPUTER INFORMATION SYSTEMS

Simulation and Gaming: Game Art

Certificate Program

<u>Required Courses (36 units)</u>		<u>Units</u>
CIS-35	Introduction to Simulation and Game Development	3
CIS-38A	Simulation and Gaming/3D Modeling	4
CIS-38B	Simulation and Gaming/3D Animation	4
CIS-38C	Simulation and Gaming/3D Dynamics and Rendering	4
CIS/CAT-78A	Introduction to Adobe Photoshop	3
ART-17	Beginning Drawing	3
ART-18	Intermediate Drawing	3
ART-22	Basic Design	3
ART-40	Figure Drawing	3
Electives	(Choose from list below)	6

<u>Electives (6 units)</u>		<u>Units</u>
CIS-36	Introduction to Computer Game Design	3
CIS-37	Beginning Level Design for Computer Games	3
CIS-39	Current Techniques in Game Art	4
CIS/CAT-54A	Introduction to Flash	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
ART-23	Design and Color	3
ART-36	Computer Art	3
ART-44	Animation	3

Associate in Science Degree

The Associate in Science Degree in Simulation and Gaming: Game Art 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 B

APPLIED DIGITAL MEDIA AND PRINTING

Applied Digital Media and Printing

Certificate Program

Required Courses (34 units)		Units
ADM-1	Introduction to Applied Digital Media	3
ADM-30	Contemporary Topics in Applied Digital Media	1
ADM-55	Management and Estimating in the Graphics/Design Industry	3
ADM-58	Paper and Inks for Multi-purposed Design	1
ADM-63	Adobe InDesign	3
or		
ADM-76	QuarkXPress	3
ADM-70	Project Design and Production	3
ADM-71	Adobe Photoshop	3
ADM-80	Introductory Digital Darkroom	3
ADM-85	Beginning Offset Presswork	3
Electives	(Choose from list below)	11

Electives (11 units)

ADM-63	Adobe InDesign	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-67	WEB Animation with Flash	3
ADM-68	3D Animation with Maya	3
ADM-69	Motion Graphics and Compositing with After Effects	3
ADM-72	Advanced Photoshop	3
ADM-73	Developing and Authoring Multimedia CD's and DVD's	3
ADM-74	Dreamweaver for Graphic Designers	3
ADM-76	QuarkXPress	3
ADM-77A	Adobe Illustrator	3
ADM-77B	Advanced Adobe Illustrator	3
ADM-78A	Multimedia Construction with Macromedia Director	3
ADM-78B	Multimedia Construction using Lingo	3
ADM-79	Multimedia Production using Painter	3
ADM-81	Advanced Digital Darkroom	3
ADM-86	Advanced Offset Presswork and Bindery	3
ADM-88	3D Creature Creations with Maya	3
ADM-89	Multimedia Graphics Portfolio	4
ADM-200	Applied Digital Media and Printing Work Experience	1-2-3-4
ART-36	Computer Art	3
ENG-17	Literary Magazine Production	2
FTV-64	Digital Editing Principles and Techniques	3
PHO-20	Introduction to Digital Still Photography	3

Associate in Science Degree

The Associate in Science Degree in Applied Digital Media and Printing 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.

FILM, TELEVISION AND VIDEO
 Film, Television and Video Production Specialist
 Certificate Program

Major Core Requirements:

<u>Required Courses (28 units)</u>		<u>Units</u>
FTV-41	Introduction to Telecommunications	3
FTV-42	Writing for Broadcast Television and Radio	3
FTV-43	Television Studio and Equipment	3
FTV-44	Introduction to Television Production	3.5
JOU/FTV-45	Television News Production	3.5
and		
Choose 3 units		3
FTV-38	Telecommunications Production Project	3
FTV-53	Telecommunications Laboratory	3

In addition, choose and complete courses from one emphasis below: 9

FILM PRODUCTION EMPHASIS

(Total of 9 units)

Core requirements		19
FTV 12	History of Film	3
FTV-48	Short Film Production	3
FTV-51	Telecommunications Laboratory	1
FTV-52	Telecommunications Laboratory	2
FTV-64	Digital Editing Principles and Techniques	3
FTV-65	The Director's Art in Filmmaking	3
FTV-66	Advanced Digital Editing	3
FTV-68	Story Development Process in the Entertainment Industry	3
FTV-69	Script Supervising for Television and Film	3
FTV-70	Scriptwriting Software using Final Draft	1
FTV-200	Telecommunications Work Experience	1-2-3-4
ADM-68	3D Animation with Maya	3
ADM-69	Motion Graphics and Compositing with After Effects	3
ADM-71	Adobe Photoshop	3
ENG-38	Introduction to Screenwriting	3
PHO-8	Introduction to Photography	3
THE-5	Theatre Practicum	3

TELEVISION PRODUCTION EMPHASIS

(Total of 9 units)

Core requirements		19
FTV-51	Telecommunications Laboratory	1
FTV-52	Telecommunications Laboratory	2
FTV-64	Digital Editing Principles and Techniques	3
FTV-66	Advanced Digital Editing	3
FTV-67	Introduction to Video Production	2
FTV-69	Script Supervising for Television and Film	3
FTV-70	Scriptwriting Software using Final Draft	1
FTV-200	Telecommunications Work Experience	1-2-3-4
ADM-68	3D Animation with Maya	3
ADM-69	Motion Graphics and Compositing with After Effects	3
ADM-71	Adobe Photoshop	3
JOU-1	Introduction to Journalism	3
JOU-7	Mass Communications	3
PHO-8	Introduction to Photography	3
THE-5	Theatre Practicum	3

SOUND ENGINEERING EMPHASIS

(Total of 9 units)

Core requirements		19
FTV/MUS-11	Sound Recording and Reinforcement Techniques	3
FTV-51	Telecommunications Laboratory	1
FTV-52	Telecommunications Laboratory	2
FTV-63	Multimedia Sound Design Techniques	3
FTV-64	Digital Editing Principles and Techniques	3
FTV-65	The Director's Art in Filmmaking	3
FTV-66	Advanced Digital Editing	3
FTV-71	Sound Engineering for Audio in Media	3
FTV-200	Telecommunications Work Experience	1-2-3-4
MUS-8A	Introduction to MIDI and Digital Audio	3

DIGITAL MEDIA/MOTION GRAPHICS EMPHASIS

(Total of 9 units)

Core requirements		19
FTV-51	Telecommunications Laboratory	1
FTV-52	Telecommunications Laboratory	2
FTV-60	Overview of Digital Media	3
FTV-64	Digital Editing Principles and Techniques	3
FTV-66	Advanced Digital Editing	3
FTV-200	Telecommunications Work Experience	1-2-3-4
ADM-68	3D Animation with Maya	3
ADM-69	Motion Graphics and Compositing with After Effects	3
ADM-71	Adobe Photoshop	3
ADM-78A	Multimedia Construction with Macromedia Director	3

ADM-78B	Multimedia Construction with Lingo	3
ART-22	Basic Design	3
ART-23	Design and Color	3
ART-36	Computer Art	3
PHO-8	Introduction to Photography	3

Associate in Science Degree

The Associate in Arts Degree in Film, Television and Video 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
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: March 18, 2008

Subject: District Modularity Project – Design Services Agreement/Amendment - Higginson + Cartozian Architects, Inc.

Background: On March 20, 2007, the Board of Trustees approved an agreement with Higginson + Cartozian Architects, Inc. to provide design development, final design, preparation of construction documents and specifications, administering the process to obtain Division of State Architect (DSA) approval, assisting with the bid process and monitoring quality assurance for the District Modular Projects.

Staff is now requesting to amend the agreement to perform additional design services for the reconfigured Riverside City Campus and the Moreno Valley Allied Health Sciences Modular Projects. These services are to include final design, preparation of construction documents and specifications, administering the process to obtain Division of State Architect (DSA) approval, assisting with the bid process, monitoring quality assurance during construction, civil engineering services, electrical engineering services, security design services, and instructional technology and audio visual design services. Fees for additional design services total \$251,000.

Amendment Attached.

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 with Higginson + Cartozian Architects, Inc. 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

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

AMENDMENT TO THE AGREEMENT
DATED MARCH 21, 2007
BETWEEN
HIGGINSON + CARTOZIAN ARCHITECTS, INC. (HCA)
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT
(District Modularity Project)

This Agreement shall be amended this date, March 19, 2008, as follows:

Scope of Revised Project:

Moreno Valley Allied Health Sciences: The project that was intended to move units from the Riverside campus to the Ben Clark Training Center (BCTC) to provide space of the Emergency Medical Services (EMS) training program has been terminated and a revised project has been programmed to move the units that were intended for BCTC to the Moreno Valley Campus to provide expansion space for Allied Health Sciences.

Riverside City Campus: The project to reconfigure and move units that are to remain on the Riverside City Campus has been revised to provide space to support the programs that are to occupy those units. In brief, these include, but are not limited to, rebuilding the interior of two units to house the District Police Department, rebuilding the interior of one unit to house the International Students Program, rebuilding the interior of one unit to house the Office of Education, moving units to provide lockers rooms for softball and baseball, providing support space for the college band, providing office space for athletics, providing a unit for karate instruction with rubberized flooring, and moving one unit to provide support space for the Early Childhood Services Program. Other elements of the project will be defined during the development of the final design documents.

Date of the Agreement is to be extended to December 1, 2008.

HCA shall provide the following additional scope of work for the revised project:

Inclusive of Architectural, Landscape, Civil Engineering, Electrical Engineering, Security Design, Instructional Technology and Audio Visual Design Services.

Services to Include:

Planning and Design Phase:

1. Review the revised program furnished by the District to ascertain the requirement of the project and shall confirm such requirements with governing agencies and District for design concepts and approvals.
2. Assist District in processing of Design Documents through the Division of State Architect (DSA).

Design Development, and Construction Document Phase:

1. Implementation of College program requirements.
2. Development and preparation of construction documents, consisting of drawings and details as required for the construction and Division of State Architect approvals.
3. Assist District with Development of Specifications.
4. Make required corrections and coordinate with governmental agencies for approvals and permits if any.
5. Provide onsite assistance and observation as needed to ascertain that construction is in general conformance with the intent of the construction documents. Six (6) observations are included. Other billed hourly as approved by District.
6. Assist the District during project bidding to determine "or-equal" and status of products. Prepare addendum as needed to clarify certain aspects or questions which may arise during bidding.
7. Assist District in filing the required documents for approval of governing agencies having jurisdiction over the project.

Total additional compensation of this amended agreement shall not exceed \$251,000, including expenses. Payments and final payment shall coincide with original agreement dated March 21, 2007.

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

Higginson+Cartozian, Architects, Inc.

Riverside Community College District

David Higginson, AIA
CEO
1455 Park Avenue
Redlands, CA 92373

Aaron S. Brown
Interim Vice Chancellor,
Administration and Finance

Date: _____

Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-2

Date: March 18, 2008

Subject: Quadrangle Modernization Project – Agreement/Amendment to Design Services Agreement – The Steinberg Group

Background: On August 8, 2002, the Board of Trustees approved an Agreement with The Steinberg Group to provide design development, final design and preparation of working drawings and specifications for the Quad Modernization Project.

Staff is now requesting to amend the Agreement with The Steinberg Group to provide additional Design and Engineering services. Fees for the additional services total \$248,500.

Amendment attached.

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 Amendment to the Agreement with The Steinberg Group and authorize the Interim Vice Chancellor, Administration and Finance, to sign the amendment to 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
Facilities Planning, Design and Construction

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

AMENDMENT TO THE AGREEMENT
DATED AUGUST 8, 2002
BETWEEN
THE STEINBERG GROUP
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT
(Quadrangle Modernization Project)

This Agreement shall be amended this date, March 19, 2008, as follows:

The term of this agreement shall be extended to June 30, 2008, with the provision that the Vice Chancellor of Administration and Finance or his may extend the agreement termination date with the consent of the Steinberg Group.

Additional compensation of this amended agreement shall not exceed \$248,500, including expenses. Payments and final payment shall coincide with original agreement dated August 8, 2002.

Additional Design and Engineering Services shall be provided as listed in Exhibit I, Exhibit II and Exhibit III – Attached.

The Steinberg Group

Riverside Community College District

David Hart
Vice President
523 West 6th Street, Suite 245
Los Angeles, CA 90014

Aaron S. Brown
Interim Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Company: Riverside Community College
 Address: 3845 Magnolia Avenue
 Riverside, CA 92501

Project Name/No.: Riverside Community College District - Quad Reconstruction, Project No. 02-030 (C1)
 Agreement Date: August 8, 2002
 Phase of Service: Construction Administration

DESCRIPTION OF ADDITIONAL SERVICES	FEE AMOUNT
<p>The Owner requested the Architect and its Consultants to provide the following Additional Services for the above referenced Project.</p> <p>◆ Scope:</p> <p>Construction Administration services will be for the period of August 1, 2007 through January 31, 2008 as defined in the Prime Agreement dated August 8, 2002.</p> <p>If the Services for Construction Administration covered by this Additional Services Agreement have not been completed within the dates indicated above, through no fault of the Architect, an extension of the Architects services beyond such time shall be compensated on an hourly basis, as provided in subparagraphs 10.3 and 11.32.2 of the Prime Agreement.</p>	
TOTAL FEE ADJUSTMENT (includes Reimbursable Expenses at 10% of Total Fee):	FIXED FEE \$92,400

Exhibit II

Company: Riverside Community College
 Address: 3845 Magnolia Avenue
 Riverside, CA 92501

Project Name/No.: Riverside Community College District – Quad Reconstruction, Project No. 02-030 (C1)
 Agreement Date: August 8, 2002
 Phase of Service: Construction Administration

DESCRIPTION OF ADDITIONAL SERVICES	FEE AMOUNT
<p>The Owner requested the Architect and its Mechanical and Electrical Consultants, Moraes/Pham & Associates and DPB Engineers, Inc., to provide the following Additional Services for the above referenced Project.</p>	
<p>◆ Scope:</p>	
<p>◆ New Entry Gates</p>	
<p> ◇ Scope</p>	
<ul style="list-style-type: none"> • Design new steel entry gates to replace existing gate at V-13 and existing wood doors and frames at A-11 and A-16. • Replace existing wood door and frame at A-14-1. 	
<p> ◇ Fee Adjustments: \$10,690 + Reimbursable Expenses of \$1,070</p>	<p>FIXED FEE \$11,760</p>
<p>◆ East Basement Study 1</p>	
<p> ◇ Scope</p>	
<ul style="list-style-type: none"> • Per the College's request. • Measure existing photography equipment in the Lovekin portables. • Measure existing built-in cabinets for future design. • Review programmatic requests and layout from faculty. • Test furniture layout in existing east basement for photo lab, computer lab and general classroom. • Test additional electrical and IT improvements. Includes soliciting proposals from consultants and submitting an Additional Service Authorization to the District. • Multiple site walks with Contractor for visual assessment. • Identify items to be demolished in existing rooms – included built-in cabinetry and sinks and wall between Room 14 and 15. Demolition diagram for contractor. College requested that wall between Room 14 and 15 be removed. 	
<p> ◇ Fee Adjustments: \$10,520 + Reimbursable Expenses of \$1,050</p>	<p>FIXED FEE \$11,570</p>
<p>◆ East Basement Study 2</p>	
<p> ◇ Scope</p>	
<ul style="list-style-type: none"> • Test office layout assuming the existing wall configurations must remain to determine how many offices can fit. 	
<p> ◇ Fee Adjustments: \$4,325 + Reimbursable Expenses of \$435</p>	<p>FIXED FEE \$4,760</p>
<p>◆ East Basement Study 3</p>	
<p> ◇ Scope</p>	
<ul style="list-style-type: none"> • Test office layouts assuming both partial and full demolition of the existing non-load bearing walls to determine how many offices can fit. 	
<p> ◇ Fee Adjustments: \$4,200 + Reimbursable Expenses of \$430</p>	<p>FIXED FEE \$4,630</p>

◆ Terrace Resurfacing			
◇ Scope	<ul style="list-style-type: none"> Demolish and remove existing tile surface. Replace with waterproof system and lightweight concrete deck stained red to match existing concrete color. 		
◇ Fee Adjustments: \$1,250 + Reimbursable Expenses of \$130		FIXED FEE	\$1,380
◆ Room 207/208 Revisions			
◇ Scope	<ul style="list-style-type: none"> Replace wood door and frame at 207-2. Design built-in base cabinetry for faculty lounge including sink and disposal. 		
◇ Fee Adjustments: \$7,890 + Reimbursable Expenses of \$790		FIXED FEE	\$8,680
◆ Room 142 Make-up Room Revisions			
◇ Scope	<ul style="list-style-type: none"> Omit mirrors and lights originally intended for make-up application. Revise built-in cabinetry to include only surface counter, drawers and space for workstations. 		
◇ Fee Adjustments: \$3,240 + Reimbursable Expenses of \$325		FIXED FEE	\$3,565
◆ Mecho Shades			
◇ Scope	<ul style="list-style-type: none"> Advise College on upgrade from horizontal aluminum blinds to Mecho shades in the classrooms. Includes identifying locations in plan and elevation and coordination with Contractor. 		
◇ Fee Adjustments: \$2,500 + Reimbursable Expense of \$250		FIXED FEE	\$2,750
◆ Spandrel/Soffit Revisions			
◇ Scope	<ul style="list-style-type: none"> Revise reflected ceiling plan on first and second floor to include soffits in lieu of spandrel glass at arched windows. 		
◇ Fee Adjustments: \$6,300 + Reimbursable Expense of \$645		FIXED FEE	\$6,945
◆ A/C Unit Basement Replacements			
◇ Scope	<ul style="list-style-type: none"> Replace eight (8) ceiling mounted A/C units in the basement. Includes new power, connecting to existing four-pipe control system, reusing existing condensate lines and addition of pump where required as determined in field. 		
◇ Fee Adjustments			
• Architect: \$7,165 + Reimbursable Expense of \$715		FIXED FEE	\$7,880
• Mechanical: \$5,300		FIXED FEE	\$5,300
• Electrical: \$3,000		FIXED FEE	\$3,000
◆ Electrical Transformer Vault			
◇ Scope	<ul style="list-style-type: none"> Revise the opening to the existing electrical transformer vault to accommodate the installation of two (2) new electrical transformers. Includes enlarging the opening and providing new structural support. 		
◇ Fee Adjustments: \$3,550 + Reimbursable Expense of \$350		FIXED FEE	\$3,900
◆ Floor Revisions Arcade A-11/Hallway H-22			
◇ Scope	<ul style="list-style-type: none"> Level floor in Arcade A-11 adjacent to Classroom 107 to comply with accessibility code. Demolish and replace existing flooring in Hallway H-22 with lightweight concrete stained to match adjacent arcade. 		
◇ Fee Adjustments: \$2,345 + Reimbursable Expense of \$235		FIXED FEE	\$2,580

<ul style="list-style-type: none"> ◆ Faculty Terrace Resurfacing <ul style="list-style-type: none"> ◇ Scope <ul style="list-style-type: none"> • Demolish existing terrace surface to substrate. Provide new Dexotech surface and new scupper drains as required. • Prepare separate bid package for District including title page, demolition plan, floor plan and details. ◇ Fee Adjustments: \$9,800 + Reimbursable Expense of \$980 	FIXED FEE \$10,780
<ul style="list-style-type: none"> ◆ ASA 10R (submitted February 13, 2007 - see attached) <ul style="list-style-type: none"> ◇ Scope <ul style="list-style-type: none"> • See attached letter dated February 13, 2007. ◇ Fee Adjustments <ul style="list-style-type: none"> • Architect: \$8,500 + Reimbursable Expense of \$2,750 • Mechanical • Electrical 	FIXED FEE \$11,250 FIXED FEE \$5,100 FIXED FEE \$16,960
TOTAL ARCHITECTURAL FEE ADJUSTMENT(S): The Architect shall provide these Additional Services for a fixed fee of \$92,430.	FIXED FEE \$92,430
TOTAL CONSULTANTS FEE ADJUSTMENT(S): The Mechanical Consultant shall provide these Additional Services for a fixed fee of \$19,960.	FIXED FEE \$19,960
The Electrical Consultant shall provide these Additional Services for a fixed fee of \$10,200.	FIXED FEE \$10,400
TOTAL FEE ADJUSTMENT (Plus Reimbursable Expenses at 10% of Total Fee):	FIXED FEE \$122,790

Exhibit III

Company: Riverside Community College District, Systems Office
 Address: 3845 Market Street, 3rd Floor
 Riverside, CA 92506-1299

Project Name/No.: Riverside Community College District - Quad Reconstruction
 Project No. 02-030 (C1)
 Agreement Date: August 8, 2002
 Phase of Service: Construction Administration

DESCRIPTION OF ADDITIONAL SERVICES	FEE AMOUNT	
<p>The Owner requested the Architect and its Mechanical and Electrical Consultants, Moraes/Pham & Associates and DPB Engineers, Inc., to provide the following Additional Services for the above referenced Project.</p> <p>◆ Scope: <u>MEP Wish List Site Visit</u> ◇ Visit the site and assess the mechanical and electrical needs for the Quad in order to define a scope of work for Additional Services Authorization No. 7. This fee was not included in the base fee amount for Authorization No. 7 and has been approved by the Construction Manager, Keith Francis.</p> <p><u>Booster Pump</u> ◇ New booster pump to service Quad building. Contractor will relocate water lines as necessary to ensure proper connection of booster pump to water line. ◇ Concrete pad for booster pump. ◇ Enclosure for booster pump. ◇ New power for booster pump.</p> <p><u>Sump Pump</u> ◇ Contractor to provide additional sump pumps in room off of Storage Room 21B and at exterior landing adjacent to Room 16. Contractor to identify size of pumps and existing electrical conditions including conduit pathways, panel locations and spare circuits. ◇ New power to sump pumps as required. Pumps to be hardwired with disconnect as required.</p> <p>◆ Fee Adjustment(s): The Architect shall provide these Additional Services for a fixed fee of \$8,500.</p> <p>The Mechanical Consultant shall provide these Additional Services for a fixed fee of \$16,960.</p> <p>The Electrical Consultant shall provide these Additional Services for a fixed fee of \$5,100.</p>		
	FIXED FEE	\$8,500
	FIXED FEE	\$16,960
	FIXED FEE	\$5,100
TOTAL FEE ADJUSTMENT (Plus Reimbursable Expenses):	FIXED FEE	\$33,310

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-3

Date: March 18, 2008

Subject: Quadrangle Modernization Project – Construction Management Agreement/Amendment – Keith Francis & Co., Inc.

Background: On September 13, 2005 the Board approved an Agreement with Keith Francis & Co., Inc. to provide Construction Management Services for the Quadrangle Modernization Project at the Riverside City Campus.

Staff is now requesting to amend the agreement with Keith Francis & Co., Inc to provide additional Construction Management Services for the completion of the Quadrangle Modernization Project. The Scope of Services, are summarized in Exhibit 1 of the attached amendment. Services will extend through the completion of the project for a fixed fee of \$24,700.

Amendment Attached.

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 attached Agreement amendment with Keith Francis & Co., Inc. to provide additional Construction Management Services, 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: Dr. Michael Webster
Riverside Community College District Consultant
Facilities Planning, Design and Construction

AMENDMENT TO THE AGREEMENT
DATED SEPTEMBER 14, 2005
BETWEEN
KEITH FRANCIS & CO., INC.
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT
(Quadrangle Modernization Project – Riverside City Campus)

This Agreement shall be amended this date, March, 19, 2008, as follows:

The term of this agreement shall be extended to June 30, 2008, with the provision that the Interim Vice Chancellor of Administration and Finance may extend the agreement termination date with the consent of Keith Francis & Co., Inc.

Additional compensation of this amended agreement shall not exceed \$24,700, including expenses. Payments and final payment shall coincide with original agreement dated September 14, 2005.

Additional Construction Management Services shall be provided as listed in Exhibit I – Attached.

Keith Francis & Co., Inc.

Riverside Community College District

Keith Francis
President
2964 Airway Ave.
Costa Mesa, CA 92626

Aaron S. Brown
Interim Vice Chancellor
Administration and Finance

Date _____

Date _____

Exhibit I

Scope of Project

Consultant to provide additional Construction Management Services for the Quadrangle Modernization Project through the completion of the project.

Scope of Services

Consultant to provide the following services:

- Coordinate and review all project documentation with the intent to minimize costs and constructability issues.
- Act as the District's representative and coordinate the activities of the various consultants, general contractor, governmental and non-government agencies.
- Organize and conduct regularly scheduled construction meetings.
- Administer the requirements of the contract for construction.
- Oversee and manage the general contractor's performance and project schedule.
- Manage the changes in the work and give recommendations to the District.
- Oversee and make recommendations on monthly and final payment applications.
- Oversee quality control.
- Assist the District in all close-out and building commissioning procedures.
- Coordinate Building Commissioning with campus maintenance and operations staff.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-4

Date: March 18, 2008

Subject: Selection of an External Auditor to Perform Annual Proposition 39 Audit Services

Background: Eadie and Payne, LLP, has completed the third year of a three-year engagement to perform annual Proposition 39 audit services in connection with the District's Measure C general obligation bond. Staff engaged in a Request for Proposal (RFP) process for the purpose of selecting an audit firm for a new three year term. RFP's were sent to twelve firms which had expressed an interest in providing these services or were known to have relevant community college auditing experience. The RFP was also advertised in the Press Enterprise on January 16th and 23rd, 2008. The following three proposals were received by the District:

<u>Firm Name</u>	FY 07/08	FY 08/09	FY 09/10	Total	<u>References</u>	
					CC's	Prop 39
<u>Moss – Adams, LLP (Los Angeles, CA)</u>						
Proposition 39 Annual Audit	\$90,640	\$91,816	\$91,800	\$274,256	2	3
<u>Eadie and Payne, LLP (Redlands, CA)</u>						
Proposition 39 Annual Audit	\$10,800	\$11,650	\$12,525	\$ 34,975	2	2
<u>Vicenti Lloyd Stutzman, LLP (Glendora, CA)</u>						
Proposition 39 Annual Audit	\$10,000	\$10,700	\$11,400	\$ 32,100	7	13

Staff recommends entering into an agreement with Vicenti Lloyd Stutzman, LLP based on the firm's community college auditing experience, Proposition 39 audit experience, and the total cost of the three year proposal. The agreement is for a term not to exceed three years and allows for cancellation upon notification by either party prior to April 1 each year.

Recommended Action: It is recommended that the Board of Trustees approve entering into an agreement with Vicenti Lloyd Stutzman, LLP to perform annual Proposition 39 audit services in connection with the District's Measure C general obligation bond for FY 2007/2008 through FY 2009/2010 and authorize the Interim Vice Chancellor, Administration and Finance to sign the agreement.

James L. Buysse
Interim Chancellor

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-1

Date: March 18, 2008

Subject: Moreno Valley Phase III – Student Academic Services Facility – Information Technology and Audio Visual Design Services Agreement/Amendment – Information Technology Services Solutions, LLC.

Background: On November 20, 2007, the Board approved an agreement with Information Technology Solutions, LLC to provide information technology and audio visual design services for the Moreno Valley Phase III – Student Academic Services Facility Project.

Staff is requesting an amendment to the agreement with Information Technology Solutions, LLC to perform work in addition to their basic services agreement as summarized in Exhibit I. Fees for additional services total \$83,900.00 including reimbursable expenses. The term of the amendment is March 19, 2008 through August 1, 2012.

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, for March 19, 2008 through August 1, 2012, at an additional cost of \$83,900.00, 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
Facilities Planning, Design and Construction

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

AMENDMENT TO THE AGREEMENT
DATED NOVEMBER, 21, 2007
BETWEEN
INFORMATION TECHNOLOGY SOLUTIONS, LLC
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT
(Moreno Valley Phase III – Student Academic Services Facility –
Information Technology & Audio Visual Design Services)

This Agreement shall be amended this date, March 19, 2008, as follows:

Information Technology Solutions, LLC shall provide the following additional scope of work:
Reference Exhibit I - Attached.

Total additional compensation of this amended agreement shall not exceed \$83,900, including expenses. Payments and final payment shall coincide with original agreement dated November, 21, 2007.

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

Information Technology Solutions, LLC

Riverside Community College District

Gary L. Hiller
President/CEO
7323 Sage Avenue
Yucca Valley, CA 92284

Aaron S. Brown
Interim Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Scope of Project

Consultant to provide additional services in the Group I – Equipment and Infrastructure and Group II – Furnishings areas related to design, design support, bid process support and Project Quality Assurance (QA) and Project Management (PM) services for the Moreno Valley Phase III – Student Academic Services Facility Project.

Scope of Services

Group I, Consultant will add the Security System and AV systems design to the extent required to determine the infrastructure needs for the construction documents.

Group II, Consultant will work with the appropriate principles for RCCD in the design and implementation of the Information Transport Network System (ITNS) and the Audio Visual System (AVS) culminating in possibly two additional and separate sets of biddable construction documents; one for AVS and the other for the ITNS. Consultant will also assist in the additional bid processes and provide QA/PM services.

Consultant will answer all Requests for Information (RFI's) during construction, issuing needed directives and addendums as necessary within the confines of the original scope of work to the contractor.

Meeting/Site Visits

Phase 1	Consulting and Design	6/10	
Phase 2	Bid Process	3/3	
Phase 3	QA Inspector/PM	16/12	Installation and Integration Phase

Additional Fee Detail

(Including Reimbursable Expenses)

Part 1 Consulting and Design

	Group I (ITNS/AV)	\$0.00 + Security and Access Control Support	
	Group II (ITNS/AV)	\$48,200	
Part 2	Bid Process Support	\$6,300	
Part 3	Group II Quality Assurance Inspection		\$29,400

Total Additional Fee \$83,900

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-2

Date: March 18, 2008

Subject: District Modular Projects – Moreno Valley Allied Health Sciences and Riverside City Campus – Project/Budget Approval

Background: On March 20, 2007 the Board approved the District Modular Projects to be funded from Measure C Funds. The projects included the purchase of modular units and the moving of modular units from the Riverside City campus to other District locations. The project at the Norco campus has been completed and was occupied on September 1, 2007. The project at the Moreno Valley campus is 99% complete and was occupied on February 19, 2008.

The project that was intended to move units from the Riverside campus to the Ben Clark Training Center (BCTC) to provide space of the Emergency Medical Services (EMS) training program has been terminated. A revised project to provide space for the expansion of Allied Health Sciences has now been programmed to move the units that were intended for BCTC to the Moreno Valley Campus.

The project to reconfigure and move units that are to remain on the Riverside City Campus has been revised to provide space to support the programs that are to occupy those units. In brief, these include renovating units to house the District Police Department, International Students Program, Office of Education, Workforce Preparation, Gateway to College, Riverside School of the Arts, faculty offices and offices for CTA, CSEA and Academic Senate. Additionally, units will be renovated to provide locker rooms for softball and baseball, support space for the college band, office space for athletics, instructional space for Karate and space for the Early Childhood Services Program.

Staff is now requesting that the Board approve the project budget for the revised District Modular Projects - Moreno Valley Allied Health Sciences and Riverside City Campus in the amount of \$6,500,000. The project cost includes all Design and Engineering Services, Construction, Instructional Technology and Audio Visual Equipment and Infrastructure, tests, inspections, fees and reconditioning of the vacated site.

Recommended Action: It is recommended that the Board approve the revised District Modular Projects – Moreno Valley Allied Health Sciences and Riverside City Campus project budget in the amount of \$6,500,000 and approve the use of Measure C funds to fund the project.

James L. Buysse
Interim Chancellor

Prepared by: Irving Hendrick
Interim President, Moreno Valley

Linda Lacy
Interim President, Riverside

Rick Hernandez, Director, Capital Planning
Facilities Planning, Design and Construction

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-D-1

Date: March 18, 2008

Subject: Revised Accreditation and Revised/New Academic Affairs Board Policies
– First Reading

Background: At the January Board meeting, with the exception of Policies 4005 and 4260, the previously approved accreditation policies were pulled in order to give the Academic Senate time to review the issue of removing certain language the Senate had requested from these policies and, instead, rely on Policy 4005. In addition, there were also several new or revised Academic Affairs Policies that were pulled for the same reason. The Academic Senate has had a chance to discuss the issue and all Policies that were pulled are now before the Board for first reading. Policy 4005 combines the language from Policy/Regulation 3010 into one document and specifically addresses the primary function of the Academic Senate. Policy 4260 was pulled for a revision of proposed policy language.

Policy 3200 – Accreditation

Policy 3250 – Institutional Planning – new language

Policy 4005 – Academic Senate – replaces/updates current policy/regulation 3010

Policy 4020 – Program, Curriculum and Course Development – new language

Policy 4025 – Philosophy and Criteria for Associate Degree and General Education

Policy 4100 - Graduation Requirements for degrees and Certificates – new

Policy 4240 - Academic Renewal - new

Policy 4260 – Limitations on Enrollment - Pre-requisites and Co-requisites – replaces/updates current Policy 6092

Policy 6200 – Budget Preparation

Recommended Action: It is recommended that the Board of Trustees accept for first reading Board Policies 3200, 3250, 4005, 4020, 4025, 4100, 4240, 4260 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. 3200

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:

Riverside Community College District Policy

No. 3250

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 respective District or College Academic Senate, as appropriate, 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 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.~~

❖ **From current Riverside CCD Regulation 3010 titled Academic Senate**

The primary function of the Riverside Community College ***District*** Academic Senate is to make recommendations with respect to the following academic and professional matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate patterns;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. Policies for faculty professional development activities;
7. District and college governance structures, as related to faculty roles;
8. Faculty roles and involvement in accreditation processes, including self study and annual reports;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters.

The Board of Trustees relies primarily on the recommendations of the Academic Senate for items **1 through 6**. The Senate will work with the appropriate administrative office(s) while developing its position. The Senate will then forward its final recommendations to the **Chancellor** President of the **District** College, who will present them in a timely manner to the Board of Trustees with or without his/her endorsements or comments. **When the Board relies primarily upon the advice and judgment of the Academic Senate, the recommendation of the Senate will normally be accepted.** “Relies primarily” means that all recommendations of the Academic Senate in the specified areas will be forwarded to the Board on behalf of the Academic Senate and will be accepted by the Board in most cases. In instances where a recommendation is not accepted, the Board’s decision must be based on a clear and substantive rationale that puts the explanation for the decision in an accurate, appropriate, and relevant context. If a recommendation is not approved, The Board or its designee shall communicate **its reason in writing to the Senate** in a timely manner its reason in writing to the Senate. If such recommendation is not accepted, existing policies and procedures will remain in **effect** force.

The Board of Trustees will receive items **7 through 10**, and those matters developed in item 11 as the result of mutual agreement after consulting collegially with the Academic Senate. **reached by resolution, regulation or policy. In instances where agreement has not been reached, existing policy shall remain in effect unless the policy exposes the district to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the Board may act, after a good faith effort to reach agreement, but only for compelling legal, fiscal or organizational reasons.** “Mutual agreement” means that the policy and implementation recommended shall be prepared by the Academic Senate, the Board or the Board’s designee, and jointly ratified by these same entities.

Nothing in this Board Policy shall be construed to infringe upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.

Collegial consultation will take place in accordance with **existing practices** the Consultation Process Agreement. The Academic Senate, after consultation with the **Chancellor** of the College, may present its written views and recommendations to the Board of Trustees. The Board of Trustees shall consider and may respond to such views and recommendations.

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 and Regulation 3010 just re-numbered)

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:

Academic Affairs
DRAFT

**BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND
CERTIFICATES**

References:

Education Code Section 70902(b)(3);
Title 5 Sections **55060, 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)

Riverside Community College District Policy

CCLC No. 4240

**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)

Academic Affairs
DRAFT

BP 4260 *LIMITATIONS ON ENROLLMENT: 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.~~

The District shall establish pre-requisites, co-requisites, advisories, and limitations on enrollment. Pre-requisites and co-requisites can be established for a course when it is highly unlikely that the student will receive a satisfactory grade in the course without certain skills, information or a body of knowledge taught in a different course (or not taught in the class). At a minimum, pre-requisites, co-requisites and advisories on recommended preparation, a) shall be based on content review, with additional methods of scrutiny being applied depending on the type of pre-requisite, co-requisite or advisory being established; and, b) will be reviewed at least every six (6) years as a part of the curriculum review process to assure that they remain necessary and appropriate.

The procedure for establishing the limitations on enrollment will, a) assure that courses for which pre-requisites or co-requisites are established will be taught in accordance with the course outline of record; and, b) include the basis and process for an individual student to challenge the pre-requisite or co-requisite. All limitations on enrollment will be identified in the schedule of classes, district catalog and other 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

No. 6200

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 Policy

No. 3200

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 respective District or College Academic Senate, as appropriate, 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 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.~~

❖ **From current Riverside CCD Regulation 3010 titled Academic Senate**

The primary function of the Riverside Community College ***District*** Academic Senate is to make recommendations with respect to the following academic and professional matters:

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3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. Policies for faculty professional development activities;
7. District and college governance structures, as related to faculty roles;
8. Faculty roles and involvement in accreditation processes, including self study and annual reports;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters.

The Board of Trustees relies primarily on the recommendations of the Academic Senate for items **1 through 6**. The Senate will work with the appropriate administrative office(s) while developing its position. The Senate will then forward its final recommendations to the **Chancellor** President of the **District** College, who will present them in a timely manner to the Board of Trustees with or without his/her endorsements or comments. **When the Board relies primarily upon the advice and judgment of the Academic Senate, the recommendation of the Senate will normally be accepted.** "Relies primarily" means that all recommendations of the Academic Senate in the specified areas will be forwarded to the Board on behalf of the Academic Senate and will be accepted by the Board in most cases. In instances where a recommendation is not accepted, the Board's decision must be based on a clear and substantive rationale that puts the explanation for the decision in an accurate, appropriate, and relevant context. If a recommendation is not approved, The Board or its designee shall communicate **its reason in writing to the Senate** in a timely manner its reason in writing to the Senate. If such recommendation is not accepted, existing policies and procedures will remain in **effect** force.

The Board of Trustees will receive items **7 through 10**, and those matters developed in item 11 as the result of mutual agreement after consulting collegially with the Academic Senate. **reached by resolution, regulation or policy. In instances where agreement has not been reached, existing policy shall remain in effect unless the policy exposes the district to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the Board may act, after a good faith effort to reach agreement, but only for compelling legal, fiscal or organizational reasons.** "Mutual agreement" means that the policy and implementation recommended shall be prepared by the Academic Senate, the Board or the Board's designee, and jointly ratified by these same entities.

Nothing in this Board Policy shall be construed to infringe upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.

Collegial consultation will take place in accordance with **existing practices** the Consultation Process Agreement. The Academic Senate, after consultation with the **Chancellor** of the College, may present its written views and recommendations to the Board of Trustees. The Board of Trustees shall consider and may respond to such views and recommendations.

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 and Regulation 3010 just re-numbered)

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:

Academic Affairs
DRAFT

**BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND
CERTIFICATES**

References:

Education Code Section 70902(b)(3);
Title 5 Sections **55060, 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)

Riverside Community College District Policy

CCLC No. 4240

**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)

Academic Affairs
DRAFT

BP 4260 ***LIMITATIONS ON ENROLLMENT: 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.~~

The District shall establish pre-requisites, co-requisites, advisories, and limitations on enrollment. Pre-requisites and co-requisites can be established for a course when it is highly unlikely that the student will receive a satisfactory grade in the course without certain skills, information or a body of knowledge taught in a different course (or not taught in the class). At a minimum, pre-requisites, co-requisites and advisories on recommended preparation, a) shall be based on content review, with additional methods of scrutiny being applied depending on the type of pre-requisite, co-requisite or advisory being established; and, b) will be reviewed at least every six (6) years as a part of the curriculum review process to assure that they remain necessary and appropriate.

The procedure for establishing the limitations on enrollment will, a) assure that courses for which pre-requisites or co-requisites are established will be taught in accordance with the course outline of record; and, b) include the basis and process for an individual student to challenge the pre-requisite or co-requisite. All limitations on enrollment will be identified in the schedule of classes, district catalog and other 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

No. 6200

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)

MINUTES OF THE BOARD OF TRUSTEES
PLANNING COMMITTEE MEETING OF FEBRUARY 19, 2008

Chairperson Green called the committee to order at CALL TO ORDER
6:00 p.m., in the Student Services Lobby, Norco Campus.

Committee Members Present

Mrs. Janet Green, Committee Chairperson
Mr. Mark Takano, Vice Chairperson (arrived at 6:05 p.m.)
Ms. Mary Figueroa, President, Board of Trustees
Ms. Virginia Blumenthal, Vice President,
Board of Trustees (arrived at 6:20 p.m.)
Mr. Jose Medina, Member, Board of Trustees
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Ms. Kristina Kauffman, Associate Vice Chancellor, Institutional Effectiveness
Dr. Doug Beckstrom, Academic Senate Representative, Moreno Valley Campus
Dr. Sharon Crasnow, Academic Senate Representative, Norco Campus
Dr. Richard Mahon, Academic Senate Representative,
Riverside City College and District
Mr. Gustavo Segura, CSEA Representative, Moreno Valley Campus
Ms. Karin Skiba, CTA Representative, Norco Campus

Resource Persons Present

Dr. James L. Buysse, Interim Chancellor
Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parson, Associate Vice Chancellor, Public Affairs and
Institutional Advancement
Dr. Mike Webster, Consultant, Facilities and Planning
Mr. Rick Hernandez, Director, Capital Planning,
Facilities Planning, Design and Construction

Guests Present

Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance
Dr. Debbie Di Thomas, Interim Vice Chancellor,
Student Services/Operations
Ms. Melissa Kane, Vice Chancellor, Human Resources
Mr. Steve Johnson, MDA Johnson Favaro Architects, Inc.
Mr. Sal Rinella, MDA Johnson Favaro Architects, Inc.

The committee received the long range educational program, LONG RANGE PLANNING
growth and facilities plans for the Norco Campus. PRESENTATION – NORCO CAMPUS
Discussion followed.

The committee adjourned the meeting at 7:03 p.m. ADJOURNMENT

MINUTES OF THE BOARD OF TRUSTEES
TEACHING AND LEARNING COMMITTEE MEETING
OF FEBRUARY 19, 2008

Chairperson Medina called the committee to order at 7:10 p.m., in the Student Services Lobby, Norco Campus. CALL TO ORDER

Committee Members Present

Mr. José Medina, Committee Chairperson
Mrs. Janet Green, Vice Chairperson
Ms. Mary Figueroa, President, Board of Trustees
Ms. Virginia Blumenthal, Vice President, Board of Trustees
Mr. Mark Takano, Member, Board of Trustees
Dr. Debbie DiThomas, Interim Vice Chancellor,
Student Services and Operations
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Dr. Doug Beckstrom, Academic Senate Representative, Moreno Valley Campus
Dr. Sharon Crasnow, Academic Senate Representative, Norco Campus
Dr. Richard Mahon, Academic Senate Representative,
Riverside City College and District
Mr. Gustavo Segura, CSEA Representative, Moreno Valley Campus
Ms. Karin Skiba, CTA Representative, Norco Campus

Resource Persons Present

Dr. James L. Buysse, Interim Chancellor
Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs
and Institutional Advancement
Mr. Ron Vito, Dean, Occupational Education
Ms. Sharon Gillins, Associate Professor, Telecommunications
Ms. Donna Lesser, Assistant Professor, Dental Hygiene
Mr. Yuri Ulloa, Instructor, Automotive Technology

Guests Present

Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources

The committee received a report on the District's Occupational Education Program. Students spoke on behalf of their successes through the Dental Hygiene; Film, Television and Production; and the Ford Asset Programs. Discussion followed.

OCCUPATIONAL EDUCATION
UPDATE

The committee adjourned the meeting at 7:50 p.m.

ADJOURNED

MINUTES OF THE BOARD OF TRUSTEES
RESOURCES COMMITTEE MEETING OF FEBRUARY 19, 2008

Chairperson Takano called the committee to order at 7:55 p.m. in the Student Services Lobby, Norco Campus.

CALL TO ORDER

Committee Members Present

Mr. Mark Takano, Chairperson
Ms. Virginia Blumenthal, Vice Chairperson
Ms. Mary Figueroa, President, Board of Trustees
Ms. Janet Green, Secretary, Board of Trustees
Mr. Jose Medina, Member, Board of Trustees
Mr. Aaron Brown, Interim Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Mr. Doug Beckstrom, Academic Senate Representative,
Moreno Valley Campus
Dr. Sharon Crasnow, Academic Senate Representative,
Norco Campus
Mr. Richard Mahon, Academic Senate Representative,
Riverside City College and District
Mr. Gustavo Segura, CSEA Representative, Moreno Valley Campus
Ms. Karin Skiba, CTA Representative

Resource Persons Present

Dr. James L. Buysse, Interim Chancellor
Dr. Brenda Davis, President, Norco Campus
Dr. Irving Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and
Institutional Advancement
Mr. Ed Godwin, Director, Administrative Services
Mr. Rick Hernandez, Director, Capital Planning,
Facilities Planning, Design and Construction
Dr. Gaither Loewenstein, Vice President, Educational Services,
Norco Campus

Guest(s) Present

Dr. Debbie DiThomas, Interim Vice Chancellor,
Student Services and Operations
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Ms. Christine A. Del Ross-Risher, Senior Planner, LSA Associates, Inc.

Mr. Hernandez, Dr. Hendrick and Dr. Lacy led the committee's review of the request for approval of the project budget and scope revisions for the District Modular Projects for the Moreno Valley Campus and Riverside City College that will be presented to the Board for approval at the February 26th regular meeting. Discussion followed.

DISTRICT MODULAR PROJECTS – MORENO VALLEY EMS AND RIVERSIDE CITY COLLEGE – PROJECT/BUDGET APPROVAL

Mr. Hernandez led the committee review of the amendment for additional design services to the District Modular Project that the Board will be asked to approve at the February 26th regular meeting. Discussion followed.

DISTRICT MODULARS PROJECT – AMENDMENT TO DESIGN SERVICES AGREEMENT, HIGGINSON + CARTOZIAN ARCHITECTS, INC.

Mr. Hernandez led the committee review of the request for adoption of the CEQA Mitigated Negative Declaration that will be presented to the Board for approval at the February 26th regular meeting. Ms. Del Ross-Risher indicated she would provide the Board members with CD's with the CEQA documents for their review prior to formal consideration by the Board on February 26th. Discussion followed.

NURSING/SCIENCES BUILDING PROJECT – CEQA MITIGATED NEGATIVE DECLARATION

Mr. Loewenstein led the committee review of the request for approval of the final project schematic design and budget for the Norco Soccer Field Project that will be presented to the Board for approval on February 26th. Staff was asked to provide the Board with operating costs prior to formal consideration by the Board. Discussion followed.

NORCO SOCCER FIELD PROJECT

Mr. Godwin presented the committee with information regarding implementation of GASB Standards 43 and 45, and explained that a viable plan of action will be developed by staff for Board review by May 2008. Discussion followed.

GOVERNMENT ACCOUNTING STANDARDS BOARD – STANDARDS 43 AND 45 – OTHER POST-EMPLOYMENT BENEFITS (RETIREE MEDICAL INSURANCE)

The committee adjourned the meeting at 8:40 p.m.

ADJOURNMENT

MINUTES OF THE BOARD OF TRUSTEES
GOVERNANCE COMMITTEE MEETING OF FEBRUARY 19, 2008

Chairperson Blumenthal called the committee to order at CALL TO ORDER
8:45 p.m., in the Student Services Lobby, Norco Campus.

Committee Members Present

Ms. Virginia Blumenthal, Committee Chairperson
Mr. José Medina, Vice Chairperson
Ms. Mary Figueroa, President, Board of Trustees
Ms. Janet Green, Secretary, Board of Trustees
Mr. Mark Takano, Member, Board of Trustees
Dr. James L. Buysse, Interim Chancellor
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and
Institutional Advancement
Dr. Doug Beckstrom, Academic Senate Representative,
Moreno Valley Campus
Ms. Deborah Tompsett-Makin, Academic Senate Representative,
Norco Campus
Dr. Richard Mahon, Academic Senate Representative,
Riverside City College and District
Mr. Houtan Homaizad, ASRCC Student Representative
Mr. Gustavo Segura, CSEA Representative
Ms. Karen Skiba, CTA Representative

Resource Persons Present

Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Ms. Ruth Adams, Esq., Director, Contracts, Compliance and Legal Services

Guests Present

Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance
Dr. Debbie DiThomas, Interim Vice Chancellor,
Student Services and Operations
Ms. Melissa Kane, Vice Chancellor, Human Resources
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs

Ms. Adams led the committee review of Policies 2200 and 2410 that will be presented to the Board for approval at the regular meeting of February 26th. Discussion followed and additional revisions were suggested. REVISED ACCREDITATION BOARD POLICIES – SECOND READING

Ms. Adams led the committee review of Policies 3410, 3430, 4010, 4026, 4060, 4070, 4230, 4235, 4300, 4400, 6100 and 6340 that will be presented to the Board for approval at the regular meeting of February 26th. Discussion followed.

REVISED AND NEW BOARD
POLICIES – SECOND READING

Dr. DiThomas led the committee review of the resolution that will also be presented to the Board for approval at the regular meeting on the 26th. The resolution is part of the District’s emergency planning efforts, and required by both the state and federal government. Discussion followed.

RECOGNITION OF THE NATIONAL
INCIDENT MANAGEMENT SYSTEM
(NIMS) – RESOLUTION NO. 28-07/08

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

ADJOURNED

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BUSINESS FROM BOARD MEMBERS

Report No.: X-A

DATE: March 18, 2008

Subject: CCCT Board of Directors Election – 2008

Background: The election of members of the CCCT Board of Directors takes place between March 10-April 25, 2008. There are ten two-year vacancies on the board. Board President Mary Figueroa was elected last year for a one-year term. All those nominated for election are listed on the attachment for your consideration.

Recommended Action: Board consideration is requested to re-elect Board President Mary Figueroa to the CCCT Board of Directors for a two-year term, included with the vote for each of the ten vacancies on the CCCT Board.

James L. Buysse
Interim Chancellor

Prepared by: Heidi Wills
Administrative Assistant
Board of Trustees

**CCCT 2008 BOARD
OFFICIAL BALLOT**

Vote for no more than **ten (10)** by checking the boxes next to the names

NOMINATED CANDIDATES

List order based on Secretary of State's February 22, 2008, random drawing

- *Anita Grier, San Francisco CCD
- John Rodgers, Kern CCD
- *Edward Ortell, Citrus CCD
- Bernard Jones, Allan Hancock Joint CCD
- *Paul Fong, Foothill-DeAnza CCD
- *Mary Figueroa, Riverside CCD
- A. C. "Tony" Ubalde, Jr., Solano CCD
- *Katherine "Kay" Albiani, Los Rios CCD
- *Charles Meng, Napa Valley CCD
- Bill McMillin, Ohlone CCD
- Brian Conley, Rancho Santiago CCD
- Nancy C. Chadwick, Palomar CCD
- Janet Chaniot, Mendocino-Lake CCD
- *Judi Beck, Shasta-Tehama-Trinity Joint CCD
- *Isabel Barreras, State Center CCD
- *Carolyn Batiste, Mira Costa CCD
- Andrew Walzer, Santa Monica CCD
- Eva Kinsman, Copper Mountain CCD
- Bob Hughlett, Cerritos CCD
- Donald Nelson, Victor Valley CCD

*Incumbent

WRITE-IN CANDIDATES

Type each qualified trustee's name and district on the lines provided below.

Board Secretary and Board President or Board Vice President must sign below:

This ballot reflects the action of the board of trustees cast in accordance with local board policy.

Secretary of the Board

President or Vice President of the Board

2008 CCCT ELECTION CANDIDATES IN RANDOM DRAWING ORDER.

1. *Anita Grier, San Francisco CCD
2. John Rodgers, Kern CCD
3. *Edward Ortell, Citrus CCD
4. Bernard "Bee Jay" Jones, Allan Hancock Joint CCD
5. *Paul Fong, Foothill-DeAnza CCD
6. *Mary Figueroa, Riverside CCD
7. A. C. "Tony" Ubalde, Solano CCD
8. *Katherine "Kay" Albiani, Los Rios CCD
9. *Charles Meng, Napa Valley CCD
10. Bill McMillin, Ohlone CCD
11. Brian Conley, Rancho Santiago CCD
12. Nancy Chadwick, Palomar CCD
13. Janet Chaniot, Mendocino-Lake CCD
14. *Judi Beck, Shasta-Tehama-Trinity Joint CCD
15. *Isabel Barreras, State Center CCD
16. *Carolyn Batiste, Mira Costa CCD
17. Andrew Walzer, Santa Monica CCD
18. Eva Kinsman, Copper Mountain CCD
19. Bob Hughlett, Cerritos CCD
20. Donald Nelson, Victor Valley CCD

* Incumbent