

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
TEACHING AND LEARNING COMMITTEE
April 8, 2008 – 7:15 p.m.
Student Services 101, Moreno Valley Campus

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

AGENDA

VI. Board Committee Reports

A. Teaching and Learning

1. Proposed Curricular Changes
- The Committee to review the proposed changes to curriculum.
2. Agreement with the State of California, Department of Rehabilitation
- The Committee to review an agreement to provide assistance in securing employment and training to students. The term of the agreement is July 1, 2008 through June 30, 2011.
3. Agreements with Office of Statewide Health Planning and Development for the School of Nursing
- The Committee to review agreements to provide funding for additional students in the Associate Degree Nursing program and to test and evaluate retention productions for nursing students. The terms of the agreements are July 1, 2008 through June 30, 2010.

4. Allied Health Services
- The Committee to be presented with a report on the District's Allied Health Sciences programs.
5. Comments from the public.

Adjourn

Prepared by: Naomi Foley
Administrative Assistant
Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-1

Date: April 22, 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

Course Revision Proposals

1. SPE-13 – Gender and Communication –title, prerequisite and description changes
From: Gender and Communication
Prerequisite: None.
This course will examine communication patterns and differences existing between males and females. Gender and communication will integrate theory and practice and heighten student’s awareness of the importance of gender as a communication variable. Communication problems relating to gender are addressed with emphasis on listening, perception, verbal and nonverbal communication in interpersonal, small group and public settings. Assertiveness and conflict management styles will also be addressed as they are reflected in male and female communication. 54 hours lecture.

To: Gender Communication
Prerequisite: None.
Advisory: SPE-51 or 52 or qualification for ENG-1A.
A study of the communication patterns and differences existing between males and Females, integrate theory and practice, and heighten student’s awareness of the importance of gender as a communication variable. Gender communication issues are addressed with emphasis on listening, perception, language, nonverbal communication, and conflict management in interpersonal, small group and public settings. 54 hours lecture. (Letter grade, or Pass/No Pass option.)

2. ACC-200 – Accounting Work Experience - prerequisite and description changes
From:
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:
Prerequisite: None.
Advisory: Students should have paid or voluntary employment.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the

work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

3. ADJ-200 – Administration of Justice Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

4. ADM-200 – Applied Digital Media and Printing Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

5. AIR-200 – Air Conditional and Refrigeration Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

6. AML-200 – American Sign Language Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a

maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

7. ARE-200 – Architecture Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

8. ART-200 – Art Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

9. AUB-200 – Automotive Body Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

10. AUT-200 – Automotive Technology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

11. BIT-200 – Biotechnology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject

area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

12. BUS-200 – Business Administration Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

13. CMI-200 – Community Interpretation Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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14. CAT-200 – Computer Applications and Office Technology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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15. CIS-200 – Computer Information Systems Work Technology

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject

area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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16. CON-200 – Construction Technology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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17. COS-200 – Cosmetology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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18. CUL-200 – Culinary Arts Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

19. DEH-200 – Dental Hygiene Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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20. DEN-200 – Dental Technology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work

experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

21. EAR-200 – Early Childhood Studies Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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22. EDU-200 – Education Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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23. ELE-200 – Electronics Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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24. ENE-200 – Engineering Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a

maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

25. FIT-200 – Fire Technology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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26. FTV-200 – Telecommunications Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

27. HMS-200 – Human Services Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

28. JOU-200 – Journalism Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

29. MAC-200 – Machine Shop Technology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work

experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

30. MAG-200 – Management Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

31. MAN-200 – Manufacturing Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

32. MKT-200 – Marketing Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

33. MDA-200 – Medical Assisting Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject

area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

34. MUS-200 – Music Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

35. NRN-200 – Nursing Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

36. PAL-200 – Paralegal Studies Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

37. PHO-200 – Photography Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

38. PHP-200 – Physical Education Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work

experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

39. RLE-200 – Real Estate Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

40. THE-200 – Theater Arts Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

41. WEL-200 – Welding Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

42. WKX-200 – Work Experience – prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Limited to students who are enrolled in at least 7 credit units of instruction including the Work Experience class units.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for four (4)

semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX 200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX 200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. May be taken a total of four times. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX-200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

43. WKX-201 – General Work Experience – prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in general work experience must be employed in an area unrelated to the specific occupational work experience subject areas offered by the College. Students may take General Work Experience up to two (2) times, for a maximum of six (6) units of general work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours

lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to three (3) units each semester for two (2) semesters for a maximum of 6 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

Areas of Emphasis Proposals

ADMINISTRATION & INFORMATION SYSTEMS

Administration/Information Systems entails the study of theories, procedures and practices and the acquisition of skills necessary to function productively and effectively in an administrative work environment. Career paths chosen by students pursuing undergraduate studies in Administration/Information Systems typically include managerial positions in business and the public sector, administrative support positions, customer service, sales, accounting/bookkeeping and public relations.

Students completing associate degrees in Administration/Information Systems may obtain entry-level positions in the above career fields or may choose to transfer to a four-year college or university to pursue a bachelor's degree in business, accounting, public administration, management information systems or related fields.

The student must successfully complete 18 units of study.

INCLUDED DISCIPLINES AND COURSES:

Required Courses (9 units, selected from the following):

Accounting (ACC): **1A**
Business Administration (BUS): **10, **18A**
Computer Information Systems (CIS): **1A**
Economics (ECO): **7, 7H, 8**
Political Science (POL): **8**

Electives Courses (9 additional units, selected from the following):

Accounting (ACC): **1A, 1B, 38**
Business Administration (BUS): **10, **18A, **18B, *20, 22**
Computer Information Systems (CIS): **1A, 1B, 2, 3, 5**
Computer Applications and Office Technology (CAT): **3, 31**
Economics (ECO): **4, 6, 7, 7H, 8**
Library (LIB): **1**
Management (MAG): **44**
Marketing (MKT): **20**
Political Science (POL): **6, 8**
Speech Communications (SPE): **1, 1H, 6, 9, 9H, 12, 13**

A course may only be counted once.

**Credit limitation: UC will accept a maximum of one course for transfer

*All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.*

COMMUNICATION, MEDIA, AND LANGUAGES

Communications is the study of how humans construct meanings through interactions. Courses in this area may focus on the knowledge and skills needed to communicate effectively in oral, written, or visual forms; on the study of language and culture; and/or on a critical understanding of the structures and patterns of different kinds of communication as they affect individuals and society. Studies in *Communication, Media, and Languages* is designed for students interested in pursuing further studies in English, Journalism, Mass Communication, Media Studies, Speech Communication, and World Languages at four-year colleges and universities. It may be useful for students interested in pursuing careers in communications, graphic design, journalism, law, marketing, public relations, radio and television, translating, and writing, among others.

The student must successfully complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline.

INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): 8
Applied Digital Media (ADM): 1
English (ENG): **1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 21, 22, 23, 25, 26, 30, 35, 36, 37, 38, 39, 40, 41, 44, 45, 48, 49**
Film, Television and Video (FTV): **12, 44, 45, 65**
Journalism (JOU): 1, 2, **7, 12, 20, 45, 52**
Library (LIB): **1**
Photography (PHO): 12
Spanish (SPA): **12, 13, 1A, 1B, 1H, 2H, 3N, *51, *52, *53**
Speech Communication (SPE): **1, 1H, 2, 3A, 5, 6, 7, 9, 9H, 10A, 10B, 11, 12, 13, 19**
World Languages includes:
Arabic (ARA): **1, 2, 3, 8, 11**
American Sign Language (AML): **1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22, 23**
Chinese (CHI): **1, 2, 11**
French (FRE): **1, 2, 3, 4, 8, 11**
German (GER): **1, 2, 3, 4, 11**
Greek (GRK): **1, 2**
Italian (ITA): **1, 2, 3, 4, 11**
Japanese (JPN): **1, 2, 3, 4, 11**
Korean (KOR): **1, 2, 11**
Latin (LAT): **1, 2**
Portuguese(POR): **1, 2**
Russian (RUS): **1, 2, 3, 11**
Spanish (SPA): **1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11**

All courses in regular font are transferable to CSU with the courses in bold being transferable to both CSU and UC. Courses designated with a () are not transferable.*

FINE & APPLIED ARTS

The associate degree in Fine & Applied Arts offers a rich variety of courses to acquaint students with the creation of and performance in the arts from a global perspective. The courses in this area examine the nature of the fine and applied arts through analysis, composition, examination, performance and technical development. Students will learn techniques, engage in the production and performance of the arts and assert aesthetic valuing and creative expression.

This area of emphasis is designed for students interested in applied digital media, creative writing, dance, film, graphic design, music, photography, speech communication, still or moving images, television, theatre, video and visual art.

The student must successfully complete 18 units of study across a maximum of 3 disciplines with 9 units from a single discipline.

INCLUDED DISCIPLINES AND COURSES:

Applied Digital Media (ADM): 1, *30, *64, *67, *68, *70, *71, *72, *73, *74, *76, *77A, *77B, 80, 81, *88, *89, 200

Art (ART): **1, 2, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 15A, 15B, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200**

Dance (DAN): **3, 4, 5, 6, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D32, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D51, D60**

English (ENG): **11, 12, 13, 17, 36, 38, 39, 49**

Film, Television, and Video (FTV): 38, **41, 42, 43, 44, 45, 46, 48, 51, 52, 53, 60, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72**

Music (MUS): **3, 4, 8A, 8B, 19, 22, 25, 26, 27, 28, 29, 30, 31, 32, 33, 35, 36, 37, 38, 39, 41, 42, 43, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 61, 65, 77, 89, 92, 93, P12, P36, P44**

Photography (PHO): **8, 9, 10, 17, 20, 200**

Speech Communication (SPE): **1, 1H, 2, 3A, 7, 10, 11, 19**

Theatre (THE): **2, 3, 4, 5, 6, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 41, 44, 46, 48, 49, 50, 51, 52, 54**

*All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC.*

Courses designated with a () are not transferable.*

HUMANITIES, PHILOSOPHY, AND ARTS

Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the *Humanities, Philosophy, and Arts* will enhance their skills in critical thinking and both oral and written communication. The *Humanities, Philosophy, and Arts* program prepares students for further study in the arts, history, humanities, literature, philosophy, speech communication and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

The student must successfully complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline. Up to 3 units may be taken in a studio course.

INCLUDED DISCIPLINES AND COURSES:

- Anthropology (ANT): 7, 8
- Architecture (ARE): 36
- Art (ART): 1, 2, 5, 6, 6H, 7, 8, 9, 10, 12
- Dance (DAN): 3, 6
- English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 18, 21, 22, 23, 25, 26, 30, 35, 36, 37, 40, 41, 44, 45, 48
- Film, Television & Video (FTV): 12, 65
- Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35, 36
- History (HIS): 1, 2, 4, 5, 6, 6H, 7, 7H, 8, 9, 14, 15, 21, 22, 25, 26, 28, 29, 30, 31, 34, 35
- Library (LIB): 1
- Music (MUS): 19, 20, 21, 22, 25, 26, 89
- Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 20, 21, 22, 32, 33, 35
- Political Science (POL): 11
- Speech Communication (SPE): 1, 1H, 2, 3A, 5, 7, 9, 9H, 11, 12, 13, 19
- Theatre (THE): 3, 29
- World Language, including:
 - Arabic (ARA): 1, 2, 3, 8, 11
 - American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22, 23
 - Chinese (CHI): 1, 2, 11
 - French (FRE): 1, 2, 3, 4, 8, 11
 - German (GER): 1, 2, 3, 4, 11
 - Greek (GRK): 1, 2
 - Italian (ITA): 1, 2, 3, 4, 11
 - Japanese (JPN): 1, 2, 3, 4, 11
 - Korean (KOR): 1, 2, 11
 - Latin (LAT): 1, 2
 - Portuguese(POR): 1, 2

Russian (RUS): **1, 2, 3, 11**

Spanish (SPA): **1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, *51, *52, *53, *85, *96, *97**

Applicable studio courses include (Note that some classes are less than three units.):

Art (ART): **15, 15A, 15B, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200**

Dance (DAN): **7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D32, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D51, D60-67**

English (ENG): **11, 12, 17, 38**

Music (MUS): **38, 39, P12**

Speech Communication (SPE): **10A, 10B**

Theatre (THE): **2, 4, 5, 6, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 41, 50, 51, 52, 54**

*All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.*

MATH & SCIENCE

These courses emphasize the natural sciences, which examine the physical universe, its life forms, and its natural phenomena. Courses in Math emphasize mathematical, analytical, and reasoning skills beyond the level of intermediate algebra. Courses in science emphasize an understanding of the process of science and the scientific method. All courses emphasize the use of mathematics and science as investigative tools, the role of mathematics and science as part of human civilization and society, and the inherent value of both inductive and deductive reasoning as part of the human experience.

This area of emphasis is designed for general education students, as well as students interested in mathematics or sciences as a possible career path, with career opportunities included in mathematics, chemistry, physics, biology, ecological/earth sciences, geology, engineering, computer science, electronics, oceanography, microbiology, kinesiology/ exercise science and the medical sciences.

The student must successfully complete 18 units of study.

INCLUDED DISCIPLINES AND COURSES:

Required Courses (Take one course in each of the 3 categories, including one course with a lab):

Mathematics (MAT): **1A, 4, 5, 10, 11, 12, 12H, 25**

Physical Sciences: Astronomy (AST) **1A**, Chemistry (CHE) **1A, 1AH, 2A, 10**, Geography (GEG) **1, 1H, 1L**, Geology (GEO) **1, 1L, 3**, Oceanography (OCE) **1**, Physical Science (PHS) **1**, Physics (PHY) **2A, 4A**

Life Sciences: Anatomy (AMY) **2A**, Biology (BIO) **1, 2A, 5, 7, 8, 9, 11, 34, 36**, Microbiology (MIC) **1**

Elective Courses (The remaining units may be taken from any of the following courses):

Anatomy and Physiology (AMY): **2A, 2B**, 10

Anthropology (ANT): **1**

Astronomy (AST): **1A, 1B**

Biology (BIO): **1, 2A, 2B, 3, 5, 6, 7, 8, 9, 10, 11, 12, 17, 30, 34, 36**

Chemistry (CHE): **1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17**

Computer Information Systems (CIS): **5, 17A, 17B, 17C, 18A, 18B, 18C**

Electronics (ELE): 21, 22, 23, 24, 25

Engineering (ENE): 1A, 1B, **10, 17, 20**, 21, **22, 23**, 26, 27, 28, 30, 31, **35, 45**

Geography (GEG): **1, 1L**, 1H, 5

Geology (GEO): **1, 1L, 1B, 3**

Geographic Information Systems (GIS): **1**

Health Science (HES): **1**

Mathematics (MAT): **1A, 1B, 1C, 2, 3, 4, 5, 10, 11, 12, 12H, 25, 32, 36**.

Microbiology (MIC): **1**

Oceanography (OCE): **1, 1L**

Physical Science (PHS): **1, 5, 17**

Physics (PHY): **2A, 2B, 4A, 4B, 4C, 4D, 10, 11**

Psychology (PSY): **2**

A course may only be counted once.

*All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.*

PHYSICAL EDUCATION, HEALTH & WELLNESS

These courses emphasize the principles for the growth and development of a healthy lifestyle. Students will acquire the knowledge and understanding of these principles to integrate and promote personal, individual or group behavior conducive to the maintenance or restoration of mental and physical wellness. This emphasis will provide students with an understanding of physical skills and their development related to physical activity, exercise and sport. Students will also acquire knowledge of decision making and problem solving strategies for self-management as it pertains to leading a productive and healthful lifestyle. This area of emphasis is designed for students interested in making positive life choices and in the study of health, nutrition, and wellness; physical education/kinesiology; athletic training; sport performance, officiating and coaching; career planning and life management; and the biology, anatomy and physiology of the human body.

Students who work closely with their counselor may use this emphasis area to prepare to transfer to four year institutions in majors such as Health Science, Nutrition, Physical Education/Kinesiology, Exercise Science, and Recreation and Leisure Studies. Some careers such as Athletic Trainer, Physical Therapist, Exercise Physiologist, Sport Nutritionist, and Physical Education and Health Education teachers may require education beyond the Bachelor's Degree.

The student must successfully complete 18 units of study across 2 disciplines.

INCLUDED DISCIPLINES AND COURSES:

Anatomy and Physiology (AMY): **2A, 2B**, 10

Biology (BIO): **17, 30, 34**

Early Childhood Education (EAR): 26

Guidance (GUI): 45, 46, **47**, 48

Health Science (HES): **1**

Physical Education/academic courses (PHP): **4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47**

Physical Education/activity courses (PHP): **A03, A04, A05, A07, A09, A10, A11, A12,**

A13, A15, A16, A17, A20, A21, A28, A29, A30, A31, A33, A34, A35, A36, A40, A41, A43, A44, A46, A47, A50, A51, A52, A53, A54, A55, A57, A60, A61, A62A, A63, A64, A67, A68, A69, A70, A74, A75, A77, A78, A79, A80, A81, A82, A83, A85, A86, A87, A88, A89, A90, A92, A94, A95

Physical Education/varsity courses (PHP): **V01, V02, V04, V05A, V05B, V06, V07A, V07B, V08, V09A, V09B, V10A, V10B, V11A, V11B, V12, V14, V18, V19A, V19B, V20, V21, V22, V23A, V23B, V24A, V24B, V25A, V25B**

*All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.*

SOCIAL AND BEHAVIORAL STUDIES

Social and Behavioral Studies is a collection of academic disciplines dedicated to the scholarly study of the human experience. As a comprehensive and multidisciplinary area of study, Social and Behavioral Studies will afford the student an opportunity to explore and examine the nature and multitude of interactive relationships amongst and between individuals and between the individual and their social environment; ranging from the development of the individual, to the nuances of interpersonal interaction, to the dynamic structures of national and global communities. Ultimately, the student of Social and Behavioral Studies will gain a heightened awareness of the nature of their individuality, attain a greater understanding and appreciation of

the complexities and diversity of the world in which they live and, become better equipped to succeed in an increasingly diverse and complex society.

Career paths typically chosen by undergraduate students emphasizing Social and Behavioral Studies include: Law Enforcement, Law, Human Relations, Human Resources, Social Work, Professional Childcare and Public Service Agencies, Teaching across the educational and academic spectrum, Consultation in the public and private sectors, Governmental Advisors, Speechwriting, and both domestic and international business professions.

The student must successfully complete 18 units of study across a minimum of 3 disciplines listed below.

INCLUDED DISCIPLINES AND COURSES:

Administration of Justice/Justice Studies (ADJ): **1, 2, 3, 4, 5, 8, 9, 13, 14, 15, 30**

Administration of Justice/Law Enforcement (ADJ): **6, 16, 18, 20, 21, 22, 23, 25**

Anthropology (ANT): **1, 2, 3, 4, 5, 6, 7, 8, 10, 21**

Border Studies (BOR): **31**

Early Childhood Education (EAR): *19, **20, 28, 33, 40, 42, 43, 47**

Economics (ECO): **4, 5, 6, 7, 7H, 8**

Geography (GEG): **2, 3, 4, 6**

Human Services (HMS): **4, 5, 6, 7, 8, 13, 14, 16, 18, 19,**

Library Science (LIB): **1**

Political Science (POL): **1, 1H, 2, 2H, 3, 4, 4H, 5, 6, 7, 8, 10, 11, 12, 13, 14**

Psychology (PSY): **1, 9, 33, 35**

Sociology (SOC): **1, 2, 3, 10, 12, 15, 20, 22, 35, 45, 49**

Speech Communication (SPE): **1, 1H, 2, 3A, 5, 6, 9, 9H, 10A, 10B, 12, 13**

*All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.*

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-2

Date: April 22, 2008

Subject: Agreement with the State of California, Department of Rehabilitation

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and the State of California, Department of Rehabilitation to provide assistance in securing employment and training to Riverside Community College District students who are also Department of Rehabilitation clients. The Workability III Program is a cooperative effort funded for the past eleven years which combines the resources of both agencies to provide services to assist the Department of Rehabilitation applicants/clients who receive services from both agencies. Riverside Community College District will provide Cooperative Auxiliary and Employment Services to Department of Rehabilitation applicants/clients under the terms of this agreement. Service coordination and collaboration occur within both service categories. The term of the agreement begins on July 1, 2008 through June 30, 2011. This contract requires Board annual approval through an amendment. Funding source: Federally funded from the Department of Rehabilitation and requires a 25% Cooperative Agency Share (Certified Expenditure).

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for the period of July 1, 2008 through June 30, 2011, for an amount not to exceed \$685,877.00, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement.

James L. Buysse
Interim Chancellor

Prepared by: Paula McCroskey
District Dean, Disabled Student Program and Services

AGREEMENT NUMBER	Backup VI-A-2
26958	April 22, 2008
REGISTRATION NUMBER	Page 1 of 39

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Department of Rehabilitation

CONTRACTOR'S NAME

Riverside Community College District

2. The term of this

Agreement is: July 1, 2008 through June 30, 2011

3. The maximum amount of this Agreement is: \$685,887.00 (\$228,629.00 FY 08/09; \$228,629.00 FY 09/10; \$228,629.00 FY 10/11)
 Cert Expend \$332,592.00 (\$110,864 FY 08/09; \$110,864 FY 09/10; \$110,864 FY 10/11)

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

CFDA #84,126A -- State Vocational Rehabilitation Services Program

Exhibit A – Scope of Work 5 pages

Exhibit B – Budget Detail and Payment Provisions 2 pages
 Attachment 1, Program Budget and Narrative 19 pages

Exhibit C* – General Terms and Conditions GTC-307 Dated 03/28/07

Check mark one item below as Exhibit D:

Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement) 5 pages

Exhibit - D* Special Terms and Conditions

Exhibit E – Additional Provisions 2 pages

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

These documents can be viewed at <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>

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

CONTRACTOR

CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)

Riverside Community College District

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

Aaron S. Brown, Interim Vice Chancellor, Administration and Finance

ADDRESS

4800 Magnolia Avenue, Riverside, CA 92506-1299

STATE OF CALIFORNIA

AGENCY NAME

Department of Rehabilitation

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

Douglas J. Sale, Chief, Contracts and Procurement Section

ADDRESS

721 Capitol Mall, 6th Floor, Sacramento, CA 95814

California Department of General
 Services Use Only

Exempt per:

EXHIBIT A

COOPERATIVE CONTRACT Riverside Community College District Plan of Operation

SCOPE OF WORK

I. Introduction

The WorkAbility III Program is a cooperative effort between the Department of Rehabilitation and Riverside Community College District (City College, Norco College, and Moreno Valley College) which combines the resources of both agencies to provide services to assist Department of Rehabilitation applicant/clients who receive services from both agencies. Riverside Community College District will provide Cooperative Employment Services to Department of Rehabilitation applicant/clients under the terms of this agreement. Service coordination and collaboration are expected to occur within both service categories. Department of Rehabilitation Counselors will refer individuals to Riverside Community College District, specify the contract services that will be needed by completing the referral form, assign the G02 project code to every client served by Riverside Community College District, determine eligibility, develop the Individualized Plan for Employment (IPE) and coordinate non-contract services that will be needed. Department of Rehabilitation Counselors will also provide Riverside Community College District with a copy of each IPE developed.

For fiscal year 2008-2009, a total of 125 unduplicated DOR student/clients will receive services through this cooperative contract

As a result of services provided through this contract, it is expected that DOR will:

- Open 35 new cases (status 02)
- Develop 35 new Individual Plans for Employment (IPE)
- Close 25 cases successfully (status 26).

For fiscal year 2009-2010, a total of 125 unduplicated DOR student/clients will receive services through this cooperative contract.

As a result of services provided through this contract, it is expected that DOR will:

- Open 35 new cases (status 02)
- Develop 35 new Individual Plan for Employment (IPE)
- Close 25 cases successfully (status 26)

For fiscal year 2010-2011, a total of 125 unduplicated DOR student/clients will receive services through this cooperative contract. As a result of services provided through this contract, it is expected that DOR will:

Open 35 new cases (status 02)
Develop 35 new Individual Plan for Employment (IPE)
Close 25 cases successfully (status 26)

II. Services To Be Provided

A. Employment Services

1. Description of Service

Employment Preparation - The WAIII adjunct counselor and Career Development Specialist shall provide job seeking skills training and preparation, either individually or in a group setting, to DOR student/clients prior to entering into a specific job search.

Activities include:

- Career exploration & assessment via Guidance 47 class
- Job search skills via Guidance 47 class (Career Exploration)
- Resume cover letter writing skills
- Interviewing skills techniques
- Job application preparation
- Appropriate work behaviors
- Relevant work practices
- Labor Market information

Job Development, Placement and follow-up-The Adjunct Counselor and Career Development Specialist will assist job ready student/clients identify opportunities in the community and access specific ongoing support and resource needs. Activities include:

- Collaborate with RCCD district wide job placement services
- Facilitate transition from school to work via work experience classes offered through RCCD
- Provide information on the general ease of providing accommodations in the workplace
- Referral to Workforce Preparation and RCCD Career Centers workshops offering job search techniques, maintaining computer work skills; and appropriate grooming and hygiene

2. Service Outcomes/Number to be served

During fiscal year 2008/2009, it is expected that:

- There shall be 35 DOR student/clients who receive employment preparation services;
- 30 DOR student/clients who receive job development, placement and follow-up services;
- 28 student/clients placed in employment consistent with the IPE
- Of the DOR student/clients who are placed in employment, 25 will result in a DOR 26 closure.

During fiscal year 2009/2010, it is expected that:

- There shall be 35 DOR student/clients who receive employment preparation services;
- 30 DOR student/clients placed in employment consistent with the IPE;
- 28 DOR student/clients placed in employment consistent with the IPE
- Of the DOR student/clients who are placed in employment, 25 will result in a DOR 26 closure.

During fiscal year 2010/2011, it is expected that:

- There shall be 35 DOR student/Clients who receive employment preparation services;
- 30 DOR student/clients placed in employment consistent with the IPE;
- 28 DOR student/clients who receive Employment Services
- Of the DOR student/clients who are placed in employment, 25 will result in a DOR 26 closure.

B. Work Experience

Student/clients who are in need of a work experience to become competitive in the world of work will earn college credit for participating in RCCD Occupational Work Experience classes. All work experience assignments will be in full compliance with the U.S. Department of Labor Fair Standards Act. The work experience positions may be either volunteer or paid. The Career Development Specialist and WA III Adjunct Counselor will facilitate enrollment into a broad range of potential career areas, which will ensure participation in a work experience component related to his/her identified career objective. By doing so, student/clients have opportunities to apply for permanent employment at the conclusion of the training component. Any non-paid experiential activities will be in compliance with the Department of Labor regulations. All paid work experiences will be at least minimum wage.

2. Service Outcomes/Number to be served

During fiscal year 2008/2009, it is expected that:

24 WA DOR student/clients will participate in at least 1 work experience

12 DOR student/clients will complete one or more work experiences and move on to Employment Services to seek a permanent job placement.

During fiscal year 2009/2010, it is expected that:

24 WA DOR student/clients will participate in at least 1 work experience

12 DOR student/clients will complete one or more work experiences and move on to Employment Services to seek a permanent job placement.

During fiscal year 2010/2011, it is expected that:

24 WA DOR student/clients will participate in at least 1 work experience

12 DOR student/clients will complete one or more work experiences and move on to Employment Services to seek a permanent job placement.

III. Contract Administrator/Program Coordinator

Department of Rehabilitation Contract Administrator:
Sushma Lal, Contract Administrator
3130 Chicago Avenue
Riverside, CA 92507
(951) 782-6662
(951) 320-6342 (FAX)
E-mail: slal@dor.ca.gov

Riverside Community College District Contract Administrator: Program
Coordinator/District Dean:
Paula McCroskey
4800 Magnolia Avenue
Riverside, CA 92506
(951) 222-8508
(951) 222-8059
E-mail: paula.mccroskey@rcc.edu

IV. Linkages to Other Community Agencies

This will include the Employment Development Department (EDD) and
The Regional Occupational Program (ROP), who have been informed
About the WorkAbility III Program and have agreed to assist in the
Job development and placement components of the program.

V. In-Service Training

In-service and cross-training in each agency's mission, services,
procedures, and professional approach, as well as other relevant
areas will occur on an ongoing basis.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. It is mutually understood between the parties that this contract may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the contract were executed after that determination was made.
2. This contract is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the Fiscal Year(s) covered by this contract for the purposes of this program. In addition, this contract is subject to any additional restrictions, Limitations or conditions enacted by the Congress or any statute enacted by the Congress, which may affect the provisions terms, or funding of this contract in any manner.
3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.
4. There are no oral understandings or agreements that are not incorporated in this contract.
5. Either party has the option to void the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction of funds.
6. Exceeding an approved line items within a budget category is allowed provided the exceeded dollar amount does not affect the scope of work and is necessary for the provision of services to DOR clients. However, a budget revision or budget amendment must be submitted if budget changes shall occur
7. Expenditures cannot be incurred that will exceed the total budget category amount. To move funds between budget categories requires a budget revision. Changes in budget category amounts shall not result in an increase of the total contract amount. Any alterations or variations to the contract must be contained in a written contract budget revision approved by State's Contract Office and/or written contract amendment, approved by the Department of General Services.
8. The Contractor is responsible for monitoring the percentage of time/number of hours devoted by staff on the contract for overall consistency with the contract terms.
9. Prompt Payment. The State of California is obligated to promptly pay all invoices; however, invoices must be properly submitted for prompt processing and payment. Under certain conditions, the State is required to pay vendors a late payment if a correct invoice for services/goods is not paid within 45 calendar days. The vendor does not have to request the late payment. The State will determine and send any late payment to the vendor.
10. Payment of Expenditures (If applicable)

By signing this contract Contractor certifies under penalty of perjury that the Service Budget (DOR B01A) does not contain line *items* that are, or will be during the period covered by this

contract, reimbursed/paid by another source of funding.

This is a cost reimbursement contract. State will pay the Contractor as invoiced monthly or quarterly as specified in Exhibit E, for Contractor's actual costs to provide services as identified on the Service Budget (DOR801A). For each fiscal year total funds to be paid shall not exceed the amount specified in the "Service Budget" for that fiscal year. Unexpended funds for a fiscal year shall not be carried over to another fiscal year. State will not pay contractor for actual costs until the match has been submitted by the (County), as applicable.

11. Certified Expenditure (If applicable)

Contractor shall certify to the State, on a monthly or quarterly basis as specified in Exhibit E, the actual expenditure of Contractor funds for Contractor's cost of operation in the Cooperative program as set forth in the "Cooperative Agency Certified Expenditure Budget Summary. All such expenditures shall be under the administrative supervision of State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the "Cooperative Agency Certified Expenditure Budget Summary."

The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary.

If the value of the certified expenditures by the Contractor is below 25% of the actual total program cost, the "Service Budget" may be reduced after review by the DOR Contract Administrator. State will not pay the Contractor for actual costs claimed on the DOR801B Service Invoice until the certified expenditure summary for the same period has been submitted.

The Contractor contributions, including any in excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary" will be used by State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973 as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "DOR Program Budget Summary" shall accrue to the State.

12. Cash Match (If applicable)

Each fiscal year, Contractor will pay to State, no less than quarterly, in advance, upon receipt of an invoice from State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the approved budget, it being understood that all matching funds obtained by State from Contractor shall be exclusive funds of State.

The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary".

13. Indirect Costs (If applicable)

Indirect costs are allowable costs incurred by an organization which support the activities of a program or contract but are not directly assigned to the specific program or contract and

are allocated to the program or contract using a method in compliance with Office of Management and Budget (OMB) circulars. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs/expenditures. The allocation of indirect costs cannot be based on an arbitrary fixed rate. Where an estimated percentage rate is used, when the contract is written, the actual rate must be used to bill for indirect costs/administrative overhead; however, the actual rate cannot exceed the contracted budget percentage rate. If the actual rate exceeds the budgeted rate) then a budget revision or amendment is required prior to billing the actual rate. Documentation to support the allocation rate/method must be maintained by the Contractor and is subject to review by the Department of Rehabilitation, State Auditors, Federal Department of Education auditors or their designated representatives.

Riverside Community College

Attachment 1

Program Budget Summary
Fiscal Year 2008/09
July 1, 2008 - June 30, 2009

		<u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)		\$103,189
TOTAL PAYMENT BY DOR TO CA (From Service Budget)		\$228,629
TOTAL COOPERATIVE AGENCY EXPENDITURES (From Cooperative Agency Certified Expenditure Budget)		\$110,864
<hr/>		
TOTAL PROGRAM COST		\$442,682
Cooperative Agency Share (Certified Expenditure)	25.04%	\$110,864
Total DOR Share	74.96%	\$331,818
<hr/>		
TOTAL BUDGET		\$442,682

Cooperative agency certified expenditures must be from non-Federal funds and can not be used to draw down other Federal funds. The certified expenditure must equal at least 25% of the total program costs.

Riverside Community College

Attachment 1

Program Budget Summary
Fiscal Year 2009/10
July 1, 2009 - June 30, 2010

		<u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)		\$103,189
TOTAL PAYMENT BY DOR TO CA (From Service Budget)		\$228,629
TOTAL COOPERATIVE AGENCY EXPENDITURES (From Cooperative Agency Certified Expenditure Budget)		\$110,864
<hr/>		
TOTAL PROGRAM COST		\$442,682
Cooperative Agency Share (Certified Expenditure)	25.04%	\$110,864
Total DOR Share	74.96%	\$331,818
<hr/>		
TOTAL BUDGET		\$442,682

Cooperative agency certified expenditures must be from non-Federal funds and can not be used to draw down other Federal funds. The certified expenditure must equal at least 25% of the total program costs.

Riverside Community College

Attachment 1

Program Budget Summary
Fiscal Year 2010/11
July 1, 2010 - June 30, 2011

		<u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)		\$103,189
TOTAL PAYMENT BY DOR TO CA (From Service Budget)		\$228,629
TOTAL COOPERATIVE AGENCY EXPENDITURES (From Cooperative Agency Certified Expenditure Budget)		\$110,864
<hr/>		
TOTAL PROGRAM COST		\$442,682
Cooperative Agency Share (Certified Expenditure)	25.04%	\$110,864
Total DOR Share	74.96%	\$331,818
<hr/>		
TOTAL BUDGET		\$442,682

Cooperative agency certified expenditures must be from non-Federal funds and can not be used to draw down other Federal funds. The certified expenditure must equal at least 25% of the total program costs.

Riverside Community College District

DOR Program Budget
Fiscal Year 2008/09
July 1, 2008 - June 30, 2009

0.50

FTE Counselor Units

DEPARTMENT OF REHABILITATION SERVICES

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FTE</u>	<u>TOTAL</u>
Rehabilitation Counselor	1 FTE = \$101,377	0.50	\$50,689
Case Services			
(Individual Client Expenses)			\$52,500
SUBTOTAL			\$103,189
Case Service Contract/s to:			
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL DOR PROGRAM COST			\$103,189

Riverside Community College District

DOR Program Budget
Fiscal Year 2010/11
July 1, 2010 - June 30, 2011

0.50

FTE Counselor Units

DEPARTMENT OF REHABILITATION SERVICES

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FTE</u>	<u>TOTAL</u>
Rehabilitation Counselor	1 FTE = \$101,377	0.50	\$50,689
Case Services			
(Individual Client Expenses)			\$52,500
SUBTOTAL			\$103,189
Case Service Contract/s to:			
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL DOR PROGRAM COST			\$103,189

<input checked="" type="checkbox"/> Original		<input type="checkbox"/> Amendment		<input type="checkbox"/> Revision	
Contractor Name and Address: Riverside Community College District 4800 Magnolia Avenue Riverside, CA 92506-1299		Contract Number: 33-0831357	Federal ID Number: 33-0831357	Effective Date:	Effective Date:
Line No.	Position Title	Budget Period: 7/1/08 - 6/30/09	Budget Change	Budget Change	TOTAL BUDGET
1	PERSONNEL				
2	WAIII Adjunct Counselor 80% of 1 FTE @ 24 hours per week	\$26,946.00			\$26,946.00
3	WAIII Office Assistant I 100% of 1 FTE @ 16 hours per week	\$7,722.50			\$7,722.50
4	WAIII Support Services Specialist 80% of 1 FTE @ 40 hours per week	\$59,770.00			\$59,770.00
5	WAIII Career Development Specialist 80% of 1 FTE @ 40 hours per week	\$94,742.00			\$94,742.00
6	WAIII Career Development Specialist - Overload Hours	\$19,203.00			\$19,203.00
7					
8					
9					
10					
11					
12					
13	Subtotal	\$208,383.50			\$208,383.50
14	OPERATING				
15	Office Supplies/Printing	\$1,100.00			\$1,100.00
16	Instructional Supplies	\$510.00			\$510.00
17	Professional Membership	\$100.00			\$100.00
18	Travel/Mileage	\$1,200.00			\$1,200.00
19	Training	\$400.00			\$400.00
20					
21					
22					
23	Subtotal	\$3,310.00			\$3,310.00
24	Personnel and Operating Subtotal	\$211,693.50			
25	INDIRECT COST	\$16,935.48			\$16,935.48
	TOTALS (rounded to nearest dollar)	\$228,629			\$228,629

Indirect costs are allowable costs, incurred by an organization, which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with Office of Management and Budget (OMB) circulars. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary rate.

Original		<input checked="" type="checkbox"/> Amendment	Revision	Page 1 of 1
Contractor Name and Address: Riverside Community College District 4800 Magnolia Avenue Riverside, CA 92506-1299		Contract Number: 33-0831357	Federal ID Number: 33-0831357	
Line No. Position Title		Budget Period: 7/1/09 - 6/30/10	Effective Date:	Effective Date:
		Amount Budgeted	Budget Change	TOTAL BUDGET
1	PERSONNEL			
2	WAIII Adjunct Counselor 80% of 1 FTE @ 24 hours per week	\$26,946.00		\$26,946.00
3	WAIII Office Assistant I 100% of 1 FTE @ 16 hours per week	\$7,722.50		\$7,722.50
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<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Amendment		Revision	
Contractor Name and Address: Riverside Community College District 4800 Magnolia Avenue Riverside, CA 92506-1299		Contract Number: 33-0831357	Federal ID Number: 33-0831357	Page <u>1</u> of <u>1</u>	
Line No. Position Title		Budget Period: 7/1/10 - 6/30/11	Effective Date:	Effective Date:	
		Amount Budgeted	Budget Change	TOTAL BUDGET	
PERSONNEL					
1					
2	WAIII Adjunct Counselor 80% of 1 FTE @ 24 hours per week	\$26,946.00			\$26,946.00
3	WAIII Office Assistant I 100% of 1 FTE @ 16 hours per week	\$7,722.50			\$7,722.50
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13	Subtotal	\$208,383.50			\$208,383.50
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15	Office Supplies/Printing	\$1,100.00			\$1,100.00
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SERVICE BUDGET NARRATIVE

PERSONNEL

Traditional Agency Functions:

Adjunct Counselor, Disabled Student Services

Provide academic and career counseling to student/clients with a wide range of disabilities including, but not limited to learning disabilities, psychological disabilities, acquired brain injury, health impairments, physical disabilities, visual impairments, deaf and hard of hearing. Assist with DSPS intake interviews; assist with priority registration.

Cooperative Program Function:

WorkAbility III Adjunct Counselor

Assist Career Development Specialist in performing duties required to transition DOR student/clients from college to work; also teach Guidance 47 class; contact employers for the purpose of developing job opportunities; collaborate with district wide job placement services for purpose of developing job opportunities; access the local EDD (Employment Development Department) job bank; assist in the development of job shadowing and work experience sites; follow-up on job placements; facilitate enrollment in Work Experience classes for the purpose of gaining experience leading to employment in related Major.

Traditional Agency Functions:

WorkAbility III Office Assistant I

This position was created especially to provide a unique service under the cooperative contract with DOR, therefore no traditional agency function is mentioned.

Cooperative Program Function:

WorkAbility III Office Assistant I

Prepare WorkAbility III reports, type resumes, check project coding lists, compare and process Riverside Community College District/Department of Rehabilitation forms, maintain file records; and contact DOR student/clients, answer routine questions and give out standard information about the WorkAbility III program; type tests and teaching materials, letters and other materials, proofread typed materials for grammatical and spelling errors, receive, distribute and dispatch mail; answer the telephone; operate office equipment; participate in District provided in-service trainings; maintain friendly and supportive atmosphere for students, faculty, staff, and the public; sort, alphabetize and file WorkAbility III records and reports; schedule appointments for WorkAbility III staff and DOR counselor liaison.

Traditional Agency Functions:
DSP&S Support Services Specialist

Conduct intake interviews with prospective students; assists with registration for students with disabilities; performs clerical tasks, disseminate college-related information. Administers and proctors course examinations in alternative formats. Assists in training students in the use of adaptive equipment and computers. Responsible for material of a highly sensitive and confidential nature. Maintains sensitivity to the exceptional characteristics of persons with varying degrees of disability. Maintains a friendly and supportive atmosphere. Performs other related duties as assigned.

Cooperative Program Function:
WorkAbility III Support Services Specialist

Assist DOR student/clients in development of resume, master application, and cover letter. Assist as needed with Guidance 47 (Career Exploration) class. Participate in District provided in-service training programs. Develop and maintain WorkAbility III student/clients database; assist with WorkAbility III contract renewal. Responsible for invoicing; participate in Department of Rehabilitation provided in-service and contract trainings.

Traditional Agency Functions:
DSPS Counselor

Provide academic and career counseling to students with a wide range of disabilities including, but not limited to learning disabilities, psychological disabilities, acquired brain injury, health impairments, physical disabilities, visual impairments, deaf and hard of hearing. Assist with DSPS intake interview; develop student educational plans and help students choose appropriate coursework.

Cooperative Program Function:
WorkAbility III Career Development Specialist

Assist in supervision of WorkAbility III staff, who work with (DOR) student/clients to facilitate their transition from college to work; regularly confer with DOR counselors to determine student/clients status; assist in development and implementation of the IPE, collaborate with job placement services staff who contact employers for the purpose of developing job leads and job opportunities. Facilitate enrollment in work experience classes for the purpose of gaining experience leading to employment in a related Major or occupation; follow-up on job placements; assist in the determination of the need for post-employment services; assist WorkAbility III coordinator as needed; write reports and maintain WorkAbility records; teach Guidance 47 as required; assess student/clients job readiness; perform intake/screening interviews with student/clients.

Cooperative Program Function:

WorkAbility III Career Development Specialist- Overload

This line item represents hours that the position will need to work during the periods of time when the position is normally scheduled to recess. This is necessary in order to maintain contact with student/clients and consistency in service delivery.

Operating Expenses

Office Supplies/Printing – paper, file folders, pens, pencils, notebooks, staplers and staples; paper clips, copier toner and printer cartridges. Scandisks (computer flash drives);sheet protectors, post pins, expanding file keepers, resume paper, and envelopes; paper fasteners, business cards to be used for job development contacts, dividers, tape, highlighting pens, labels, and other similar items. Will also cover the cost of printing informational pamphlets for the WorkAbility III program.

Instructional Supplies – Books and materials needed for Guidance 47 (Career Exploration) class; Personality and Interest Inventory forms and reference materials; skills and values card sort inventory materials to be used for student/clients enrolled in Guidance 47, blank VCR tapes/CD's for the purpose of 'mock' employment interview preparation.

Professional Membership - This will include membership in the Greater Riverside Chamber of Commerce, and/or membership in the Riverside Community Hospital Foundation Executive Council (networking opportunities for job development in the medical field) and related activities.

Travel/Mileage – Agency travel will consist of airfare, hotel and per diem costs, taxi and/or rental car, toll and parking fees incurred as a result of attending meetings and training which is directly related to the WorkAbility Program. Mileage covers the expense of driving to visit employers to develop jobs, job shadowing and work experience sites; follow-up visits to DOR student/clients who are participating in one of these components; travel to WorkAbility related meetings and training. All costs invoiced at the rate allowed by Riverside Community College District or the State approved rate for non-represented employees, whichever is less.

Training – will cover the cost of training deemed to enhance performance of contract related duties with the approval of Contract Administrator.

Indirect Cost – Based upon a review of accounting records by Riverside Community College District Accountants/Auditors, which includes all direct and indirect costs. This rate is to be applied to all direct costs.

COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET

Fiscal Year 2008/09
July 1, 2008 - June 30, 2009

Contractor Name and Address		FTE	Total Expenditure Dollars	Percent of Expenditure Devoted to Program	Amounts Chargeable to Program
Cooperative agency agrees that it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. **NOTE** No portion of the below expenditures shall come from Federal Funds.					
PERSONNEL/POSITIONS					
WAIII Coordinator/District Dean	1 @ 40 hrs week	\$ 152,088.00	10%	\$ 15,208.80	
WAIII Specialist	1 @ 40 hrs week	\$ 77,237.00	5%	\$ 3,861.85	
WAIII Specialist	1 @ 40 hrs week	\$ 69,622.00	5%	\$ 3,481.10	
WAIII Specialist	1 @ 40 hrs week	\$ 61,955.00	5%	\$ 3,097.75	
WAIII Counselor/LD	1 @ 40 hrs week	\$ 119,665.00	5%	\$ 5,983.25	
WAIII Counselor - Overload		\$ 12,802.00	5%	\$ 640.10	
WAIII Counselor/LD	1 @ 40 hrs week	\$ 115,096.00	10%	\$ 11,509.60	
WAIII Counselor - Overload		\$ 12,802.00	10%	\$ 1,280.20	
WAIII Counselor/LD	1 @ 40 hrs week	\$ 114,750.00	10%	\$ 11,475.00	
WAIII Counselor - Overload		\$ 12,802.00	10%	\$ 1,280.20	
WAIII Adaptive Technology Specialist	1 @ 40 hrs week	\$ 78,157.00	10%	\$ 7,815.70	
WAIII Support Services Specialist	1 @ 40 hrs week	\$ 66,023.00	5%	\$ 3,301.15	
WAIII Support Services Specialist	1 @ 40 hrs week	\$ 74,322.00	5%	\$ 3,716.10	
WAIII Support Services Specialist	1 @ 40 hrs week	\$ 69,606.00	5%	\$ 3,480.30	
WAIII Secretary to Coordinator	1 @ 40 hrs week	\$ 66,336.00	10%	\$ 6,633.60	
WAIII Alternate Media Specialist	1 @ 40 hrs week	\$ 113,264.00	5%	\$ 5,663.20	
WAIII Interpreter Specialist	1 @ 40 hrs week	\$ 80,331.00	5%	\$ 4,016.55	
WAIII Senior Interpreter	1 @ 40 hrs week	\$ 70,936.00	5%	\$ 3,546.80	
WAIII Senior Interpreter	1 @ 40 hrs week	\$ 66,417.00	5%	\$ 3,320.85	
WAIII Senior Interpreter	1 @ 40 hrs week	\$ 66,802.00	5%	\$ 3,340.10	
OPERATING EXPENSES					
NOT APPLICABLE					
Subtotal of Transition Specialist and Transition Aide positions that Indirect Costs are being charged to. \$ 102,652.20					
Indirect Cost/Administrative Overhead: 8.000% \$8,212.18					
TOTAL EXPENDITURES "CERTIFIED" BY COOPERATIVE AGENCY (Rounded to the Nearest Dollar): \$ 110,864					

COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET

Fiscal Year 2009/10
July 1, 2009 - June 30, 2010

Contractor Name and Address

Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506-1299

Cooperative agency agrees that it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services

Item Expenditure	FTE	Total Expenditure Dollars	Percent of Expenditure Devoted to Program	Amounts Chargeable to Program
PERSONNEL/POSITIONS				
WAIII Coordinator	1 @ 40 hrs week	\$ 152,088.00	10%	\$ 15,208.80
WAIII Specialist	1 @ 40 hrs week	\$ 77,237.00	5%	\$ 3,861.85
WAIII Specialist	1 @ 40 hrs week	\$ 69,622.00	5%	\$ 3,481.10
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WAIII Senior Interpreter	1 @ 40 hrs week	\$ 66,802.00	5%	\$ 3,340.10
OPERATING EXPENSES				
NOT APPLICABLE				

Subtotal of Transition Specialist and Transition Aide positions that Indirect Costs are being charged to. \$				102,652.20
Indirect Cost/Administrative Overhead: 8.000%				\$8,212.18
TOTAL EXPENDITURES "CERTIFIED" BY COOPERATIVE AGENCY (Rounded to the Nearest Dollar): \$				110,864

COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET

Fiscal Year 2010/11
July 1, 2010 - June 30, 2011

Contractor Name and Address		Item Expenditure	FTE	Total Expenditure Dollars	Percent of Expenditure Devoted to Program	Amounts Chargeable to Program
Riverside Community College District 4800 Magnolia Avenue Riverside, CA 92506-1299		Cooperative agency agrees that it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services				
PERSONNEL/POSITIONS						
	WAIII Coordinator	1 @ 40 hrs week	\$	152,088.00	10%	\$ 15,208.80
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	WAIII Senior Interpreter	1 @ 40 hrs week	\$	66,802.00	5%	\$ 3,340.10
OPERATING EXPENSES						
NOT APPLICABLE						
Subtotal of Transition Specialist and Transition Aide positions that Indirect Costs are being charged to. \$ 102,652.20						
Indirect Cost/Administrative Overhead: 8.000% \$8,212.18						
TOTAL EXPENDITURES "CERTIFIED" BY COOPERATIVE AGENCY (Rounded to the Nearest Dollar): \$ 110,864						

COOPERATIVE AGENCY CERTIFIED EXPENDITURE BUDGET NARRATIVE

PERSONNEL

The following personnel will be assigned to the cooperative program, with the concurrence of the DOR District Administrator. These personnel will function for a specified portion of their time in a vocational rehabilitation role, and that portion of their time will be certified for use by DOR for General matching purposes (see Cooperative Agency Certified Expenditure Summary). This role will involve the provision of specific vocational rehabilitation services, which are other than the traditional personnel roles/services of the Cooperative Agency. In order to identify the difference in function between their Cooperative Agency role and their vocational rehabilitation role, the following comparisons are made between their traditional and new duties (which constitute a “new pattern of service”).

Traditional Agency Functions:

Coordinator/District Dean, Disabled Student Services

Responsible for overall coordination of counseling and support services with students who have disabilities; staff supervision, budget development, and maintenance of records; responsible for compliance with legal mandates.

Cooperative Program Functions:

WorkAbility III Coordinator/District Dean

Provide overall supervision of WorkAbility III staff and activities; responsible for program planning and maintenance of records; liaison with Department of Rehabilitation, attend WorkAbility related meetings and training; work in all phases of employment services.

Traditional Agency Functions:

Specialist, Disabled Student Services

Assist in overall coordination of support services for students with disabilities; maintain records; responsible for compliance with legal mandates.

Cooperative Program Functions:

WorkAbility III Specialist

Assist in overall supervision of WorkAbility III activities; assist WorkAbility III Coordinator in program planning, program development and maintenance of records. Perform support as needed to compliment duties performed by WorkAbility III staff.

Traditional Agency Functions:

Counselor/Learning Disability Specialist, Disabled Student Services

Provide academic and leaning disability assessment if needed to students with a wide range of disabilities including but not limited to learning disabilities, psychological disabilities, acquired

brain injury, health impairments, physical disabilities, visual impairments, deaf and hard of hearing. Perform intake/screening interviews; develop student educational plans and help students choose appropriate coursework. Interact with college faculty and staff regarding equal access issues.

Cooperative Program Functions:
WorkAbility III Counselor/LD

Perform duties required to transition DOR student/clients from college to work. Regularly confer with DOR counselors to determine student/clients status; assist in the development and implementation of the IPE; collaborate with job placement services staff. Facilitate enrollment in work experience classes for the purpose of gaining experience leading to employment in a related occupation.

Traditional Agency Functions:
Adaptive Technology Specialist, Disabled Student Services

Assess student computer technology abilities; assist with computer needs for academic and vocational success.

Cooperative Program Functions:
WorkAbility III Adaptive Technology Specialist

Provide WorkAbility III workshops, one-on-one instruction on computer skills needed to enhance resume writing and cover letters; conduct job search and job readiness for DOR students/clients.

Traditional Agency Functions:
Support Services Specialist

Assists Coordinator in assuring that reasonable accommodations are provided for eligible DOR students, both in curricular and extra-curricular college programs and activities.

Cooperative Program Functions:
WorkAbility III Support Services Specialist

Acts as consultant to WorkAbility III staff regarding reasonable accommodation, and recommendations for DOR student/clients participating in WorkAbility III vocational activities.

Traditional Agency Functions:
Secretary to Coordinator/District Dean, Disabled Student Services

Assists Coordinator and performs the full array of secretarial functions, maintains complete and accurate data to assure compliance with college, state and federal reporting; assures that reasonable accommodations are provided for eligible students with disabilities.

Cooperative Program Functions:

WorkAbility III Secretary to Program Coordinator

Assists WorkAbility III Coordinator by performing secretarial support as needed to compliment duties performed by WorkAbility Support Services Specialist.

Traditional Agency Functions:

Alternate Media Specialist

Provides supervision of Adaptive Technology Specialist; oversees adaptive computer lab, equipment and software. Responsible for educating staff on computer technology needs for student academic and vocational success, access, accommodation, and issues concerning disabilities.

Cooperative Program Functions:

WorkAbility III Alternate Media Specialist

Acts as consultant with WorkAbility III staff, DOR Counselors and DOR student/clients on adaptive computer needs and adaptive technology for vocational success and accommodations needed for the workplace; will assist with WorkAbility III workshops and Guidance 47 class; and in-services concerning access and adaptive computer accommodation issues.

Traditional Agency Functions:

Interpreter Specialist

Provides sign language interpreting in academic coursework for hearing impaired students.

Cooperative Program Functions:

WorkAbility III Interpreter Specialist

Provide sign language interpreting for DOR student/clients when participating in WorkAbility III vocational activities such as: college sponsored work fairs, class activity assignments (informational interviews); explain DOR/WorkAbility III procedures, referral process and counseling sessions for job search purposes, including intake interview. Provide sign language interpreting for staff attending WorkAbility III related training and meetings.

Traditional Agency Functions:

Senior Interpreter

Provide interpreting in academic coursework for hearing impaired students.

Cooperative Programs Function:

WorkAbility III Senior Interpreter

Sign language interpreting for DOR student/clients when participating in WorkAbility III vocational activities such as: college sponsored work fairs, class activity assignments

(informational interviews); explain DOR/WorkAbility III procedures, referral process and counseling sessions for job search purposes, including intake interview. Provide sign language interpreting for staff attending WorkAbility III related training and meetings.

Overload hours for all positions

These line items represent hours that the positions will need to work during the periods of time when the positions are normally scheduled to recess. This is necessary to maintain contact with student/clients and consistency in service delivery.

Indirect Cost – Based upon a review of accounting records by Riverside Community College District Accountants/Auditors, which includes all direct and indirect costs. This rate is to be applied to all direct costs.

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. Software

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws

2. Contract Manual

Contractor acknowledges that it was provided with and is familiar with the provisions of the Department of Rehabilitation's Contract Manual for Case Services and/or Cooperative Program contracts (DOR Contract Manual) for the Fiscal Year(s) covered under this contract, and it specifically agrees that it will comply with all applicable provisions of the Contract Manual. Contractors are expected to refer to and comply with the DOR Contract Manual. This manual is referenced in the contract and, as such is a contract document. Match requirements are applicable to Cooperative Programs only.

3. Settlement of Disputes

Any dispute concerning performance under the terms of this agreement which is not disposed of within a reasonable period of time by the Contractor and State shall be brought to the attention the local Department of Rehabilitation District Administrator and a designated representative of the contractor for joint resolution. At the request of either party, the State shall provide a forum for discussion of the disputed item(s) at which time the State representative shall be available to assist in the resolution by providing advice to both parties as to State of California policies and procedures. If agreement cannot be reached through the application of high level management attention, either party may assert its other rights and remedies within this contract, or within a court of competent jurisdiction.

4. Rehabilitation Act

By signing this contract Contractor certifies that it shall comply with all provisions of the Rehabilitation Act of 1973, as amended (29 use Section 701 et seq.) and applicable federal and state regulations.

Notwithstanding provisions to the contrary, State shall supervise provision of vocational rehabilitation services authorized by the Rehabilitation Act of 1973, as amended and the State Plan for Vocational Rehabilitation Services.

Client eligibility and scope of services to be provided under the terms of this contract shall be determined by State in accordance with all applicable laws and regulations.

Program expenditures and staff providing services under the cooperative arrangement are under the administrative supervision of State.

State shall assign to serve as program staff, State employed vocational rehabilitation case carrying staff, and other personnel required to discharge its functions under the terms of this contract, the Rehabilitation Act of 1973 as amended (29 use Section 701 et seq.), and the State Plan for Vocational Rehabilitation Services. This shall include all administrative, supervisory, technical, and consultative services necessary to fulfill State's responsibilities under the terms of this contract.

5. Travel

The Contractor agrees that all travel and per diem paid its employees under this contract shall be at "actual costs" and subject to the Department of Personnel Administration designated rates not to exceed those amounts paid to the State's excluded employees. No expense for travel outside of the State of California shall be reimbursed.

6. Personnel Standards

Contractor shall maintain personnel standards in accordance with the Code of Federal Regulations, 34 CFR 361.51 (b).

7. Confidentiality

Contractor agrees that any report or material created during the performance of this contract will not be released to any source except as required by this contract or otherwise authorized by State. Any information obtained by Contractor in the performance of this contract is confidential and shall not be published or open to public inspection in any manner, except as authorized by State.

Contractor agrees to maintain the confidentiality of any information concerning any individual clients it may obtain in the performance of this contract, and specifically agrees to comply with the provisions applicable to such information as set forth in 34 Code of Federal Regulations, Section 361.38. title 9, California code of Regulations, Section 7140 et seq., and the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.)

Contractor agrees to report any security breach or incident involving DOR consumers' personal information to the Department of Rehabilitation's Contract Administrator and Information Security Officer. The Department of Rehabilitation's Information Security Officer can be contacted via email at isoinfo@dor.ca.gov.

Security breaches or incidents that must be reported include but are not limited to

- 1) Unauthorized disclosure of DOR consumers' personal information (as defined in Civil Code Section 1798.39) either physically or electronically by the Contractor or the Contract's assignees.

- 2) Loss of computer equipment or data files, both electronic and hard copy, on which DOR consumers' personal information resides. This includes laptops, disks, DPAs, flash drives, and personal computers.

8. Accounting, Audit Requirements, and Records Retention

Contractor must maintain an appropriate cost accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with state and federal regulations and the Contract and Contract Manual. The Contractor's financial management system shall provide for:

- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
- Records that identify adequately the source and application of funds for federally sponsored activities
- Written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award.
- Accounting records including cost accounting records that are supported by source documentation.

Contractor shall submit to State such reports, accounts, and records as deemed necessary by State to discharge its obligation under State and Federal laws and regulations, including the applicable Office of Management and Budget Circulars.

Contractor shall provide State's staff access to all Contractor's records and evaluations of individuals referred to the program, with the written consent of the individual.

State shall have the right to conduct inspections and/or audits of Contractor to determine whether expenditures by Contractor were made in compliance with this contract, the Department of Rehabilitation's Contract Manual for the fiscal year(s) covered under this contract and other applicable federal or state statutes and regulations. Contractor agrees that Department of Rehabilitation, State Controller's Office, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review, obtain, and copy all records pertaining to performance of the contract or relevant to determining whether expenditures by Contractor were made in accordance with the contract and applicable laws and regulations. Contractor agrees to provide such auditors with any relevant information requested and shall permit the auditors access to its premises during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to the audit or investigation. Contractor further agrees to maintain such records for a period of three (3) years after final payment under the contract or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit or any other action involving the records prior to expiration of the three (3) year period, whichever is later.

Non-federal entities receiving financial assistance of \$500,000 or more in Federal funds from all sources, either directly from a Federal awarding agency or indirectly from a pass-through entity, are required to have a single or program-specific audit conducted in accordance with Office of Management and Budget (OMB) A-133, Audits of States, Local Governments, and Non-Profit Organizations. Non-federal entities that spend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in OMB A-133. Entities required to have an audit under OMB A-133 must ensure the audit is performed in accordance with Generally Accepted Auditing Standards (GAAS); Government Auditing Standards developed by the Comptroller General and the OMB Compliance Supplement. Audit reports and any resulting management letters must be submitted within the earlier of 30 days after receipt of the auditor's report, or nine months after the end of the audit period. The reports required by OMB A-133 must be submitted to:

Department of Rehabilitation
Audit Services
721 Capitol Mall 3rd Floor
Sacramento, CA 95814

Contractor must include in the contract with its independent auditor that the State Department of Rehabilitation, State Controller's Office Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives have the right to inspect and review the independent auditor's work papers regardless of the type of financial audit performed (financial statement OMB A 133) upon notice by the Contractor, or upon notice by appropriate State and Federal representatives.

9. Principles and Standards for Determining Allowable Costs, including Requirements for Documenting Personnel Activity Chargeable to the Contract

Contracts awarded by the Department shall be subject to actual cost for services rendered under this agreement. Allowable costs under this contract must meet the following general criteria:

The allowable cost must be: 1) generally recognized and necessary for the operation of the Contractor's organization, 2) be reasonable for the performance of the contract, including acceptable sound business practices that are subject to the terms and conditions of the contract agreement and approved DOR budgeted line items and 3) not be used for general expenses required to carry out other responsibilities of the Contractor.

Further, documenting and supporting the distribution of personnel activity to the contract is critical. The Contractor agrees to comply with the OMB Circular applicable to its organization regarding documentation for the support of personnel activity chargeable to the contract.

The Contractor agrees to abide by the following federal rules and regulations applicable to its organization as specifically defined in the following:

- 34 CFR Part 74 (OMB A-11 0) - Administration of Grants and Agreements with

- Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- 34 CFR Part 80 (OMS A-102) - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 34 CFR 361 - The State Vocational Rehabilitation Services Program
- OMB A-21 - Cost Principles for Educational Institutions
- OMB A-87 - Cost Principles for State, Local, and Indian Tribal Governments
- OMB A-122 - Cost Principles for Non-Profit Organizations
- OMB A-133 - Audits of States, Local Governments, and Non-Profit Organizations

A copy of the OMS Circulars listed above are available for download and review on the Internet at www.whitehouse.gov/omb/circulars.

A copy of Title 34 CFR Part 74 and Part 80 are available for review on the Internet at <http://www.ed.gov/Dolicv/fund/rea/edaarRea/edaar.html>

10. Pattern of Service (Cooperative Agreements Only)

As required by Federal regulations (34 CFR 361.28), the services provided by the Contractor under this contract cannot be the customary or typical services, but rather the services must have been modified, adopted, expanded, or reconfigured to have a vocational rehabilitation focus.

11. Debarment, Suspension, Ineligibility and Voluntary Exclusion

By signing this contract, contractor certifies that neither it nor its principles is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

12. Contract Amendments

Should either party, during the term of this agreement, desire a change or amendment to the terms of this Agreement, such changes or amendments shall be proposed in writing to the other party, who will respond in writing as to whether the proposed changes/amendments are accepted or rejected. If accepted and after negotiations are concluded, the agreed upon changes shall be made through the State's official agreement amendment process. No amendment will be considered binding on either party until it is formally approved by the State.

EXHIBIT E

I. Contract Monitoring and Reporting

Riverside Community College District will submit a report at the end of each and every month that details the program's progress toward the following contract objectives for the particular month and cumulatively for the year:

- The total number of unduplicated clients served by the program
- The number of unduplicated clients who received Employment preparation services
- The number of unduplicated clients who have been placed into employment consistent with their Individualized Plan for Employment (status 26).
- The program will provide the assigned Department of Rehabilitation Counselor a progress note for each DOR client who received Employment Services during the month

The Department of Rehabilitation Contract Administrator will monitor the contract by:

- Reviewing certified time and service budget staff personnel activity reports on an as needed basis
- Reviewing Monthly Production Reports
- Tracking and reviewing the Contract Agency's certified time and service budget balances
- Meeting with the WorkAbility III Coordinator at least twice a year, but more often if deemed necessary by the DOR Contract Administrator, to review the program's progress toward contract objectives and contract budget utilization

II. Transportation of DOR Applicant/Clients

DOR applicant/clients will be advised of bus schedules and transportation services for those with physical and/or mental impairments requiring accessible transportation for job interviews.

EXHIBIT E ADDITIONAL PROVISIONS

The DOR Contract Administrator will monitor and document the contractor's performance to ensure compliance with all contract provisions. The DOR Contractor Administrator will:

- Maintain documentation on all contract activities, including the performance of the contract services invoice reviews and approvals, monitoring activities, and other contract administration activities.
-
- Monitor the contract to ensure services were performed according to the quality, quantity, objectives, timeframes and manner specified in the contract, and that the Contractor prepares and maintains adequate 'documentation to support the services provided.
- Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/consumers during the contract period are based on actual allowable costs, and that the invoices are current, correct, and timely.
- Ensure that all Service Invoices, and Certified Expenditure Summaries if applicable, are received within 180 days of the end of the fiscal year. If not received, obtain written justification from the contractor for the delay and a timeline when final invoicing will be received.
- Verify that the contractor has fulfilled all requirements of the contract before approving the final invoice.
- Ensure there are sufficient funds to pay for all services rendered as required by the contract
- Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this contract. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Contracts only)
- Identify low usage levels and consider partial disencumbrance of contract funds
- Periodically review personnel activity reports for staff funded by the contract to ensure that the Contractor is preparing and maintaining personnel activity reports in compliance with the applicable OMB circular.
- Verify-that all contract staff are providing services in accordance to their duties specified in the Contract, including ensuring that:
 1. Personnel duty statements or a copy of the Contract Budget Narrative/Contract Duty Statement has been provided to each staff person to communicate the specific duties to be performed under the contract.
 2. Verify that job duties, as provided by the contract staff, match contract duty statements and service descriptions.

- Ensure that the contractor has submitted to DOR appropriate documentation that supports the services provided to applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.
- Verify that the contract staffs provide services only to authorized DOR clients. (Case Service Contracts only)
- Review the CAS 170AA report (Case Service Contracts only)

CCC-307

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> Riverside Community College District		<i>Federal ID Number</i> 33-0831357
<i>I By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i> Aaron Brown, Interim Vice Chancellor Administration and Finance		
<i>Date Executed</i>	<i>Executed in the County of</i> Riverside, California	

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has unless exempted, complied with the nondiscrimination program requirements. (Gov. Code § 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REOUIREMENTS;** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:
 1) the dangers of drug abuse in the workplace;
 2) the person's or organization's policy of maintaining a drug-free workplace;
 3) any available counseling, rehabilitation and employee assistance programs; and,
 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:
 1) receive a copy of the company's drug-free workplace policy statement; and,
 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to

carry out the requirements as noted above. (Gov. Code §.8350. et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State; with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweat free Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.w.dir.ca.gov](http://www.dir.ca.gov) and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractors' records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement the awarding agency must be contacted immediately for clarification.

Current State Employees (pub. Contract Code §10410):

- 1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment
- 2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411)

- 1). For the two-year period from the date he or she left state employment no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code § 10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to

undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code .Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination On the basis of disability as well as all applicable regulations and guidelines issued pursuant to the ADA.(42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's, name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed by the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to be sure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although, there are some statutory exceptions to taxation rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION; Under the State laws the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge-requirements or- discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM SID. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-3

Date: April 22, 2008

Subject: Agreements with Office of Statewide Health Planning and Development for the School of Nursing

Background: Presented for the Board's review and consideration are two agreements between Riverside Community College District and the Office of Statewide Health Planning and Development. The first award, totaling \$200,000.00, provides funding to serve an additional ten students in the Associate Degree Nursing Program and is intended to encourage students to enter into practice in underserved areas. The second award, totaling \$73,046.00, provides funding to test and evaluate the efficacy and viability of Assessment Testing, Incorporated (ATI) retention/remediation products for nursing students. The time period for both agreements is July 1, 2008 through June 30, 2010. Funding source: Song Brown Training Program.

Recommended Action: It is recommended that the Board of Trustees approve the agreements, for \$200,000.00 and \$73,046.00, respectively, for the time period of July 1, 2008 through June 30, 2010, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreements.

James L. Buysse
Interim Chancellor

Prepared by: Sandra Baker
District Dean, School of Nursing

AGREEMENT NUMBER 08-9065
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Office of Statewide Health Planning and Development

CONTRACTOR'S NAME

Riverside Community College District

2. The term of this Agreement is: 07/01/2008 through 06/30/2010

3. The maximum amount of this Agreement is: \$ 200,000.00
 Two Hundred Thousand Dollars and zero cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	1 page(s)
Exhibit B – Budget Detail and Payment Provisions	1 page(s)
Exhibit C* – General Terms and Conditions	GTC 307
Check mark one item below as Exhibit D:	
<input checked="" type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	2 page(s)
<input type="checkbox"/> Exhibit - D* Special Terms and Conditions	
Exhibit E – Additional Provisions	4 page(s)

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

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

CONTRACTOR		<i>California Department of General Services Use Only</i>
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) Riverside Community College District		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 4800 Magnolia Avenue Riverside, CA 92506		
STATE OF CALIFORNIA		
AGENCY NAME Office of Statewide Health Planning and Development		<input type="checkbox"/> Exempt per:
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Patty Nelson, Interim Contract Services Manager		
ADDRESS 400 R Street, Room 359, Sacramento, Ca 95811		

EXHIBIT A

SCOPE OF WORK

1. Contractor agrees to the following:

- A. Riverside City College Associate Degree Nursing Program shall meet the Registered Nursing Standards adopted by the California Healthcare Workforce Policy Commission (CHWPC) and perform services in accordance with the Contract Criteria as set forth in Exhibit E, hereby attached.
- B. Under the direction of the Program Director of the Riverside City College Registered Nursing Education Program provide nursing education for ten (10) nursing students in the 07-01-2008 to 06-30-2009 fiscal year and ten (10) nursing students in the 07-01-2009 to 06-30-2010 fiscal year.
- C. Submission of a progress report evaluating the program's effectiveness after one (1) year of the award date.
- D. Submission of a complete final report including data outcomes on the special program at the end of the Contract period.

2. OSHPD agrees to provide:

- A. The Program Director of the Registered Nursing Education Program, the current fiscal year's (07-01-2008 to 06-30-2009) master certification form and instructions by September 30th of the fiscal year.
- B. Direct all Contract inquiries to:

Requesting Agency: OSHPD	Contractor Name: Riverside Community College District
Name: Manuela Lachica, Program Director	Name: Aaron Brown, Interim Vice Chancellor
Phone: (916) 326-3752	Phone: (951) 222-8047
Fax: (916) 322-2588	Fax: (951) 222-8893
E-mail: mlachica@oshpd.ca.gov	E-mail: aaron.brown@rcc.edu

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

Requesting Agency: OSHPD	Training Program: Riverside City College
Section/Unit: Healthcare Workforce Development Division (HWDD)	Section/Unit: Registered Nursing Education Program
Attention: Terrie Smith, Program Analyst	Attention: Sandra Baker, Program Director, District Dean of School of Nursing
Address: 400 R Street Sacramento, CA 95811	Address: 4800 Magnolia Avenue Riverside, CA 92506-1299
Phone: (916) 326-3754	Phone: (951) 222-8408
Fax: (916) 322-2588	Fax: (951) 222-8407
E-mail: tsmith@oshpd.state.ca.us	E-mail: sandy.baker@rcc.edu

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. **Payment**

- A. For services satisfactorily rendered and upon receipt and approval of the quarterly certifications as specified in this Article, Item C., OSHPD agrees to compensate Riverside Community College District in accordance with the rates specified herein.
- **\$833.00 (Eight hundred thirty three dollars)**, per ADN student per month from 07-01-2008 to 02-28-2009 and
\$834.00 (Eight hundred thirty four dollars), per ADN student per month from 03-01-2009 to 06-30-2009; up to a total of \$100,000.00 for ten (10) students for fiscal year 2008/09.
 - **\$833.00 (Eight hundred thirty three dollars)**, per ADN student per month from 07-01-2009 to 02-28-2010 and
\$834.00 (Eight hundred thirty four dollars), per ADN student per month from 03-01-2010 to 06-30-2010; up to a total of \$100,000.00 for ten (10) students for fiscal year 2009/10.
- B. The term of this agreement shall be July 1, 2008 through June 30, 2010.
- C. Quarterly certifications shall include the Contract Number, the names of the students supported under this Contract, and a certification by the Program Director of the Registered Nursing Education Program (original signature) that each student was engaged in activities authorized by this Contract. These documents shall be submitted on a quarterly basis in arrears to:
- Terrie Smith, Program Analyst
Song-Brown Training Program
Office of Statewide Health Planning and Development
400 R Street, Room 330
Sacramento, CA 95811
- D. Contractor shall submit a final certification within 120 days after the Contract has ended (i.e., Contract ends June 30th, final certification is due by October 30th). If contractor fails to submit a final certification within 120 days after the Agreement has ended, the monies revert back to OSHPD.

2. **Budget Contingency Clause**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Contract does not appropriate sufficient funds for the program, this Contract shall be of no further force and effect. In this event, the OSHPD shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Contract and Contractor shall not be obligated to perform any provisions of this Contract.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the OSHPD shall have the option to either cancel this Contract with no liability occurring to the OSHPD, or offer a Contract amendment to Contractor to reflect the reduced amount.

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. RESOLUTION OF CONTRACT DISPUTES:

Any dispute arising under this agreement, which cannot be resolved at the State Program Administrator level nor at the Director's level of the Department (OSHPD) signing this contract shall be submitted to non-binding arbitration after the following process, has been completed:

- (A) The Contractor first discusses a problem informally with the Song Brown Health Care Workforce Training Act Administrator. If unresolved, the problem shall be presented as a grievance to the Deputy Director, Healthcare Workforce and Community Development Division, in writing, stating the issues in dispute, the legal authority or other basis for the Contractor's position and the remedy sought.
- (B) The Deputy Director shall make a determination on the problem within ten (10) working days after receipt of the written communication from the Contractor and shall respond in writing to the Contractor indicating the findings and decision.
- (C) Should the Contractor find the Deputy Director's decision an unacceptable one, a letter shall be sent to the Director within ten (10) working days of receipt of the Deputy Director's decision. The Director or designee shall meet with the Contractor within twenty (20) working days of receipt of the Contractor's letter. Should the Contractor disagree with the Director's decision, the Contractor and Director may agree to submit the matter to binding arbitration.
- (D) Binding Arbitration
 - (1) At the option of the parties, binding arbitration of a dispute of grievance may be sought. Each party shall provide written notice to the other of an intention to exercise this provision. Both parties must agree to submit to arbitration. The dispute or grievance shall be resolved by a panel of three (3) experts in the particular field of dispute. Each party shall have the right to select one (1) panelist. If the party does not exercise that right within ten (10) working days after written agreement to submit to arbitration, the other party may select one (1) additional panelist. The selected panel will then select a third member.
 - (2) The panel shall set a hearing day, time and place convenient to both parties within thirty (30) working days of panel selection. Each party shall submit a written statement to the panel and the opposing party issues and arguments to be presented within five (5) working days of the hearing date. The hearing shall be informal with an opportunity for both parties to present their arguments. A court reporter may be present at the expense of the requesting party. The panel shall provide the parties with a written decision within thirty (30) working days of the hearing. The decision shall be binding on parties.

EXHIBIT D

- (3) The costs of the arbitration panel shall be borne equally by the parties. At the option of the parties, these costs may be deducted from any balance of the contract funds. Both parties must agree, in writing, to utilize contract funds to reimburse the arbitration.

EXHIBIT E

ADDITIONAL PROVISIONS

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

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

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

- I. Contract Awards
 - A. Each contract entered into, pursuant to the Health Care Workforce Training Act, Health and Safety Code, Sections 128200, et., (hereinafter "the Act"), shall be based on the recommendation of the Healthcare Workforce Policy Commission to the Director of the Office of Statewide Health Planning and Development recorded in the Healthcare Workforce Policy Commission official minutes.

EXHIBIT E

- B. Each contract shall be for a purpose authorized by the Healthcare Workforce Policy Commission Standards for Registered Nursing Education Programs.
- C. Each contract shall be between the Office of Statewide Health Planning and Development and a Contractor authorized to apply for funds by the Healthcare Workforce Policy Commission Standards for Registered Nursing Education Programs.
- D. Purpose for Which Contract Funds May be Expended
 - 1. Contract funds may be expended for any purpose which the educational institution judges will most effectively advance the education of nursing students, but may not be expended for any purpose specifically prohibited by State law, by these contract criteria, or by the contract with the nursing education institution.
 - 2. Contract funds may be used for expenses incurred for the provision of nursing education, including faculty and staff salaries, nursing student stipends, alterations and renovations necessary to the provision of the nursing education programs, and supplies and travel directly related to the nursing education program.
 - 3. Contract funds may be used for new construction only when such construction is specifically provided for in the contract.

II. Contract Terms

- A. Funds must be expended during such months and in accordance with such provisions as are provided in the contract, which shall be in accordance with recommendations of the Healthcare Workforce Policy Commission.
- B. Payment shall be made quarterly in arrears on the basis of amounts set forth by the Contractor with final invoice submitted within 120 days of contract's end to the Healthcare Workforce and Community Development Division. The invoice shall include the name of the person employed under this contract, certification by the Program Director that the person was engaged in activities authorized by this agreement, and costs to the Contractor for the services for which reimbursement is sought. The required invoice format shall be provided to the Contractor prior to the effective date of the Contract.
- C. Each Contract shall specify the total amount allowable under the Contract and allowable in each budget category authorized under the Contract, and shall be in accordance with recommendations of the Healthcare Workforce Policy Commission. Transfer of funds between budget categories is permitted only with express written permission of the Deputy Director of the Healthcare Workforce and Community Development Division, and only when not prohibited by other provisions of these Contract Criteria.

III. Accounting Records and Audits

A. Accounting

Accounting for contract funds will be in accordance with the education institution's accounting practices based on generally accepted accounting principles consistently applied regardless of the source of funds. Supporting records must be in sufficient detail to show the exact amount and nature of expenditures.

Education institutions may elect to commingle capitation funds received under the Act with any other income available for operation of the nursing education program provided that the institution maintains such written fiscal control and accounting procedures as are necessary to assure proper disbursement of, and accounted for, such commingled funds, including provisions for:

1. The accurate and timely separate identification of funds received under the Act.
2. The separate identification of expenditures prohibited by the contract criteria.
3. An adequate record of proceeds from the sale of any equipment purchased by funds received under the Act.

B. Expenditure Reporting

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

C. Record Retention and Audit

1. The education institution shall permit the Director of the Office of Statewide Health Planning and Development, or the Auditor General, or the State Controller, or their authorized representatives, access to records maintained on source of income and expenditures of its nursing education program for the purpose of audit and examination.
2. The education institution shall maintain books, records, documents, and other evidence pertaining to the costs and expenses of this contract (hereinafter collectively called the "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this contract.
3. The education institution agrees to make available at the office of the education institution at all reasonable times during the period set forth in subparagraph 4 below any of the records for inspection, audit or reproduction by an authorized representative of the State.

EXHIBIT E

4. The education institution shall preserve and make available its records (a) for a period of three years from the date of final payment under this contract, and (b) for such longer period, if any, as is required by applicable statute, by any other clause or this subcontract, or by subparagraph a or b below:
 - a. If this contract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
 - b. Records which relate to (1) litigation of the settlement of claims arising out of the performance of this contract, or (2) costs and expenses of this contract as to which exception has been taken by the State or any of its duly authorized representatives, shall be retained by the education institution until disposition of such appeals, litigation, claims, or exceptions.
5. Except for the records described in subparagraph 4 above, the education institution may in fulfillment of its obligation to retain the records as required by this clause substitute photographs, microphotographs, or other authentic reproductions of such records, after the expiration of the two years following the last day of the month or reimbursement to the education institution of the invoice or voucher to which such records relate, unless a charter person is authorized by the State or its duly authorized representatives.

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Office of Statewide Health Planning and Development (OSHPD)

CONTRACTOR'S NAME

Riverside Community College District

2. The term of this Agreement is: 07/01/2008 through 06/30/2010

3. The maximum amount of this Agreement is: \$ 73,046.00
 Seventy Three Thousand Forty Six Dollars and zero cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work 2 page(s)

Exhibit B – Budget Detail and Payment Provisions 3 page(s)

Exhibit C* – General Terms and Conditions GTC306-307

Check mark one item below as Exhibit D:

Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement) 2 page(s)

Exhibit - D* Special Terms and Conditions

Exhibit E – Additional Provisions 4 page(s)

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. This document can be viewed at www.ols.dgs.ca.gov.

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

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Riverside Community College District

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

4800 Magnolia Avenue
 Riverside, CA 92506-1299

STATE OF CALIFORNIA

AGENCY NAME

OSHPD

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Pattye Nelson, Interim Contract Services Manager

ADDRESS

400 R Street, Room 359, Sacramento, Ca 95811

*California Department of General
 Services Use Only*

Exempt per:

EXHIBIT A

SCOPE OF WORK

1. Contractor agrees to the following:
 - A. Under the direction of the Director of the Riverside City College's School of Nursing, test and evaluate the efficacy and viability of Assessment Technologies Institute's (ATI) retention/remediation products for all nursing students. ATI specializes in nationally standardized entrance testing, practical and registered nursing comprehensives, and other nursing-related psychometric and review products.
 - B. Submission of a progress report evaluating the program's effectiveness after one (1) year of the award date.
 - C. Submission of a complete final report including data outcomes on the special program at the end of the Contract period.
 - D. Budgeted personnel with anticipated duties:
 1. Faculty Coordinators – These faculty members will coordinate the activities of each respective cohort as they progress through the ADN fall programs.
 2. Faculty Coordinators – These faculty members will coordinate the activities of each respective cohort as they progress through the AND spring programs.
 3. Program Coordinators – These faculty members will oversee the fall ATI testing programs, gather and analyze data and report outcomes to the Office of Statewide Health Planning and Development.
 4. Program Coordinators – These faculty members will oversee the spring ATI testing programs, gather and analyze data and report outcomes to the Office of Statewide Health Planning and Development.
2. OSHPD agrees to provide:
 - A. The Program Director of the Registered Nursing Education Program, the current fiscal year's (07-01-2008 to 06-30-2009) master certification form and instructions by September 30th of the current fiscal year.

EXHIBIT A

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

State Agency: Office of Statewide Health Planning & Development	Training Program: Riverside City College's School of Nursing
Name: Manuela Lachica Program Administrator	Name: Sandra Baker, Program Director, District Dean School of Nursing
Phone: (916) 326-3752	Phone: (951) 222-8408
Fax: (916) 322-2588	Fax: (951) 222-8407
E-mail: mlachica@oshpd.ca.gov	E-mail: sandy.baker@rcc.edu

Direct all Contract inquiries to:

State Agency: OSHPD	Contractor: Riverside Community College District
Section/Unit: Health Care Workforce Development Division	Section/Unit: Administration and Finance
Attention: Terrie Smith Program Analyst	Attention: Aaron Brown, Interim Vice Chancellor
Address: 400 R Street Sacramento, CA 95811	Address: 4800 Magnolia Avenue Riverside, CA 92506-1299
Phone: (916) 326-3754	Phone: (951) 222-8047
Fax: (916) 322-2588	Fax: (951) 222-8893
E-mail: tsmith@oshpd.ca.gov	E-mail: aaron.brown@rrc.edu

EXHIBIT B

The OSHPD shall reimburse the Contractor for the expenses incurred in providing the services outlined in Exhibit A in accordance with the following schedule:

FISCAL YEAR: 07-01-2008 to 06-30-2009

<u>PERSONNEL SERVICES:</u>	<u>Total Reimbursement Not to Exceed:</u>
Faculty Coordinator / Fall 2008	\$2,222
Faculty Coordinator / Spring 2009	\$2,222
Program Coordinator Fall 2008	\$1,388
Program Coordinator Spring 2009	\$1,388
<u>OPERATING EXPENSES:</u>	
ATI Assessment Package 120 students X \$400	\$48,000
Shipping & Handling	\$2,400
Tax (7.75%)	\$3,906
<u>OTHER COSTS:</u>	
Indirect Costs (8% maximum)	\$4,922
<u>Sub-Total for Fiscal Year: 07-01-2008 to 06-30-2009</u>	<u>\$66,448.00</u>

EXHIBIT B

FISCAL YEAR: 07-01-2009 to 06-30-2010

<u>PERSONNEL SERVICES:</u>	<u>Total Reimbursement Not to Exceed:</u>
Faculty Coordinator Fall 2009	\$2,222
Faculty Coordinator Spring 2010	\$1,111
Program Coordinator Fall 2009	\$1,388
Program Coordinator Spring 2010	\$1,388
<u>OTHER COSTS:</u>	
Indirect Costs (8% maximum)	\$489
<u>Sub-Total for Fiscal Year: 07-01-2009 to 06-30-2010</u>	<u>\$6,598.00</u>
Contract Total	<u>\$73,046.00</u>

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Payment

- A. For services satisfactorily rendered and upon receipt and approval of the quarterly certifications as specified in this Article, Item B, OSHPD agrees to compensate Riverside Community College District for actual expenditures incurred in accordance with the rates specified in Exhibit B page 1 and 2 of 3.
- B. Charges/rates shall be computed in accordance with the budget on page 1 of Exhibit B. The cost of each major budget category may vary up to 15% within each Fiscal Year (FY) without OSHPD approval so long as the total amount budgeted for the FY is not exceeded.
- C. Quarterly certifications shall include the Contract Number, the names of the people employed under this Contract, and a certification by the Director of the Registered Nurse Education Program (original signature) that each person was engaged in activities authorized by this Contract. These documents shall be submitted on a quarterly basis in arrears to:

Terrie Smith, Program Analyst
Song-Brown Training Program
Office of Statewide Health Planning and Development
400 R Street, Room 330
Sacramento, CA 95811
- D. A final quarterly certification shall be submitted within 120 days after the Contract has ended (i.e., Contract ends June 30th, final certification is due by October 30th). If contractor fails to submit a final certification within 120 days after the Agreement has ended, the monies revert back to OSHPD.

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Contract does not appropriate sufficient funds for the program, this Contract shall be of no further force and effect. In this event, OSHPD shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Contract and Contractor shall not be obligated to perform any provisions of this Contract.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, OSHPD shall have the option to either cancel this Contract with no liability occurring to OSHPD, or offer a Contract amendment to Contractor to reflect the reduced amount.

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. RESOLUTION OF CONTRACT DISPUTES:

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

- (A) The Contractor first discusses a problem informally with the Song Brown Health Care Workforce Training Act Administrator. If unresolved, the problem shall be presented as a grievance to the Deputy Director, Healthcare Workforce and Community Development Division, in writing, stating the issues in dispute, the legal authority or other basis for the Contractor's position and the remedy sought.
- (B) The Deputy Director shall make a determination on the problem within ten (10) working days after receipt of the written communication from the Contractor and shall respond in writing to the Contractor indicating the findings and decision.
- (C) Should the Contractor find the Deputy Director's decision an unacceptable one, a letter shall be sent to the Director within ten (10) working days of receipt of the Deputy Director's decision. The Director or designee shall meet with the Contractor within twenty (20) working days of receipt of the Contractor's letter. Should the Contractor disagree with the Director's decision, the Contractor and Director may agree to submit the matter to binding arbitration.
- (D) Binding Arbitration
 - (1) At the option of the parties, binding arbitration of a dispute of grievance may be sought. Each party shall provide written notice to the other of an intention to exercise this provision. Both parties must agree to submit to arbitration. The dispute or grievance shall be resolved by a panel of three (3) experts in the particular field of dispute. Each party shall have the right to select one (1) panelist. If the party does not exercise that right within ten (10) working days after written Contract to submit to arbitration, the other party may select one (1) additional panelist. The selected panel will then select a third member.
 - (2) The panel shall set a hearing day, time and place convenient to both parties within thirty (30) working days of panel selection. Each party shall submit a written statement to the panel and the opposing party issues and arguments to be presented within five (5) working days of the hearing date. The hearing shall be informal with an opportunity for both parties to present their arguments. A court reporter may be present at the expense of the requesting party. The panel shall provide the parties with a written decision within thirty (30) working days of the hearing. The decision shall be binding to parties.

EXHIBIT D

- (3) The costs of the arbitration panel shall be borne equally by the parties. At the option of the parties, these costs may be deducted from any balance of the contract funds. Both parties must agree, in writing, to utilize Contract funds to reimburse the arbitration.

EXHIBIT E

ADDITIONAL PROVISIONS

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

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

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

- I. Contract Awards
 - A. Each contract entered into, pursuant to the Song-Brown Family Physician Training Act, Health and Safety Code, Sections 128200, et., (hereinafter "the Act"), shall be based on the recommendation of the Healthcare Workforce Policy Commission to the Director of the Office of Statewide Health Planning and Development recorded in the Healthcare Workforce Policy Commission official minutes.

EXHIBIT E

- B. Each contract shall be for a purpose authorized by the Healthcare Workforce Policy Commission Standards for Registered Nursing Education Programs.
- C. Each contract shall be between the Office of Statewide Health Planning and Development and a Contractor authorized to apply for funds by the Healthcare Workforce Policy Commission Standards for Registered Nursing Education Programs.
- D. Purpose for Which Contract Funds May be Expended
 - 1. Contract funds may be expended for any purpose which the educational institution judges will most effectively advance the education of nursing students, but may not be expended for any purpose specifically prohibited by State law, by these contract criteria, or by the contract with the nursing education institution.
 - 2. Contract funds may be used for expenses incurred for the provision of nursing education, including faculty and staff salaries, nursing student stipends, alterations and renovations necessary to the provision of the nursing education programs, and supplies and travel directly related to the nursing education program.
 - 3. Contract funds may be used for new construction only when such construction is specifically provided for in the contract.

II. Contract Terms

- A. Funds must be expended during such months and in accordance with such provisions as are provided in the contract, which shall be in accordance with recommendations of the Healthcare Workforce Policy Commission.
- B. Payment shall be made quarterly in arrears on the basis of amounts set forth by the Contractor with final invoice submitted within 120 days of contract's end to the Healthcare Workforce and Community Development Division. The invoice shall include the name of the person employed under this contract, certification by the Program Director that the person was engaged in activities authorized by this Contract, and costs to the Contractor for the services for which reimbursement is sought. The required invoice format shall be provided to the Contractor prior to the effective date of the Contract.
- C. Each Contract shall specify the total amount allowable under the Contract and allowable in each budget category authorized under the Contract, and shall be in accordance with recommendations of the Healthcare Workforce Policy Commission. Transfer of funds between budget categories is permitted only with express written permission of the Deputy Director of the Healthcare Workforce and Community Development Division, and only when not prohibited by other provisions of these Contract Criteria.

EXHIBIT E

III. Accounting Records and Audits

A. Accounting

Accounting for contract funds will be in accordance with the education institution's accounting practices based on generally accepted accounting principles consistently applied regardless of the source of funds. Supporting records must be in sufficient detail to show the exact amount and nature of expenditures.

Education institutions may elect to commingle capitation funds received under the Act with any other income available for operation of the nursing education program provided that the institution maintains such written fiscal control and accounting procedures as are necessary to assure proper disbursement of, and accounted for, such commingled funds, including provisions for:

1. The accurate and timely separate identification of funds received under the Act.
2. The separate identification of expenditures prohibited by the contract criteria.
3. An adequate record of proceeds from the sale of any equipment purchased by funds received under the Act.

B. Expenditure Reporting

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

C. Record Retention and Audit

1. The education institution shall permit the Director of the Office of Statewide Health Planning and Development, or the Auditor General, or the State Controller, or their authorized representatives, access to records maintained on source of income and expenditures of its nursing education program for the purpose of audit and examination.
2. The education institution shall maintain books, records, documents, and other evidence pertaining to the costs and expenses of this contract (hereinafter collectively called the "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this contract.
3. The education institution agrees to make available at the office of the education institution at all reasonable times during the period set forth in subparagraph 4 below any of the records for inspection, audit or reproduction by an authorized representative of the State.

EXHIBIT E

4. The education institution shall preserve and make available its records (a) for a period of three (3) years from the date of final payment under this contract, and (b) for such longer period, if any, as is required by applicable statute, by any other clause or this subcontract, or by subparagraph a or b below:
 - a. If this contract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.
 - b. Records which relate to (1) litigation of the settlement of claims arising out of the performance of this contract, or (2) costs and expenses of this contract as to which exception has been taken by the State or any of its duly authorized representatives, shall be retained by the education institution until disposition of such appeals, litigation, claims, or exceptions.
5. Except for the records described in subparagraph 4 above, the education institution may in fulfillment of its obligation to retain the records as required by this clause substitute photographs, microphotographs, or other authentic reproductions of such records, after the expiration of the two (2) years following the last day of the month or reimbursement to the education institution of the invoice or voucher to which such records relate, unless a charter person is authorized by the State or its duly authorized representatives.

GTC 307

EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. ASSIGNMENT: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. INDEMNIFICATION: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. DISPUTES: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. TERMINATION FOR CAUSE: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

9. RECYCLING CERTIFICATION: The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

10. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

12. TIMELINESS: Time is of the essence in this Agreement.

13. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

14. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

15. ANTITRUST CLAIMS: The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

a. The Government Code Chapter on Antitrust claims contains the following definitions:

1). "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.

2). "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.

b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.

d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

16. CHILD SUPPORT COMPLIANCE ACT: "For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

a). The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

b) The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department."

17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-4

Date: April 22, 2008

Subject: Allied Health Sciences

Background: Presented for the Board's information is an update on the District's Allied Health Sciences programs.

Information Only.

James L. Buysse
Interim Chancellor

Prepared by: Wolde-Ab Isaac
Dean, Health Sciences Programs

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
RESOURCES COMMITTEE MEETING
April 8, 2008, 7:45 p.m.
Student Services, Room 101, Moreno Valley Campus

Committee Members: Mark Takano, Committee Chairperson
Virginia Blumenthal, Vice Chairperson
Aaron Brown, Interim Vice Chancellor, Administration and
Finance
Melissa Kane, Vice Chancellor, Diversity and Human
Resources
Doug Beckstrom, Academic Senate Representative
(Moreno Valley Campus)
Richard Mahon, Academic Senate Representative (Riverside)
Patricia Worsham, Academic Senate Representative
(Norco)
Dariush Haghighat, CTA Representative (Riverside)
Gustavo Segura, CSEA Representative (Moreno Valley)
Tish Chavez, Confidential Representative (Riverside)

AGENDA

VI. Board Committee Reports

B. Resources Committee

1. District Modularity Projects – Moreno Valley and Norco Campus –
Change Order
- The Committee to review a proposed change order relative to the
District Modularity Projects – Moreno Valley and Norco Campus.
2. NORESKO Utility Retrofit Improvement Project – Change Order #3
- The Committee to review a proposed change order relative to the
NORESKO Utility Retrofit Improvement Project.
3. Comments from the public.

Adjourn

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: April 22, 2008

Subject: District Modular Projects – Moreno Valley and Norco Campus – Change Order

Background: On April 17, 2007, the Board of Trustees awarded a contract to Hinkley and Associates, Inc. for the District Modular Projects to move and install the modular buildings from the Riverside City Campus to the Moreno Valley and Norco Campuses.

Staff is now requesting the Board's approval of changes throughout the District Modular Projects – Moreno Valley and Norco Campus (description of changes are noted in the attached change order listing) totaling \$45,967.62.

Changes to be funded from the Board approved project budget contingency (Measure "C" funding – Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve the Change Order for the District Modular Project – Moreno Valley and Norco Campus in the amount of \$45,967.62 and authorize the Interim Vice Chancellor, Administration and Finance to sign the Change Order.

James L. Buysse
Interim Chancellor

Prepared By: Rick Hernandez
Director Capital Planning
Facilities Planning Design and Construction

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

CHANGE ORDER

Riverside Community College District
District Modular Projects
(Moreno Valley and Norco Campus)

D.S.A. No : MV 04-109079 / Norco 04-109048
SA No : _____

DATE: April 22, 2008

CONTRACTOR: Hinkley and Associates, Inc.
ADDRESS: 6962 Boulder Avenue
Highland, CA 92346
PHONE: (909) 862-5522

ARCHITECT: Higginson + Cartozian Architects, Inc.
ADDRESS: 1455 West Park Avenue
Redlands, Ca 92373
PHONE: (909) 793-3100

ORIGINAL CONTRACT AMOUNT: \$ 1,950,000.00

Previous Change Order: \$ -

Current Change Order: \$ 45,967.62

Total Change Order(s): \$ 45,967.62

REVISED CONTRACT AMOUNT: \$ 1,995,967.62

ORIGINAL CONTRACT COMPLETION DATE:

Previous Change Order: 0 *Calendar Days*

Current Change Order: 0 *Calendar Days*

Total Change Orders: 0 *Calendar Days*

REVISED CONTRACT COMPLETION DATE: No Change

Upon signing by the Owner and the Contractor, the above noted Contract is hereby changed per the terms of the contract and this Change Order including attached "Exhibit A".

This change represents full and complete compensation for all costs, direct and indirect, associated with the work and time agreed herein, including but not limited to, all costs incurred for extended overhead, disruption or suspension of work, labor inefficiencies, and the change's impact on the unchanged work.

APPROVALS:

Contractor

Date

Architect

Date

Riverside Community College District

Date

EXHIBIT A

1. Miscellaneous iron and concrete		
Campus:	Moreno Valley and Norco	\$3,480.75
2. Correction of the electrical system		
Campus:	Norco	\$15,832.80
3. Interior remodel of the 48' x 40' building		
Campus:	Moreno Valley	\$14,950.00
4. Electrical system for the 48' x 40' building		
Campus:	Moreno Valley	\$20,623.78
5. Concrete at the 48' x 40' building		
Campus:	Moreno Valley	\$5,256.98
6. Credit for costs related to the remodel of building C2		(\$8,853.66)
Campus:	Moreno Valley and Norco	
	Total:	\$51,290.65
	Less Allowances:	(\$5,323.03)
	Net Change:	\$45,967.62

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-2

Date: April 22, 2008

Subject: NORESKO Utility Retrofit Improvement Project – Change Order #3

Background: On August 29, 2006, the Board of Trustees awarded a contract to NORESKO Holding, Inc., for the Utility Retrofit Improvement Project encompassing the three campuses in the amount of \$6,321,990. On October 16, 2007, Change Orders No. 1 and No. 2 were submitted which, when combined, decreased the total project amount to \$5,546,944.

For unforeseen circumstances beyond control and health and safety reasons, the District wishes to increase the scope of the original project per the attached Change Order #3. The total increase in cost for the additional scope of work will be \$577,860, which increases the total project award to \$6,124,804. Funding for this change order will come from contingency funds within the original project budget. No additional Measure C funds are being requested.

Recommended Action: It is recommended that the Board of Trustees approve Change Order #3 for NORESKO Holding, Inc., Utility Retrofit Improvement Project, increasing the net contract amount by \$577,860, for a total of \$6,124,804, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the Change Order.

James L. Buysse
Interim Chancellor

Prepared by: Bill Orr
Vice President, Business Services
Moreno Valley Campus

Norm Godin
Vice President, Business Services
Norco Campus

Becky Elam
Vice President, Business Services
Riverside City Campus



3500 Barranca Parkway • Suite 160 • Irvine, CA 92606 • 949.786.3533 phone • 949.733.2049 fax • www.noresko.com

March 25, 2008

Ralph Perez
Director Plant - Operations and Maintenance
Riverside Community College District – Riverside Main Campus
4800 Magnolia Ave.
Riverside, CA 92506

Dear Mr. Perez,

At the request of the Riverside Community College District, NORESKO is pleased to submit the following proposal for additional scope at the Norco, Moreno Valley, and the Riverside Main Campus.

The additional scope items and their cost are listed by campus below:

Norco Campus:

1. Replace twenty-five (25) walkway pole fixtures with new Moldcast Pericline 150-watt HPS.
Cost for this scope is \$53,656
2. Replace fifty-four (54) walkway poles with new galvanized and powder coated 7-gauge steel poles.
Cost for this scope is \$102,941
3. Install new galvanized and powder coated 7-gauge steel light pole, new Moldcast Pericline 150-watt HPS fixture and concrete base at front of circle.
Cost for this scope is \$14,100
4. Furnish and install a current transmitter, a return air sensor and a supply air sensor on fifty nine (59) fan coil units.
Cost for this scope is \$52,723.00

Moreno Valley Campus:

1. Furnish and install a current transmitter, a return air sensor and a supply air sensor on one hundred and eleven (111) fan coil units.
Cost for this scope is \$99,191
2. Humanities Building, furnish and install twenty-six (26) dual technology/two circuit wall sensors, sixty-six (66) dual technology ceiling sensors, and one hundred and five (105) power packs.
Cost for this scope is \$53,512



Riverside Main Campus:

1. Administration Building, furnish and install eleven (11) Belimo Actuators with MFT technology and minimum 35in-lb torque, furnish and install new wire if required, program commission new actuators. Excludes dampers of any type. **Cost for this item is \$8,572**

2. Business Education Building, furnish and install fifteen (15) multi-zone dampers using Belimo direct coupled actuators and ALC ZN modules, space temperature sensing will use existing 2 wires from the Barber-Coleman System 8000 system. Space temperature only will be sensed. In some cases a wall sensor (if that is what is in the room) will be used; other times a diffuser/light troffer thermistor will be used. Outside air temp will be the global value from MLK. Control points for the multi-zone air handler will be:
 - a. Hot deck supply temperature.
 - b. Cold deck supply temperature
 - c. Mixed air temperature
 - d. Gas heater stop/starts for hot deck (this assumes the furnaces function)
 - e. Chilled water valve for cold deck (a new valve will be supplied)
 - f. Outside air damper actuator
 - g. Filter status using the existing magnehelic**Cost for this item is \$48,732**

3. Early Childhood Studies - Furnish and install Eight (8) multi-zone dampers using Belimo direct coupled actuators and ALC ZN modules, Space temperature sensing will use existing 2 wires from the Barber-Coleman System 8000 system. We will sense space temperature only. In some cases we will use a wall sensor (if that is what is in the room); other times we will use diffuser/light troffer thermistors. Outside Air Temp will be global value from MLK. Control points for the multi-zone air handler will be:
 - a. Hot deck supply temperature.
 - b. Cold deck supply temperature
 - c. Mixed air temperature
 - d. Gas heater stop/starts for hot deck (this assumes the furnaces function)
 - e. Chilled water valve for cold deck (a new valve will be supplied)
 - f. Outside air damper actuator**Cost for this item is \$42,132**

4. Bradshaw Boiler Dedicated Gas Line:
 - a. Furnish and install 400 feet of 2-inch schedule 40 steel pipe. Approximately 50 feet to be installed underground, 200 feet installed under the bridge using the bridge as a structural support, and the remaining 150 feet supported as required by the routing.
 - b. Tie-in new 2- inch schedule 40 pipe to the existing 3-inch gas line.
 - c. Furnish and Install (2) 2" pressure regulators on existing 2" lines.
 - d. Core the wall and bring the pipe line inside of boiler room.
 - e. Disconnect the boilers gas supply line from low pressure gas supply and tie in to new gas line.
 - f. Install (2) pressure regulators for each boiler.
 - g. Install the bollards to secure new gas line from damage.
 - h. Engineering and DSA plan check fees (if required)**Cost for this item is \$102,301**



3500 Barranca Parkway • Suite 160 • Irvine, CA 92606 • 949.786.3533 phone • 949.733.2049 fax • www.noresko.com

The total cost for all requested scope additions as identified in this letter is five hundred seventy-seven thousand, and eight hundred sixty dollars and no cents (\$577,860.00)

Additionally, the pricing herein is contingent upon the work being performed by NORESKO before NORESKO demobilizes at the completion of its current scope under the existing Energy Service Agreement (“ESA”). The pricing is also contingent upon awarding the work to NORESKO under the terms and conditions of the existing ESA between the Riverside Community College District and NORESKO. The cost of each scope item is based upon the work to be performed during regular working hours Monday thru Friday (6:00 am – 3:00 pm). The pricing in this proposal is valid for thirty (30) days from the date of this letter.

Upon your affirmative reply NORESKO will prepare an official contract change order. Please let me know if you have any questions or if we can be of further assistance.

Sincerely,

Leo Salas
Project Manager
NORESKO
Cell Phone: 951-850-2356
lsalas@noresko.com

CC.
Rick Ellis, NORESKO
Lee Overvold, NORESKO
Scott Zwart, RCCD
Dale Barajas, RCCD
Steve Monsanto, RCCD

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
PLANNING COMMITTEE
April 8, 2008– 6:00 p.m.
Student Services 101, Moreno Valley Campus

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

AGENDA

VI. Board Committee Reports

C. Planning

1. Long Range Planning Presentation – Moreno Valley Campus
- The Committee to be presented with a draft of the Long Range Educational Program, Growth and Facilities Plan for the Moreno Valley Campus.

Adjourn

Prepared by: Naomi Foley
Administrative Assistant
Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-1

Date: April 22, 2008

Subject: Long Range Planning Presentation – Moreno Valley Campus

Background: On February 21, 2006, the Board of Trustees adopted a planning process that included the development of Long Range Educational Program, Growth, and Facilities Plans for the District's three campuses in preparation for a three college system. On August 1, 2006, the District sent out a Request for Proposals (RFP) for consultants to assist the District's three campuses in the development of long range educational, growth, and facilities plans. On February 20, 2007, the Board of Trustees approved the hiring of MDA Johnson Favaro/Stratus, Maas Companies/SPGA Architects, and Steinberg Architects/Mass Companies to assist the Norco, Moreno Valley, and Riverside campuses, respectively, in developing their long range campus plans. On October 1, 2007, at the Board's Annual Planning Meeting, staff presented the Board of Trustees with an overview of the planning process to date and the progress that was being made in the development of the long range plans.

Staff is now prepared to present to the Board's Planning Committee a draft of the Long Range Educational Program, Growth and Facilities Plan for the Moreno Valley Campus. The 2010 – 2014 Five Year Capital Construction Plan will be presented in June.

Information Only.

James L. Buysse
Interim Chancellor

Prepared by: Irv Hendrick
President, Moreno Valley Campus

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

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
GOVERNANCE COMMITTEE MEETING
April 8, 2008, 8:15 p.m.
Student Services 101, Moreno Valley Campus

Committee Members: Virginia Blumenthal, Committee Chairperson
José Medina, Vice Chairperson
James Buysse, Interim Chancellor
Jim Parsons, Associate Vice Chancellor, Public Affairs and
Institutional Advancement
Doug Beckstrom, Academic Senate Representative
(Moreno Valley Campus)
Richard Mahon, Academic Senate Representative
(Riverside)
Deborah Tompsett-Makin, Academic Senate Representative
(Norco)
Houtan Homaizad, ASRCC Student Representative
Karin Skiba, CTA Representative (Norco)
Gustavo Segura, CSEA Representative (Moreno Valley)
Jim Sutton, CSEA Representative (Norco)

AGENDA

VI. Board Committee Reports

D. Governance Committee

1. Revised and New Board Policies - First Reading
- The Committee to consider Board Policies submitted for first reading.
2. Comments from the public.

Adjourn

Prepared by: Charlotte Zambrano
Administrative Assistant, Chancellor's Office

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-D-1

Date: April 22, 2008

Subject: Revised and New Board Policies – First Reading

Background: In keeping with our current process of updating our current Board Policies and adopting new Policies, the items below pertaining to Business and Fiscal Affairs and Human Resources come before the Board for first reading.

Business and Fiscal Affairs

Policy 6327 – Deferred Compensation [403(b) and 457(b)] Plans – Current Policy 7005 Updated – The Board adopted Resolutions for the District to participate in the San Diego County Office of Education Fringe Benefit Consortium 403(b) and 457(b) plans. The updated Policy reflects those Resolutions.

Policy 6750 – Parking – Current Policy 6090, updated. Once approved, our Administrative Procedure will be updated to more accurately reflect information on current parking fees, locations, metered parking, as well as other areas which need to be addressed.

Human Resources

Policy 7200 – Faculty Internship Program – New - In order to enhance recruitment of qualified persons, Administration asked that a faculty internship program be developed. This program is in accordance with the Education Code and California Code of Regulations, Title 5.

Policy 7700 – Whistleblower – New – It is the intent of the legislature that community college employees and other persons disclose, to the extent not expressly prohibited by law, “improper governmental activities” and that they not thereafter be subjected to retaliatory conduct. This also protects refusals to obey illegal orders. Employees and others are encouraged to use guidance provided by this Policy for reporting all allegations of suspected improper activities.

Recommended Action: It is recommended that the Board of Trustees accept for first reading Policies 6327, 6750, 7200 and 7700.

James L. Buysse
Interim Chancellor

Prepared by: Ruth W. Adams, Esq.
Director, Contracts, Compliance and Legal Services

Business and Fiscal Affairs
DRAFT

**BP 6327 DEFERRED COMPENSATION [403(B) AND 457(B)] PLANS
TAX SHELTERED ANNUITY PROGRAM**

Reference:

No reference

- ❖ From Riverside CCD Policy 7005 titled Tax Sheltered Annuities

The Riverside Community College District will make available to its employees the provisions ***a tax sheltered annuity program that is an eligible deferred compensation plan within the meaning*** of Internal Revenue Code Sections 403(b) ***and 457(b)***, Public Law 87-370, and the California Revenue and Taxation Code, Section 17512, and Board of Trustees Resolutions ***No. 1-07/08 for 403(b) plans dated August 21, 2007, and No. 36-07/08 for 457(b) plans dated March 18, 2008.*** Use of the ***deferred compensation*** tax sheltered annuity plan by an individual employee shall be left to his/her own discretion. ***The President Chancellor of the College District or Vice President, Administration and Finance Vice Chancellor, Diversity and Human Resources,*** is authorized to act ***in on*** behalf of the District in the purchase and administration of these annuity contracts, ***including the hiring of a third party administrator to manage the plans,*** subject to ratification of ***by*** the ***Governing Board.*** per California Education Code Section 15961. The detailed functions are outlined in the related regulations to this policy.

NOTE: The information in regular type is current Riverside Policy 7005 adopted on 10-7-69; amended on 5-7-75 and 10-4-83. The information in ***bold italic type*** is provided by RCCD staff.

Date Adopted:

(This is current Riverside CCD Policy 7005)

Riverside Community College District Policy

No. 6750

**Business and Fiscal Affairs
Draft**

BP 6750 PARKING

References:

Education Code Section 76360;
Vehicle Code Section 21113

- ❖ From Riverside CCD Policy 6090 titled Use of Parking Lots

The Riverside Community College District recognizes and supports the need for student and staff parking lots and desires to have ~~equitability~~ equality in the use of these lots. A ~~nominal fee~~ Parking fees will be imposed in accordance with ~~statute requirement~~ Education Code Section 76360. The use and fees to be paid will be in conformance with the ~~procedure~~ regulations for this policy.

The Chancellor shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional programs. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

NOTE: The **bold type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in *italic type* is additional language to consider including in this policy. The information in regular type is current Riverside CCD Policy 6090 titled Use of Parking Lots adopted on 6-19-84.

Date Adopted:

(Replaces current Riverside CCD Policy 6090)

**Human Resources
Draft**

BP 7200 Faculty Internship Program

References:

Education Code Sections 87482.5 AND 87487;
Title 5 Sections 53500-53502

Inasmuch as the District is continually seeking qualified candidates for faculty positions within the District, it is deemed to be in the best interests of the District to establish a Faculty Internship Program.

The purpose of the program includes, but is not limited to, the following:

- ***To enhance the recruitment of qualified persons pursuing an associates, master's or doctoral degree, as well as recent recipients of such degrees with limited teaching experience, into faculty positions in the District, particularly for disciplines for which recruitment is difficult, where current industry experience is important, or for disciplines in which a shortage of qualified faculty is anticipated. The internship program shall serve to introduce graduate students, before they approach the end of their graduate studies, as well as industry practitioners, while encouraging them to complete their associates degree, to the community college environment and student population;***
- ***To enhance the District's efforts toward building a diverse faculty. The internship program shall place special emphasis on promoting inclusive efforts to locate and attract qualified graduate students who are members of monitored groups as defined in Title 5.***

The District may employ, as faculty interns, graduate students enrolled in the California State University, the University of California, or any other accredited institution of higher education, or, in career and technical fields where a master's degree is not generally expected or available, persons who are within one year of meeting the regular faculty minimum qualifications. Persons who meet the regular faculty minimum qualifications, but who lack teaching experience, may also be included in the internship program.

Individuals employed as faculty interns shall be employed as temporary faculty members and shall meet the minimum qualifications for faculty interns.

All prospective faculty candidates, including faculty internship participants, for full time positions in the District will be selected through a competitive hiring process.

The term “faculty intern” does not include any person, no matter how designated, who only assists in a class taught by a regularly qualified faculty member, and who has no independent responsibility for instruction or supervision of students. Such a person may be termed an “intern” and may serve as a volunteer or receive a stipend.

The Chancellor shall prepare administrative procedures, which outline the minimum qualifications for faculty interns, as well as requirements for faculty intern mentors.

Date Approved:

(This is a new policy for the District)

DRAFT

Human Resources
DRAFT

BP 7700 WHISTLEBLOWER PROTECTION

References:

California Labor Code Section 1102.5;
Government Code Section 53296;
Private Attorney General Act of 2004 (Labor Code Section 2698)
Education Code Sections 87160-87164

The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or Board Policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices, and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

NOTE: This policy is **legally advised**. The **bold type** is language recommended by 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 policy that addresses this issue.

Date Adopted:

(This is a new policy recommended by the CC League and the League’s legal counsel)