



## **Board of Trustees - Regular Meeting Tuesday, December 13, 2011 6:00 PM - Board Room AD 122, Riverside City College**

### **ORDER OF BUSINESS**

#### **Pledge of Allegiance**

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

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

Any public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the Riverside Community College District Chancellor's Office, Suite 210, 1533 Spruce Street, Riverside, California, 92507.

- I. COMMENTS FROM THE PUBLIC
- II. APPROVAL OF MINUTES
  - A. [Minutes of the Board of Trustees Regular/Committee Meeting of November 1, 2011](#)  
*Recommend approving minutes prepared for the November 1, 2011 Regular/Committee Meeting.*
  - B. [Minutes of the Board of Trustees Regular Meeting of November 15, 2011](#)  
*Recommend approving minutes prepared for the November 15, 2011 Regular Meeting.*
- III. PUBLIC HEARING (NONE)
- IV. CHANCELLOR'S REPORTS
  - A. [Chancellor's Communications](#)  
*Information Only*
  - B. [Riverside City College's Division I Football Scholarship Recipients](#)  
*Information Only*
  - C. [Presentation of Winter 2011 Scholarship Award to Student Trustee](#)  
*Information Only*
  - D. [Resolution No. 20-11/12 Opposing Student Success Task Force Recommendations](#)

*Recommend adopting Resolution No. 20-11/12 opposing the recommendations of the Student Success Task Force.*

E. [Invest in Excellence Campaign and Center for Social Justice & Civil Liberties - Named Giving Levels](#)

*Recommended approving the general Named Giving Levels for the Invest In Excellence Campaign and the specific Named Giving Levels for the Center for Social Justice & Civil Liberties.*

F. [Future Monthly Committee Agenda Planner and Annual Master Planning Calendar](#)

*Information Only*

V. STUDENT REPORT

A. [Student Report](#)

*Information Only*

VI. CONSENT AGENDA ACTION

A. Diversity/Human Resources

1. [Academic Personnel](#)

*Recommend approving/ratifying academic personnel actions.*

2. [Classified Personnel](#)

*Recommend approving/ratifying classified personnel actions.*

3. [Other Personnel](#)

*Recommend approving/ratifying other personnel actions.*

B. District Business

1. [Purchase Order and Warrant Report - All District Resources](#)

*Recommend approving/ratifying the Purchase Orders and Purchase Order Additions totaling \$4,557,717 and District Warrant Claims totaling \$7,595,099.*

2. [Budget Adjustments](#)

a. Budget Adjustments

*Recommended approving budget transfers.*

3. Resolution(s) to Amend Budget

a. [Resolution No. 18-11/12 - 2011-2012 Hispanic Serving Institutions \(HIS\) STEM and Articulation Program - Norco College](#)

*Recommend approving additional revenue and expenditures of \$868,772 to the budget and adopting the resolution to amend the budget.*

b. [Resolution No. 19-11/12 - 2011-2012 California Work Opportunity and Responsibility to Kids \(CalWORKs\) Set-Aside Program - Riverside City College](#)

*Recommend approving adding the revenue and expenditures of \$20,114 to the budget and adopting the resolution to amend the budget.*

4. Contingency Budget Adjustments (None)

5. Bid Awards

a. [Ratification of Bid Award - Medical Equipment - Riverside City College Nursing/Science Building - Bid Number 2011/12-09](#)

*Recommend ratifying the award of Bid Number 2011/12-09, in the total amount of \$104,289 to Monet Medical, Inc.*

- b. [Ratification of Bid Award - Stereoscopes - Riverside City College Nursing/Science Building - Bid Number 2011/12-08](#)

*Recommend ratifying the award of Bid Number 2011/12-08, in the total amount of \$159,268 to Olympus America, Inc.*

- c. [Ratification of Bid Award - Human Patient Simulators and Related Equipment - Riverside City College Nursing/Science Building Bid Number 2011/12-13](#)

*Recommended ratifying the award of Bid 2011/12-13, in the total amount of \$306,793 to Laerdal Medical Corporation.*

6. Grants, Contracts and Agreements

- a. [Amendment Contract for Hal Fischer Associates](#)

*Recommend approving the Amendment Contract with Hal Fisher Associates in amount not to exceed \$181,500.*

- b. [Contracts and Agreements Report Less than \\$78,900 - All District Resources](#)

*Recommended ratifying contracts totaling \$520,155.*

7. [Out-of-State Travel](#)

*Recommend approving out-of-state travel.*

8. Other Items

- a. [Notice of Completion](#)

*Recommend accepting the project as complete, approving execution of the notices, under Civil Code Section 3093 – Public Works.*

- b. [Surplus Property](#)

*Recommend declaring the listed property to be surplus; finding the property does not exceed the total value of \$5,000; and authorizing the property to be sold on behalf of the District.*

- c. [Signature Authorization](#)

*Recommend authorizing District administrators and Board of Trustees members to sign documents as listed.*

- d. [Destruction of Records](#)

*Recommend approving the destruction of records listed.*

VII. CONSENT AGENDA INFORMATION (NONE)

VIII. BOARD COMMITTEE REPORTS

A. Governance

- 1. [Revised and New Board Policies - Second Reading and Approval](#)

*Recommend approving for second reading Board Policies 3440, 3505, 5130 and 7130.*

B. Teaching and Learning (None)

C. Planning and Operations (None)

D. Facilities

- 1. [Design Amendment No. 4 with Hill Partnership, Inc. for the Operations Center Project at Norco College](#)

*Recommend approving Amendment No. 4 with Hill Partnership, Inc. in an amount not to exceed \$39,505 for additional design revisions for the Operations Center project at Norco College.*

2. [Amendments for Wheelock Gymnasium, Seismic Retrofit Project at Riverside City College](#)

*Recommend approving for the Wheelock Gymnasium, Seismic Retrofit Project: River City Testing in an amount not to exceed \$8,500 for Amendment No. 1; and VBS Leasing in an amount to exceed \$54,251.31 for Amendment No. 2.*

3. [Change Order for Culinary Arts Academy and District Office Building Project](#)

*Recommend approving Change Order No. 2 with U.S. Demolition, Inc. in the amount totaling \$18,993 for the Culinary Arts Academy and District Office Building project in downtown Riverside; and approve the change order in excess of ten percent (10%) by a total of \$18,787 with U.S. Demolition, Inc.*

E. Resources

1. [2010-2011 Proposition 39 Financial and Performance Audits](#)

*Recommend receiving the Proposition 39 independent financial and performance audits of the District's Measure C general obligation bonds for the year ended June 30, 2011 for the permanent file of the District.*

2. [2010-2011 Independent Audit Report for the Riverside Community College District Foundation](#)

*Recommend receiving the District Foundation's independent audit report for the year ended June 30, 2011 for the permanent file of the District.*

3. [2010-2011 Independent Audit Report for the Riverside Community College District](#)

*Recommended receiving the District's independent audit report for the year ended June 30, 2011 for the permanent file of the District.*

IX. ADMINISTRATIVE REPORTS

- A. Vice Chancellors
- B. Presidents

X. ACADEMIC SENATE REPORTS

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

XI. BARGAINING UNIT REPORTS

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

XII. BUSINESS FROM BOARD MEMBERS

- A. Update from Members of the Board of Trustees on Business of the Board.

*Information Only*

XIII. CLOSED SESSION

- A. Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title: Chancellor

*Recommended Action to be Determined*

- B. Conference with Legal Counsel - Anticipated Litigation (G.C.. 54956.9(b) - Number of Potential Cases: One (1)

*Information Only*

- C. Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release

*Recommended Action to be Determined*

XIV. ADJOURNMENT



## Agenda Item (II-A)

Meeting	12/13/2011 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of November 1, 2011
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustee review and approve the minutes prepared for the November 1, 2011 Regular/Committee meeting.

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### Background Narrative:

Recommend approving minutes prepared for the November 1, 2011 Regular/Committee Meeting.

Prepared By: Greg Gray, Chancellor  
Kathy Tizcareno, Administrative Assistant

### Attachments:

[November 1, 2011 Minutes](#)

MINUTES OF THE BOARD OF TRUSTEES REGULAR  
AND COMMITTEE MEETINGS OF THE GOVERNANCE,  
TEACHING AND LEARNING, PLANNING AND OPERATIONS,  
FACILITIES AND RESOURCES COMMITTEES  
OF NOVEMBER 1, 2011

President Green called the Board of Trustees meeting to order at 6:00 p.m., in the Center for Student Success, Room 217, Norco College, 2001 Third Street, Norco, California.

CALL TO ORDER

Trustees Present

Sam Davis, Board Member  
Mary Figueroa, Secretary  
Janet Green, President  
Mark Takano, Vice President (arrived at 6:06 p.m.)  
Nick Bygon, Student Trustee

Trustees Absent

Virginia Blumenthal

Staff Present

Dr. Gregory W. Gray, Chancellor  
Dr. Cynthia Azari, President, Riverside City College  
Dr. James Buysse, Vice Chancellor, Administration and Finance  
Dr. Debbie DiThomas, Interim President, Norco College  
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Services  
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services  
Ms. Chris Carlson, Chief of Staff  
Mr. Aaron Brown, Associate Vice Chancellor, Finance  
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications and Relations  
Mr. Steve Gilson, Associate Vice Chancellor, Information Services  
Dr. Lisa Conyers, Vice President, Academic Affairs, Moreno Valley College  
Mr. Michael Stephens, Director, Construction, Facilities Planning and Design

Norco College Student Rebecca Choy led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Figueroa/Davis moved that the Board of Trustees approve the absence of Trustee Virginia Blumenthal from the meeting on Tuesday, November 1, 2011, as provided for in Education Code Section 35120 paragraph (d). Motion carried (3 ayes, 2 absent [Blumenthal and Takano])

Trustee Compensation

The Governance Committee Chair Mary Figueroa convened the meeting at 6:15 p.m. Committee members in attendance: Chancellor Gregory Gray; Academic Senate Representative: Mr. Sal Soto (Moreno Valley College), CTA Representatives: Ms. Sarah Burnett (Norco College) and Dr. Mark Sellick (Riverside City College); ASRCCD Representative: Mr. Nick Bygon (RCCD); Confidential

GOVERNANCE COMMITTEE

Representative: Ms. Debra Creswell; CSEA  
Representative: Mr. Gustavo Segura; and Management  
Representative: Ms. Julie Pehkonen.

Ms. Adams led the discussion regarding Board Policies 3440, 3505, 4000, 5130 and 7130 that will be presented for first reading at the November 15, 2011 regular meeting. Discussion followed.

Revised and New Board Policies –  
First Reading

The committee adjourned the meeting at 6:48 p.m.

Adjourned

Board Secretary Mary Figueroa convened the meeting at 6:49 p.m. Committee members in attendance: Academic Senate Representative: Mr. Sal Soto (Moreno Valley College); CTA Representatives: Ms. Sarah Burnett (Norco College) and Dr. Mark Sellick (Riverside City College); Confidential Representative: Ms. Debra Creswell; and CSEA Representative: Mr. Gustavo Segura.

#### FACILITIES COMMITTEE

Mr. Michael Stephens, Director, Construction, Facilities Planning and Development, led the committee review of the agreement for construction management services and engineering services that will be presented to the Board for approval at the November 15<sup>th</sup> regular meeting. Discussion followed.

Utility Infrastructure Project for  
Norco College and Riverside City  
College

Mr. Stephens led the committee review of the amendment for additional engineering and architectural services that will be presented to the Board for approval on November 15<sup>th</sup>. Discussion followed.

Amendment No. 1 with PSOMAS  
for ADA Transition Plan and  
Implementation (Phase 1) Project

Mr. Stephens reviewed with the Committee the change order for the project, indicating that it would also be presented for approval at the November 15<sup>th</sup> regular meeting. Discussion followed.

Change Order for Wheelock  
Gymnasium, Seismic Retrofit  
Project

The committee adjourned at 7:13 p.m.

Adjourned

The Resources Committee Chair Mark Takano convened the meeting at 7:14 p.m. Committee members in attendance: Dr. James Buisse, Vice Chancellor, Administration and Finance; Ms. Melissa Kane, Vice Chancellor, Diversity/ Human Resources; Academic Senate Representative: Mr. Sal Soto. (Moreno Valley College); ASRCCD Representative: Mr. Francisco Ramos (Moreno Valley College); CTA Representatives: Ms. Sarah Burnett (Norco College) and Dr. Mark Sellick (Riverside City College); CSEA Representative: Mr. Gustavo Segura; and Confidential Representative: Ms. Debra Creswell.

#### RESOURCES COMMITTEE



Mr. Steven Gilson, Associate Vice Chancellor, Information Services led the Committee review of the proposed project budget which will be presented for approval at the regular board meeting on Tuesday, November 15, 2011. Discussion followed.

IT Audit, Core Network Projects

The committee adjourned the meeting at 7:59 p.m.

Adjourned

The Board adjourned the meeting at 8:00 p.m.

ADJOURNMENT



## Agenda Item (II-B)

Meeting	12/13/2011 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Regular Meeting of November 15, 2011
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustee review and approve the minutes prepared for the November 15, 2011 Regular meeting.

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### Background Narrative:

Recommend approving minutes prepared for the November 15, 2011 regular meeting.

Prepared By: Greg Gray, Chancellor  
Kathy Tizcareno, Administrative Assistant

### Attachments:

[November 15, 2011 Minutes](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
OF NOVEMBER 15, 2011

President Green called the regular meeting of the Board of Trustees to order at 6:00 p.m., in the Center for Student Success, Room 217, Norco College, 2001 Third Street, Norco, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, Board Member  
Sam Davis, Board Member  
Mary Figueroa, Secretary  
Janet Green, President  
Mark Takano, Vice President  
Nick Bygon, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor  
Dr. Cynthia Azari, President, Riverside City College  
Dr. James Buysse, Vice Chancellor, Administration and Finance  
Dr. Debbie DiThomas, Interim President, Norco College  
Dr. Tom Harris, Interim President, Moreno Valley College  
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources  
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services  
Ms. Chris Carlson, Chief of Staff  
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications and Relations  
Dr. Sharon Crasnow, President, Academic Senate, Norco College  
Dr. Travis Gibbs, President, Academic Senate, District and Moreno Valley College  
Mr. Lee Nelson, President, Academic Senate, Riverside City College  
Dr. Dariush Haghighat, President, CTA  
Mr. Gustavo Segura, President, CSEA

Mr. Gustavo Segura led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Blumenthal/Davis moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of October 4, 2011. Motion carried. (5 ayes)

MINUTES OF THE  
REGULAR/COMMITTEE  
MEETINGS OF OCTOBER 4, 2011

Blumenthal/Davis moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of October 18, 2011. Motion carried. (5 ayes)

MINUTES OF THE REGULAR  
MEETING OF OCTOBER 18, 2011

CHANCELLOR’S REPORTS

Presentations

Dr. DiThomas introduced Dr. Koji Uesugi, Associate Dean, Special Funded Programs, Norco College, and Ms. Hortencia Cuevas, Director of Student Support Services (SSS) and SSS – RISE (Realizing Individual Success through Education) who presented information on these student support services programs. Students Dawn Williams, Kenny Solis, Karla Barron, and Marc Del Real shared their inspirational stories about participating in the programs and associated activities.

Norco Student Success Report – EOPS (Extended Opportunity Programs and Services) and CARE (Cooperative Agencies Resources for Education): Building on a Legacy of Equity and Success; and Student Support Services Programs

Figueroa/Takano moved that the Board of Trustees approve the MOA to extend the current contract by one additional year, until June 30, 2013. Motion carried. (5 ayes)

Riverside Community College District and California School Employees Association (CSEA), Chapter #535, Memorandum of Agreement Concerning New Contract Expiration

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

Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

Student Trustee Nick Bygon presented the report about recent and future student activities at Moreno Valley College, Norco College and Riverside City College.

STUDENT REPORT

Item VI-B-6-b was withdrawn from Board consideration.

Purchase Laerdal Products for Riverside City College (RCC) School of Nursing Utilizing the Sole Sourcing Provision

CONSENT ITEMS

Action

Figueroa/Takano moved that the Board of Trustees:

Approve/ratify the listed academic appointments, and assignment and salary adjustments, (Appendix No. 25)

Academic Personnel

Approve/ratify the listed classified appointments, and assignment and salary adjustments; (Appendix No. 26)

Classified Personnel

Approve/ratify the listed other personnel appointments, and assignment and salary adjustments; (Appendix No. 27)	Other Personnel
Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$7,801,325 and District Warrant Claims totaling \$8,677,735; (Appendix No. 28)	Purchase Order and Warrant Report – All District Resources
Approve the budget transfers as presented; (Appendix No. 29)	Budget Adjustments
Approve adding the revenue and expenditures of \$19,558 the budget;	2011-2012 Upward Bound TRIO, Norte Vista – Norco College – Resolution No. 13-11/12
Approve adding the revenue and expenditures of \$109,091 to the budget;	2011-2012 Completion Academies Program – Riverside City College – Resolution No. 14-11/12
Approve adding the revenue and expenditures of \$41,495 to the budget;	2011-2012 TANF and CalWORKS Programs – Resolution No. 15-11/12
Approve ratifying the award of Bid in the total amount of \$335,441 to Spinitar;	Ratification of Bid Award for the Group II Integration – Riverside City College Nursing/Science Building – Bid Number 2011/12-05
Approve ratifying the award of bid in the total amount of \$967,623 to Spinitar;	Ratification of Bid Award for the Audio Visual Equipment – Riverside City College Nursing/Science Building – Bid Number 2011/12-06
Ratify contracts totaling \$348,518; (Appendix No. 30);	Contracts and Agreements Report Less than \$78,900 – All District Resources
Ratify the subcontract with Oakton Community College to implement a National Science Foundation National Center for Supply Chain Technology Education Grant;	Subcontract between Riverside Community College District, Norco College and Oakton Community College

Ratify the subcontract with Tacoma Community College to implement a National Science Foundation National Center for Supply Chain Technology Education Grant;

Subcontract between Riverside Community College District, Norco College and Tacoma Community College

Grant out-of-state travel requests; (Appendix No. 31)

Out-of-State Travel

Accept the Moreno Valley College Lion’s Parking Lot Project as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President and the Vice Chancellor, Administration and Finance, to sign the notice;

Notice of Completion

Declare the listed property to be surplus by unanimous vote; find that the property does not exceed the total value of \$5,000; and authorize the property to be consigned to the Liquidation Company to be sold on behalf of the District. (Appendix No. 32)

Surplus Property

Motion carried. (5 ayes)

Information

In accordance with Board Policy 7350, the Chancellor has accepted the resignations of the following: Ms. Mary Flyr, Associate Professor, ECE, effective December 16, 2011, for retirement; Ms. Lorraine Ogata, Associate Professor, Reading, effective December 16, 2011, for retirement; Ms. Catherine Bailey, Payroll Technician, effective November 16, 2011; and Ms. Kristen Van Hala, IDS/SCE Program Coordinator, effective November 4, 2011, for personal reasons.

Separations

The Board received the quarterly financial report for the quarter ended September 30, 2011. (Appendix No. 33)

CCFS-311 – Quarterly Financial Status Report

The Board received the summary of financial information for the period July 1, 2011 through October 2011. (Appendix No. 34)

Monthly Financial Report

BOARD COMMITTEE REPORTS

Governance Committee

Figuroa/Takano moved that the Board of Trustees approve Administrative Procedure 2345 and Board Policies 2345, 2745, 3501, 3520, and 3560. Motion carried. (5 ayes)

Revised and New Board Policies – Second Reading and Approval

Figuroa/Blumenthal moved that the Board of Trustees accept Board Policies 3440, 3505, 4000, 5130 and 7130 for first reading. Motion carried. (5 ayes)

Revised and New Board Policies – First Reading

#### Facilities Committee

Figuroa/Blumenthal moved that the Board of Trustees approve using Construction Management Multiple Prime contracting for the project; approve an agreement with Tilden-Coil Constructors, Inc. for construction management services in an amount not to exceed \$758,038; and approve an agreement with PSOMAS to provide engineering services in an amount not to exceed \$512,797 for the project. Motion carried. (5 ayes)

Utility Infrastructure Project for Norco College and Riverside City College

Figuroa/Blumenthal moved that the Board of Trustees approve Change Order No. 5 with Inland Building Construction Company, in the amount totaling \$484,710.05, for the Wheelock Gymnasium, Seismic Retrofit Project at Riverside City College; approve the change order in excess of ten percent (10%) by a total of \$482,696.72 with Inland Building Construction Company. Motion carried. (5 ayes)

Change Order for Wheelock Gymnasium, Seismic Retrofit Project

Figuroa/Blumenthal moved that the Board of Trustees approve the projected budget for the Core Networks Projects, in the amount of \$4,850,683, using the Measure C allocation for Information Technology. Motion carried. (5 ayes)

Amendment No. 1 with PSOMAS for ADA Transition Plan and Implementation (Phase I) Project

#### Resources Committee

Takano/Figuroa moved that the Board of Trustees approve the projected budget for the Core Network Projects, in the amount of \$4,850,683 using the Measure C allocation for Information Technology. Motion carried. (5 ayes)

IT Audit, Core Network Projects

#### ACADEMIC SENATE REPORTS

Dr. Travis Gibbs presented the report on behalf of the District and Moreno Valley College.

Moreno Valley College and Riverside Community College District

Dr. Sharon Crasnow presented the report on behalf of Norco College.

Norco College

Mr. Lee Nelson presented the report on behalf of Riverside City College.

Riverside City College

BARGAINING UNIT REPORTS

Dr. Dariush Haghghat, President, CTA, presented the report on behalf of CTA.

CTA – California Teachers Association

Mr. Gustavo Segura, President, CSEA, presented the report on behalf of the CSEA.

CSEA – California School Employees Association

BUSINESS FROM BOARD MEMBERS

Takano/Figueroa moved that the Board of Trustees adopt Resolution No. 16-11/12 to lower the voter threshold on school parcel tax measures to 55%. Motion failed. (2 ayes, 3 noes [Blumenthal/Davis/Green])

Resolution No. 16-11/12 in Support of Senate Constitutional Amendment 5

Davis/Blumenthal moved that the Board of Trustees adopt the resolution recognizing and celebrating November 2011 as Native American Heritage Month. Motion carried. (5 ayes)

Resolution No. 17-11/12 Recognizing and Celebrating November 2011 as Native American Heritage Month

The Board adjourned to closed session at 8:22 p.m., pursuant to Government Code Section 54957, public employee performance evaluation: Title: Chancellor.

CLOSED SESSION

The Board reconvened the meeting to open session at 9:58 p.m., announcing no action taken, and adjourned the meeting at 10:00 p.m.

RECONVENED/ADJOURNED





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## Agenda Item (IV-A)

Meeting 12/13/2011 - Regular  
Agenda Item Chancellor's Reports (IV-A)  
Subject Chancellor's Communications  
College/District District  
Information Only

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### Background Narrative:

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

Prepared By: Greg Gray, Chancellor  
Kathy Tizcareno, Administrative Assistant



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## Agenda Item (IV-B)

Meeting            12/13/2011 - Regular

Agenda Item      Chancellor's Reports (IV-B)

Subject            Riverside City College's Division I Football Scholarship Recipients

College/District   Riverside

Information Only

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### **Background Narrative:**

Dr. Cynthia Azari and Mr. Tom Craft, Director of Football Operations and Head Football Coach are proud to present RCC's Division I Football Scholarship recipients.

Prepared By: Cynthia Azari, President, Riverside City College



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## Agenda Item (IV-C)

Meeting                    12/13/2011 - Regular

Agenda Item            Chancellor's Reports (IV-C)

Subject                    Presentation of Winter 2011 Scholarship Award to Student Trustee

College/District        District

Information Only

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### **Background Narrative:**

Chancellor will present the Winter 2011 Scholarship Award to Student Trustee.

Prepared By: Greg Gray, Chancellor  
                  Kathy Tizcareno, Administrative Assistant



## Agenda Item (IV-D)

Meeting	12/13/2011 - Regular
Agenda Item	Chancellor's Reports (IV-D)
Subject	Resolution No. 20-11/12 Opposing Student Success Task Force Recommendations
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees adopt Resolution Number 20-11/12 opposing the recommendations of the Student Success Task Force, and forward said Resolution to the Board of Governors

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### Background Narrative:

In compliance with legislation that was passed last year, the California Community Colleges Task Force on Student Success has issued draft recommendations for the purpose of developing a plan to improve the success rate of our students. The plan includes a broad range of recommendations that could significantly alter the mission of the California's Community College. Although we appreciate the effort that has gone into the report, the Community College Association (CCA) urges the Board of Governors to postpone approval of the plan until it has been thoroughly reviewed by stakeholders. Despite the year of work in developing recommendations, the draft was only briefly aired at a few hastily scheduled public hearings. We believe that a plan which could drastically impact California's Community Colleges requires more input from the public.

The Community College Association has strong concerns about the recommendations put forth by the Task Force. Specifically, implementing the plan would further erode state funding to the community college system; result in a loss of local control of college districts; and narrow the mission of the Community College system set forth in California's Master Plan for Higher Education.

#### Important Points

The task force recommendations would take away funding from community colleges and transfer some of the cost burden to students, requiring some California residents to pay out-of-state tuition.

The Draconian changes proposed would have the most impact on students who are poor, disabled, and English-language learners, and would prevent thousands from obtaining access to higher education.

The plan would result in a massive shift in power away from local control, which would undermine the Master Plan that has been a foundation of higher education in California.

With few exceptions, the recommendations will require substantial additional funding to a system that is already underfunded by billions of dollars. Adding new programs and requirements to an already beleaguered system is indefensible.

At the core of the recommendations is a definition of student success which must be expanded to meet the three-fold mission of Master Plan: to prepare students to transfer to four-year colleges, to offer vocational training; and to meet the needs of the community through a commitment to lifelong learning.

Prepared By: Greg Gray, Chancellor

### Attachments:

Fact Sheet Information  
Resolution Number 20-11/12



## **CCA FACT SHEET**

# Student Success Task Force Report

In compliance with legislation, the California Community Colleges Student Success Task Force has issued draft recommendations for the purpose of developing a plan to improve the success rate of our students. The plan includes a broad range of recommendations that could significantly alter the mission of the California's Community Colleges.

### **Facts**

Following a year of meetings, the Student Success Task Force unveiled its report on September 30, and allowed just one month for public comments. That period does not allow enough time for the report to be fully vetted by faculty and students, two groups that are most likely to be affected by the recommendations.

Nevertheless, faculty organizations are united in their position that the recommendations as presented may prove financially impossible to implement, difficult to enforce, and, most importantly, detrimental to the mission of the California Community College system.

### **Definition of Success**

The recommendations are based on presumptions about our student population and "student success" that are not consistent with who our students are and what they need. The report paints a picture of a successful student who attends full-time, takes only the courses necessary to the completion of his/her degree, certificate or transfer goal, and places as high as possible in terms of remedial education.

The recommendations limit access to community colleges for new immigrants, older students, the poor and the developmentally disabled. The recommendations lock first-year community college students into a major and prevent them from exploring other options. California residents would be required to pay out-of-state tuition for courses not listed in their education plan. This idea would be devastating because community college is often where students discover in what areas they excel through exploratory coursework.

### **Financial Impact**

The recommendations require substantial additional funding, yet there is no discussion in the report about how that funding would be acquired. The recommendations attempt to address a crisis in the community college that has its root in a severe lack of funding. For example, the recommendations increase counseling and student services while there are no resources to increase the number of counselors. Adding more programs that require additional funding is indefensible. Rather than attempt to decrease access to community college, it is incumbent on the state to address adequately funding K-14 education.

### **Loss of local control**

There is an underlying theme in the report that would result in a massive shift in power away from local control and to the Board of Governors and more precisely the Chancellor's

office. A consolidation of power in this manner undermines the Master Plan which has been the foundation of Higher Education in California.

One example of this is that the recommendations would have a single centralized test created by a private company (contracted by the California State Chancellor's Office) with one statewide cut score to determine eligibility to take college-level courses. This doesn't take into account local circumstances. Today's tests are state-approved local placement tests, which takes into account demographic factors. This would be the first step towards an admissions process, ending California's 50-year-old, open-access policy.

Community colleges throughout the state serve vastly different student populations with different issues. Priorities for admission and for class offerings at local colleges would be set at the state level, not at the local level based on local needs. A one-size-fits-all approach does not serve local communities nor is it accountable to local communities.

The strength of the Community College system lies in the word "community." A cookie-cutter solution does not respect our diverse California communities. Much can be learned by the failures of "No Child Left Behind" in K-12, the most significant of which is that further deliberations and inclusion of all stakeholders should be sought before any attempt is made to act on these recommendations.

#### Lack of enforcement

The recommendations set forth extensive requirements for the 72 districts to achieve, yet the requirements lack sufficient enforcement standards or penalties for non-compliance. (Similar requirements were contained in the Community College Reform Package of 1988 incorporated in Assembly bill 1725. To date most of the reforms established in that legislation have not been enacted due to either budget constraints or a lack of enforcement. Unfortunately, the provisions of 1725 were also hurried). The recommendations in this Student Success Task Force proposal could easily meet the same fate.

#### Right-wing Think Tank language

The CCA is troubled by the fact that the Task Force was partially funded by the Lumina Foundation, with ideas from the right-wing American Legislative Exchange Council. The Task Force recommendations do not effectively address student success, but instead aim to shrink government-sponsored education.

#### Action

Because of the inadequate time period for public review and because so many of the recommendations are fraught with insurmountable problems, the CCA strongly recommends the Community College Board of Governors reject the Student Success Task Force Draft Recommendations.

RESOLUTION NUMBER 20-11/12

A RESOLUTION OPPOSING THE STUDENT  
SUCCESS TASK FORCE RECOMMENDATIONS

WHEREAS, the Student Success Task Force recommendations appear to be based on presumptions about the California Community College student that are not consistent with our students and what they need; and

WHEREAS, the recommendations will work to limit access to higher education for new immigrants, older students, the poor and developmentally disabled, and

WHEREAS, the recommendations seem to be attempting to address a crisis in the community colleges that has its roots in a severe lack of funding, and

WHEREAS, the recommendations will require substantial additional funding that may not be available, and

WHEREAS, until funding shortfalls can be addressed, it is futile to attempt to implement costly new programs and requirements, and

WHEREAS, there is an underlying theme in the recommendations that will shift power away from local districts to the Chancellor's Office and to the Board of Governors; and

WHEREAS, neither the academic community, students or the public were given adequate time to fully review the recommendations in the few weeks that were allotted

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Riverside Community College District opposes and strongly urges the Board of Governors to reject the Task Force Recommendations until adequate time is given for a complete review; and

BE IT FURTHER RESOLVED that the Board of Trustees of Riverside Community College District opposes any recommendations that will result in further funding problems, increased hardships for students, faculty and staff, and a loss of local control of our college districts.

PASSED AND ADOPTED this 13<sup>th</sup> day of December, 2011 by Riverside Community College District Board of Trustees.

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## Agenda Item (IV-E)

Meeting	12/13/2011 - Regular
Agenda Item	Chancellor's Reports (IV-E)
Subject	Invest in Excellence Campaign and Center for Social Justice & Civil Liberties - Named Giving Levels
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the general Named Giving Levels for the Invest In Excellence Campaign and the specific Named Giving Levels for the Center for Social Justice & Civil Liberties.

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### Background Narrative:

The RCCD Foundation and its Board of Directors, District Administration, and the RCCD Facilities Recognition and Naming Committee have developed Named Giving Levels for the new Invest In Excellence: 100@100 Campaign. The attached named giving levels for the the general campaign and for the Center for Social Justice & Civil Liberties are in accordance with Board Policy 3950 (Naming of Facilities), established facility recognition and naming processes, prior campaign named giving levels, and general standards at similar higher education institutions. The RCCD Foundation Board of Directors and the RCCD Facilities Recognition and Naming Committee have formally approved the Named Giving Levels outlined in the attached documents. The District and College administrations endorse and support these levels. It is recommended that the Board of Trustees approve the proposed Named Giving Levels for the Invest in Excellence:100@100 Campaign and for the Center for Social Justice & Civil Liberties.

Prepared By: Jim Parsons, Assoc Vice Chancellor, Strategic Communications & Relations

### Attachments:

[Invest in Excellence Named Giving Opportunities](#)

# Invest in Excellence Campaign

## General Named Giving Levels

As part of Campaign RCC, a series of naming opportunities were established and RCCD Board policies were revised to allow for the naming of facilities as a result of charitable gifts. The rationale behind the specific levels that were proposed include a careful review and consideration of established levels at other California community college foundations, naming opportunities at nearby UC and Cal State Campuses, local universities and hospitals, and samples provided by the Council For Resource Development.

Within RCCD, specific naming opportunities were established for each new construction project (School of Nursing/Science/Math Complex, the Riverside Aquatics Complex, RSA, Norco's Technology Building, and the School of Allied Health (based on the construction plans submitted to the state). As with many of the samples above, in determining a naming level for RCCD facilities, consideration was given to several factors, including the size and function of each room, its public visibility, and its use of technology. We are maintaining a consistency among facilities as well. For example, a faculty office naming opportunity is \$10,000 in all facilities.

Naming opportunities can also be made available for existing facilities, based again on consideration of room size, function and visibility. Discussion with the RCCD Foundation and approval by the Facilities Naming Committee should be made in advance before any specifics are discussed with a donor, but the following ranges are consistent with our established levels.

### Facilities Naming Opportunities

Faculty Offices	\$10,000
Classrooms	\$25,000
Lecture Halls	\$50,000-150,000
Laboratories	\$75,000-100,000
Laboratory Suite	\$250,000
Naming of a Building	\$1,000,000
Naming of a School	\$5,000,000

### Endowment Naming Opportunity

Fellow of Excellence <i>(gift endowment for a permanent naming)</i>	\$250,000
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- Approved By RCCD Foundation Board of Directors – November 15, 2011

- Approved By the RCCD Facilities Recognition & Naming Committee - December 5, 2011

## Center for Social Justice & Civil Liberties Named Gift Opportunities

Naming of the Center for Social Justice & Civil Liberties	\$1,000,000
Naming of the Plaza Level	\$500,000
Naming of the Main Level	\$500,000

### Plaza Level (1st Floor)

Kids Zone/Education Center	\$100,000
Media and Digital Resource Center	\$100,000
Riverside Stories	\$ 25,000
<i>Temporary naming for 3-year duration of exhibit</i>	
Miné Okubo: An American Experience	\$ 25,000
<i>Temporary naming for 3-year duration of exhibit</i>	

### Main Level (2nd Floor)

Okubo Collection Gallery	\$100,000
Conference Room	\$100,000
Office Space (Visiting Scholars, Gallery Director, etc.)	\$ 50,000
Archival Room	\$ 50,000
Art Preservation and Storage Area	\$ 50,000

### Other Recognition

*A donor wall will be installed at the facility to recognize all gifts of \$5,000 and above:*

Visionary	\$100,000 and above
Benefactor	\$ 50,000 - 99,999
Champion	\$ 25,000 - 49,999
Advocate	\$ 10,000- 24,999
Patron	\$ 5,000 - 9,999

- Approved By RCCD Foundation Board of Directors – November 15, 2011

- Approved By the RCCD Facilities Recognition & Naming Committee - December 5, 2011



## Agenda Item (IV-F)

Meeting	12/13/2011 - Regular
Agenda Item	Chancellor's Reports (IV-F)
Subject	Future Monthly Committee Agenda Planner and Annual Master Planning Calendar
College/District	District
Information Only	

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### Background Narrative:

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

Prepared By: Greg Gray, Chancellor  
Kathy Tizcareno, Administrative Assistant

### Attachments:

[2011-2012 Governing Board Agenda Master Planning Calendar Worksheet](#)

## RECOMMENDED 2011-12 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR

Month	Planned Agenda Item
August	<ul style="list-style-type: none"> <li>• Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals</li> <li>• Proposed Curricular Changes</li> <li>• Presentation of Annual Report by Measure C Citizens' Bond Oversight Committee</li> </ul>
September	<ul style="list-style-type: none"> <li>• CCFS-311Q-Quarterly Financial Status Report for the Quarter Ended June 30</li> <li>• Budget – Public Hearing</li> </ul>
October	<ul style="list-style-type: none"> <li>• Annual Master Grant Submission Schedule</li> <li>• College Closure – Holiday Schedule</li> </ul>
November	<ul style="list-style-type: none"> <li>• Annual CCFS-311 Financial and Budget Report</li> <li>• Annual Proposition 39 Financial and Performance Audits</li> </ul>
December	<ul style="list-style-type: none"> <li>• Organizational Meeting: Elect the President, Vice President and Secretary of the Board of Trustees; Board association and committee appointments.</li> <li>• Annual Board of Trustees Meeting Calendar for January-December</li> <li>• RCCD Report Card on the Strategic Plan</li> <li>• Annual District Academic Calendar</li> <li>• CCFS-311Q-Quarterly Financial Status Report for the Quarter Ended September 30</li> <li>• RCCD Report Card on the Strategic Plan</li> <li>• Annual Independent Audit Report for the Riverside Community College District</li> <li>• Annual Independent Audit Report for the Riverside Community College District Foundation</li> <li>• Fall Scholarship Award to Student Trustee</li> </ul>
January	<ul style="list-style-type: none"> <li>• Accountability Reporting for Community Colleges</li> <li>• Grants Office Annual Winter Report</li> <li>• Governor's Budget Proposal</li> <li>• Federal Legislative Update</li> <li>• Nonresident Tuition and Capital Outlay Surcharge Fees</li> <li>• Proposed Curricular Changes</li> </ul>
February	<ul style="list-style-type: none"> <li>• CCFS-311Q-Quarterly Financial Status Report for the Quarter Ended December 31</li> </ul>
March	<ul style="list-style-type: none"> <li>• Recommendation Not to Employ (March 15<sup>th</sup> Letters)</li> </ul>
April	<ul style="list-style-type: none"> <li>• Academic Rank – Full Professors</li> <li>• Authorization to Encumber Funds</li> <li>• Proposed Curricular Changes</li> <li>• Accountability Reporting for Community Colleges</li> </ul>
May	<ul style="list-style-type: none"> <li>• CCFS-311Q-Quarterly Financial Status Report for the Quarter Ended March 31</li> <li>• Summer Workweek</li> <li>• Resolution to Recognize Classified School Employee Week</li> <li>• Board of Trustees Annual Self-Evaluation</li> <li>• Chancellor's Evaluation</li> </ul>
June	<ul style="list-style-type: none"> <li>• Administration of Oath of Office to Student Trustee</li> <li>• Spring Scholarship Award to Student Trustee</li> <li>• Department Chairs and Stipends, Academic Year</li> <li>• Coordinator Assignments</li> <li>• Extra-Curricular Assignments</li> <li>• Notices of Employment–Tenured Faculty; Contract Faculty; and Categorically Funded</li> <li>• Academic Administrator Employment Contracts</li> <li>• Emeritus Awards, Faculty</li> <li>• Tentative Budget and Notice and Public Hearing on the Budget</li> <li>• Moreno Valley College Catalog</li> <li>• Norco College Catalog</li> <li>• Riverside City College Catalog</li> <li>• Board Self Evaluation – Reporting Out</li> </ul>



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[Agenda Item](#)

## Agenda Item (V-A)

Meeting 12/13/2011 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

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### Background Narrative:

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

Prepared By: Greg Gray, Chancellor  
Kathy Tizcareno, Administrative Assistant

### Attachments:

[December 13, 2011 Student Report](#)

## **Trustee Board Book Report for MVC**

1. MVC held their student of distinction banquet on Dec. 1st at Moreno Valley Recreational Center. We had over 200 students in attendets with other dignitaries from out college and district. NC student body president was in attendance with our Region 9 Senator.
2. The RCCD scholarships are due on Dec. 7th. The college has been advertising to students to apply for the scholarship.
3. ASMVC will wrap up the semester with RCCD retreat.

Kushang Patel

Student Body President, MVC

## **Trustee Board Book Report for RCC**

It has been a long and eventful semester full of challenges and opportunities. As the semester comes to a close, ASRCC reflects on our accomplishments. We were able to rebrand our student leaders giving them the tools they needed to be both visible and effective. We formally endorsed proposition 1481 and collected signatures with the goal of encouraging new and innovative ideas to fund education here at Riverside City College. We continued our traditions with community service and participation with events like Halloween town and reindeer roundup. We changed the focus of our activities to reflect our growing concern regarding social awareness and sustainable living. Fitness day, diversity week, and Africa day are but a few activities that reflected this. We brought celebrity speakers on our campus to share with the students their passion for community service and active participation.

At RCC our student leaders answered the call to action in response to the current economic crisis. We created a food voucher program to feed our hungry students, slated an upcoming scholarship for our homeless or at-risk students, and created innovative fundraising programs that not only help generate revenue for our shortfalls, but create student jobs in a time when the state, private sector, and city has failed to do so. We have maintained our progressive stance on issues regarding our undocumented students, LGBT community, and environmental accountability. We were able to express this further in General Assembly as our votes for various resolutions maintained this stance.

As ASRCC looks to the spring and the near future, we ask ourselves what else and what more can we do for the students we represent? Whatever it may be, ASRCC will do it with the dedication and results-based mentality it has displayed with the fall semester. Riverside City College continues to measure itself by its results achieved for the betterment of the student body



and the educational experience on campus. In closing, ASRCC wants to thank everyone who has made this a successful semester and look forward to continue building relationships in the spring and years to come with the students at the forefront of our thoughts and actions.

## **Trustee Board Book Report for RCCD**

1. Adopted a Put Students First Resolution at the SDCC meeting on Dec 3<sup>rd</sup>.
2. Worked on setting a set time and date for regular SDCC meetings.
  - a. The meetings would follow the BOT meetings.
  - b. They would occur prior to the meetings between 5PM-6PM
  - c. Final times will be established after the Spring schedule is made available.
3. Established a guideline for the manner in which issues will be presented to the BOT from the Student Trustee.
  - a. The Student Trustee will represent only issues that have a unanimous consensus to the BOT.
  - b. This position was taken to have a unified voice, which did not split students on a two-to-one line.
  - c. Each college is encouraged to voice their opinion at the board meeting on controversial issues that they do not have a unanimous consensus.
  - d. It is also understood that not all issues can be discussed prior to a BOT meeting to have guidance on the position to take, and at these instances the Student Trustee will either withhold comment or make his/her best judgement.
4. Began drafting ideas and major points to address in the Riverside Community College District Resource Video.
  - a. Have been advised by Chancellor Gray.
  - b. Have been advised by Dr. Bush.





## Agenda Item (VI-A-1)

Meeting 12/13/2011 - Regular

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

Subject Academic Personnel

College/District District

Funding

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

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### Background Narrative:

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

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

### Attachments:

[20111213\\_Academic Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DIVERSITY AND HUMAN RESOURCES

Subject: Academic Personnel

Date: December 13, 2011

1. Appointment(s)

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

The Chancellor recommends approval for the following appointment(s) and authorizes the Vice Chancellor Diversity and Human Resources to sign the employment contract:

a. Management

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary</u>	<u>Appointment</u>
RIVERSIDE CITY COLLEGE				
Gomez, Steve	Interim Director, Pathways to Excellence (Title V)	01/03/12– 06/30/12	T-1	Contract

b. Contract Faculty  
(None)

c. Long-Term, Temporary Faculty  
(None)

2. Salary Reclassification

Board Policy 7160 establishes the procedures for professional growth and salary reclassification.

It is recommended the Board of Trustees grant a salary reclassification to the following faculty member effective January 1, 2012:

<u>Name</u>	<u>From Column</u>	<u>To Column</u>
Burnett, Sarah	F	G

Subject: Academic Personnel

Date: December 13, 2011

3. Emeritus Awards, Faculty

Board Policy and Administrative Procedure 4000 authorizes the rank of Professor Emeritus to any faculty member who has earned retirement. The Academic Senate recommends that the Board of Trustees award the title of Professor Emeritus to the following faculty who earned faculty tenure for their many years of outstanding service at Riverside Community College District, effective the date of their retirement:

NAME

MORENO VALLEY COLLEGE

Middleton, Delores

Ogata, Lori

NORCO COLLEGE

Skiba, Karin

RIVERSIDE CITY COLLEGE

Brown, William

Flyr, Mary

Herzig, Paul

Jeter, Charlene

Madriaga, Anita

Schall, Janice



## Agenda Item (VI-A-2)

Meeting 12/13/2011 - Regular

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

Subject Classified Personnel

College/District District

Funding

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

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### Background Narrative:

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

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

### Attachments:

[20111213\\_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DIVERSITY AND HUMAN RESOURCES

Subject: Classified Personnel

Date: December 13, 2011

1. Appointment(s)

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

a. Management/Supervisory

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
<b>MORENO VALLEY COLLEGE</b>				
Hlebasko, Julie	Assistant Manager, Food Services	01/03/12	O-1	Appointment
<b>RIVERSIDE CITY COLLEGE</b>				
Neves, Matthew	Interim Producer/Artistic Director	12/28/11- 06/29/12	S-3	Contract (Extension)

b. Management/Supervisory – Categorically Funded  
(None)

c. Classified/Confidential

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
<b>RIVERSIDE CITY COLLEGE</b>				
Petroff, Aaron	Student Account Specialist	01/03/12	I-1	Appointment
Sohng, Eunyong	Piano Accompanist (Music) (10-Month, Part-time, 47.5%)	12/14/11	M-1	Appointment



Subject: Classified Personnel

Date: December 13, 2011

1. Appointments – Continued

d. Classified/Confidential – Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
MORENO VALLEY COLLEGE				
Alvarez, Edward	Assessment Specialist (Student Services)	12/14/11	M-5	Promotion
Wilson, Montely	Employment Placement Coordinator (Financial Services) (Part-Time, 48.75%)	01/04/12	K-1	Appointment
NORCO COLLEGE				
Thompson, Rowana	Assistant to the Director, Upward Bound (Part-Time, 47.5%)	01/17/12	K-1	Appointment

2. Requests for Leave Under the California Family Rights Act (CFRA) and/or the Federal Family and Medical Leave Act (FMLA)

It is recommended the Board of Trustees approve/ratify requests for leave under the California Family Rights Act and/or the Federal Family and Medical Leave Act. A maximum of 12 weeks (480 hours) of combined CFRA/FMLA will be reduced concurrently, as indicated below, for the following employees:

<u>Name</u>	<u>Title</u>	<u>Leave Type</u>	<u>Effective/ Retroactive to:</u>
Brucks, Susan	HR Specialist II	CFRA/FMLA	November 14, 2011
Gonzalez, Abelardo	Sprinkler Repairperson	CFRA/FMLA	December 5, 2011
Hernandez, Stefanie	Counseling Clerk I	CFRA/FMLA	December 8, 2011
Mathay, Sandra	Administrative Assistant II	CFRA/FMLA	December 2, 2011

3. Request to Rescind Leave Under the California Family Rights Act (CFRA) and the Federal Family and Medical Leave Act (FMLA)

At its meeting of November 15, 2011, the Board of Trustees approved a request for leave under the California Family Rights Act and/or the Federal Family and Medical Leave Act for Jesse Mejia, Facilities Utilization Specialist.

It is recommended the Board of Trustees rescind the request for leave under the California Family Rights Act and/or the Federal Family and Medical Leave Act for Jesse Mejia, Facilities Utilization Specialist.

Subject: Classified Personnel

Date: December 13, 2011

4. Request for Temporary Reduction in Workload

It is recommended the Board of Trustees approve the request for a temporary reduction in workload for Tara McCarthy, Education Advisor, from 100% to 80%, effective December 14, 2011 through June 30, 2012. This request was employee initiated and has the support of the Dean of Academic Support at the Riverside City College.

5. Request for a Health Leave Without Pay

In accordance with the CSEA bargaining unit agreement, Jillian Oliveras, Administrative Assistant IV, has requested a leave of absence for health reasons for illness or injury which extends beyond the expiration of all other paid leaves.

It is recommended the Board of Trustees approve a health leave without pay for Jillian Oliveras, Administrative Assistant IV effective December 20 – 31, 2011.

6. Separation(s)

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

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Reason</u>
Elgendy, Alaadin	Procurement Specialist	November 25, 2011	Resignation
Hampton, Bradley	Piano Accompanist	November 10, 2011	Non-Continuance of Probation



## Agenda Item (VI-A-3)

Meeting	12/13/2011 - Regular
Agenda Item	Consent Agenda Action (VI-A-3)
Subject	Other Personnel
College/District	District
Funding	n/a
Recommended Action	It is recommend that the Board of Trustees approve/ratify the other personnel actions

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### Background Narrative:

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

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

### Attachments:

[20111213\\_Other Personnel](#)

[20111213\\_Other Personnel\\_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DIVERSITY AND HUMAN RESOURCES

Subject: Other Personnel

Date: December 13, 2011

1. Substitute Assignments

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

2. Short-term Positions

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

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

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

4. Professional Experts

Pursuant to Ed Code 88003, a professional expert is any person employed on a temporary basis for a specific project, regardless of length of employment. It is recommended that the Board of Trustees approve/confirm the employment of professional experts as indicated on the attached list.

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<b>DISTRICT</b>				
*Bailey, Karen	Foundation Specialist	Foundation	12/14/11-06/30/12	\$21.54
Hild, Nicole	Accounts Payable Special.	Accounting Services	12/05/11-02/02/12	\$20.39
<b>MORENO VALLEY COLLEGE</b>				
Plata, Guillermina	Custodian	Facilities	01/16/11-06/30/12	\$15.45
Ramirez Anguiano, Maria	Custodian	Facilities	01/02/12-06/30/12	\$15.45
<b>NORCO COLLEGE</b>				
Leary, Mary	College Receptionist	Dean of Instruction	12/14/11-04/30/12	\$15.45
Leary, Mary	Support Center Technician	Dean of Instruction	12/14/11-06/30/12	\$19.50
<b>RIVERSIDE CITY COLLEGE</b>				
Schuman, Kathleen	Instructional Dept Specialis	Nursing	01/03/12-01/31/12	\$27.12
Sohng, Eunyoung	Accompanist	Performing Arts	11/28/11-12/13/11	\$24.55

\*Person hired through Temporary Agency.

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
2011/2012 ACADEMIC YEAR				
DISTRICT				
Baehr, Donnette	Registered Nurse III	Health Services	12/21/11-06/30/12	\$40.00
Bowser, Christine	Special Project Employee	Risk Management	01/01/12-06/30/12	*\$0.00
Buckley, Beverly	Special Project Employee	Strategic Communications	01/03/12-06/29/12	*\$0.00
Eddy, Carmen	Interpreter III	DSP&S	12/14/11-06/30/12	\$27.00
Hernandez, Leslie	Registered Nurse II	Health Services	12/21/11-06/30/12	\$37.00
Lopez, Christine	Registered Nurse II	Health Services	12/21/11-06/30/12	\$37.00
Millan, Lynsey	Interpreter III	DSP&S	12/14/11-06/30/12	\$27.00
Wills, Heidi	Special Projects Employee	Admin & Finance	01/09/12-06/30/12	*\$0.00
MORENO VALLEY COLLEGE				
Arias, Brandon	Role Player	PSET	12/14/11-06/30/12	\$8.00
Ekahaguere, Justice	Tutor I	W&R Center	01/03/12-06/30/12	\$8.00
Foster, Amber	Tutor I	W&R Center	01/03/12-06/30/12	\$8.00
Lopez, Brenda	Tutor I	W&R Center	01/03/12-06/30/12	\$8.00
Lopez, Christine	Registered Nurse II	Health Services	12/21/11-06/30/12	\$37.00
Pacheco, Emma	Tutor I	W&R Center	01/03/12-06/30/12	\$8.00
Sampson, Danielle	Tutor I	W&R Center	01/03/12-06/30/12	\$8.00
NORCO COLLEGE				
(None)				
RIVERSIDE CITY COLLEGE				
Cardoza, Alfred	Special Project Employee	Completion Counts	01/03/12-06/30/12	*\$0.00
Isilar, Isilay	Lab Aide II	Applied Tech	12/16/11-06/30/12	\$10.00
Kirkland, Lynnece	Special Project Employee	Svcs.	01/03/12-01/27/12	*\$0.00
Lopez, Victoria	Special Project Employee	Completion Counts	12/14/11-06/30/12	*\$0.00
Magee, Gregory	Asst. Track Coach, Men	Athletics	01/15/12-05/30/12	\$3,650.00
Morceli, Abderrahmane	Asst. Track Coach, Men	Athletics	01/15/12-05/30/12	\$3,650.00
Perkio, Jacob	Special Project Employee	Completion Counts	12/14/11-06/30/12	*\$0.00
Vergara, Maria	Special Project Employee	Completion Counts	12/14/11-06/30/12	*\$0.00
Webb, Kristina	Assistant Softball Coach	Athletics	01/15/12-05/30/12	\$3,898.00

\*The amount paid for a Special Projects Employees is listed in the Administrative Actions Library under Classified Short-Term and Non-Academic Special Assignments

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

DISTRICT FUNDS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<b>MORENO VALLEY COLLEGE</b>				
		Humanities and		
Alvarez, David	Student Aide II	Social Studies/ Music	11/16/11	\$ 9.00
Arellano, Victor	Student Aide I	Tutorial Services	11/30/11	\$ 8.25
Cool, James M	Student Aide I	Tutorial Services	12/01/11	\$ 8.25
Michael, Benjamin F	Student Aide I	Tutorial Services	11/30/11	\$ 8.25
Wright, Brian W	Student Aide I	Tutorial Services	11/30/11	\$ 8.25
<b>NORCO COLLEGE</b>				
Common, Jennifer	Student Aide II	Tutorial Services	11/10/11	\$ 9.00
<b>RIVERSIDE CITY COLLEGE</b>				
Alcazar, Victor	Student Aide III	Performing Arts / Music	11/07/11	\$ 10.00
Amacker, Diana	Student Aide I	Food Services	11/30/11	\$ 8.00
Birks, Tianti	Student Aide I	Performing Arts / Dance	11/07/11	\$ 8.00
Cordova, Vanessa	Student Aide I	Stdt Svcs / PE / Softball	12/05/11	\$ 8.00
		Student Services		
Espinosa, Graden	Student Aide I	PE / Baseball	11/07/11	\$ 8.00
Gray, Manuel	Student Aide I	Student Financial Services	11/29/11	\$ 8.50
Lee, Djuan	Student Aide I	Performing Arts / Theater	11/09/11	\$ 8.00
		Student Services		
Martinez, Eric	Student Aide I	PE / Softball	11/07/11	\$ 8.00
Morales, Priscilla	Student Aide II	Assessment Center	11/08/11	\$ 9.00
Norman, Vernon	Student Aide I	Ctr for Comm. Excellence	11/21/11	\$ 8.00
Ramirez, Linda	Student Aide I	Food Services	11/21/11	\$ 8.00
Reiter, Stephanie	Student Aide I	Food Services	11/07/11	\$ 8.00
Rivas, Cristian	Student Aide I	Performing Arts / Music	11/23/11	\$ 8.00
Trujillo, Nicholas	Student Aide I	Ctr for Comm. Excellence	11/21/11	\$ 8.00
Valadez, Magaly	Student Aide I	Early Childhood Studies	11/07/11	\$ 8.25

CATEGORICAL FUNDS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<b>AMERICA READS PROGRAM</b>				
Domingues, Sayana	Student Aide III	JUSD-Peralta Elementary - NOR	11/17/11	\$ 10.25
Larios, Omar	Student Aide III	JUSD-Peralta Elementary - NOR	11/21/11	\$ 10.25
Zeledon, Marilyn	Student Aide III	JUSD-Peralta Elementary - NOR	11/17/11	\$ 10.25

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

Backup Other Personnel  
December 13, 2011  
Page 2 of 2

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
(Categorical Funds Continued)				
AMERICA COUNTS PROGRAM				
Domingues, Sayana	Student Aide III	JUSD-Peralta Elementary - NOR	11/17/11	\$ 10.25
Larios, Omar	Student Aide III	JUSD-Peralta Elementary - NOR	11/21/11	\$ 10.25
Zeledon, Marilyn	Student Aide III	JUSD-Peralta Elementary - NOR	11/17/11	\$ 10.25
COMMUNITY SERVICE PROGRAM				
Curry, Trevor A	Student Aid III	PW Enhancement Center - MV	11/08/11	\$ 11.00
Romine, Sarah L	Student Aid I	Butterfield Elementary - MV	11/03/11	\$ 8.50
Henderson, Lacrishia Monai	Student Aid I	Early Childhood Educ. - MV	11/08/11	\$ 8.50
MORENO VALLEY COLLEGE				
Baboza, Kristal L	Student Aid I	Student Support Services	11/08/11	\$ 9.00
Cervantes, Jason M	Student Aid I	Writing and Reading Ctr	11/21/11	\$ 8.00
Lopez, Carina	Student Aid I	Career/Transfer Center	11/08/11	\$ 8.00
Miller, Regina A	Student Aid I	Career/Transfer Center	11/08/11	\$ 8.00
Orange, Bridget A	Student Aid I	Student Services/ Admissions & Records	11/07/11	\$ 8.00
Pratt Jr, Christopher L	Student Aid I	Student Support Services	11/14/11	\$ 9.00
Quiroz, Evelina	Student Aid I	Instructional Media Center	11/07/11	\$ 8.00
Rodriguez, Nicole	Student Aid I	Admission & Records	11/17/11	\$ 8.00
NORCO COLLEGE				
De La Torre Vanessa	Student Aid III	AWHL	11/14/11	\$ 10.00
Guerrero, Stephanie	Student Aid I	EOPS	11/04/11	\$ 8.25
Mestas, Michelle	Student Aid I	Procurement Assist. Center	11/14/11	\$ 8.25
RIVERSIDE CITY COLLEGE				
Diaz, Joseph	Student Aide I	Applied Tech / Tool Room	11/28/11	\$ 9.00
Jennings, Dylan	Student Aide I	School of Nursing	11/07/11	\$ 8.00
Ramos, Neyva	Student Aide I	IMC / Stokoe Elem	11/08/11	\$ 8.00
Salazar, Yvette	Student Aide I	Workforce Preparation	11/16/11	\$ 8.00



PROFESSIONAL EXPERTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE/ AMOUNT</u>
DISTRICT				
Newsom, Helen	Nurse Practitioner	Health Services	01/01/12-06/30/13	\$52.00/hr
Swanson, Wendi	Nurse Practitioner	Health Services	01/01/12-06/30/13	\$52.00/hr
	Director, International			
Schall, Jan	Education	Educational Services	01/01/12-06/30/12	\$31,020.00
	Assistant Head Football			
Chiaverini, Darrin	Coach	Athletics	01/01/12-12/31/12	\$65,000.00

MORENO VALLEY COLLEGE  
 (None)

NORCO COLLEGE  
 (None)

RIVERSIDE CITY COLLEGE

	Building Access and			
Chua, Orestes	Security Administration	Business Services	11/14/11-02/10/12	\$25.00/hr



## Agenda Item (VI-B-1)

Meeting	12/13/2011 - Regular
Agenda Item	Consent Agenda Action (VI-B-1)
Subject	Purchase Order and Warrant Report - All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$4,557,717 and District Warrant Claims totaling \$7,595,099.

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### Background Narrative:

The attached Purchase Order and Warrant Report - All District Resources is submitted to comply with Education Code Sections 81656 and 85231. The Purchase Orders and Purchase Order Additions, totaling \$4,557,717 requested by District staff and issued by the District Business Office have been reviewed to verify that budgeted funds are available in the appropriate categories of expenditure. District Warrant Claims (numbers 183834-184867) totaling \$7,595,099 have been reviewed by the Business Office to verify that monies are available in the appropriate funds for payment of these warrants. These claims also have been reviewed, on a sample basis, by the Riverside County Office of Education through its claim audit process.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance  
Majd Askar, Purchasing Manager

### Attachments:

[Purchase Order and Warrant Report \(November 2011\) - December 13, 2011](#)

Report of Purchases-All District Resources  
 \$78,900 and Over  
 11/01/2011 thru 11/27/2011

PO #	Department	Vendor	Description	Amount
C0003647	FPDC	Spinitar	Audio Visual Equipment Bid Award	\$ 965,919
C0003648	FPDC	Monet Medical, Inc.	NSB Medical Equipment Bid Award	104,289
P0030986	Facilities	VWR International, Inc	Life Science Biological Equipment	105,813
P0030990	Finance	Union Bank	Other Benefits, Other CE Employees	388,003
P0031001	Facilities	Thermo Fisher Scientific (Asheville) LLC	Life Science Instructional Equipment	79,250
P0031048	Facilities	Olympus America, Inc.	Life Science Stereoscopes Bid Award	159,268
<u>Additions to Approved/Ratify Purchase Orders of \$78,900 and Over</u>				
C0001631	HHPS - Moreno Valley	Riverside County	Facilities Rental/Ben Clark	149,701
C0002926	FPDC	Roy E Whitehead, Inc	Nursing/Sciences Building	406,335
C0003105	FPDC	ISEC, Inc	Wheelock Gym Seismic Retrofit Bid Award	174,483
C0003226	Student Services	Riverside Transit Agency	Riverside & Moreno Valley Student Bus Passes	126,864
C0003424	Early Childhood Studies - Learning Center	Alvord Unified School District	Facilities Use	114,658
			Total	<u>\$ 2,774,583</u>
			All Purchase Orders, Contracts, and Additions for the Period of 11/01/11 - 11/27/11	
<hr/>				
			Contracts - C3637 - C3665	\$ 520,155
			Contract Additions - C1631 - C3612	
			Purchase Orders - P30821 - P31101	1,171,009
			Purchase Order Additions - P27586 - P30370	
			Blanket Purchase Orders - B9600 - B9641	91,970
			Blanket Purchase Order Additions - B8391 - B9570	
			Total	<u>\$ 1,783,134</u>
			 Grand Total	 <u><u>\$ 4,557,717</u></u>



## Agenda Item (VI-B-2-a)

Meeting	12/13/2011 - Regular
Agenda Item	Consent Agenda Action (VI-B-2-a)
Subject	Budget Adjustments
College/District	District
Funding	Various Resources
Recommended Action	Rcommended aproving the budget transfers as presented.

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### Background Narrative:

The 2011-12 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are underbudgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve budget transfers between major object code expenditure classifications within the approved budget to allow for needed purchases of supplies, services, equipment and hiring of personnel. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000). The following budget transfers have been requested:

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance  
Aaron Brown, Associate Vice Chancellor, Finance

### Attachments:

[Budget Adjustments](#)

## Budget Adjustments December 13, 2011

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to provide for consulting services. (Fund 41, Resource 4180)		
From: Wheelock Gymnasium Retrofit	Remodel	\$ 25,000
To: Wheelock Gymnasium Retrofit	Consulting	\$ 25,000
R2. Transfer to reallocate the Gateway to College grant budget. (Fund 12, Resource 1190)		
From: Gateway to College	Other Services	\$ 293
To: Gateway to College	Classified FT Administrator	\$ 1
	Classified FT	188
	Employee Benefits	104
R3. Transfer to purchase a printer.		
From: Other Communications	Instructional Supplies	\$ 6
	Periodicals/Magazines	29
	Repairs	22
	Comp Software Maint/Lic	3
Printing and Lithography	Comp Software Maint/Lic	2,414
To: Other Communications	Equipment	\$ 60
Printing and Lithography	Equipment	2,414

**Budget Adjustments  
 December 13, 2011**

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
R4.	Transfer to purchase T-shirts for the Diabetes Walk and furniture.		
	From: Student Personnel Administration	Administrative Contingency	\$ 1,392
	To: Student Personnel Administration	Supplies	\$ 442
	Campus Student Services	Equipment	950
R5.	Transfer to provide professional services for the Foster and Kinship Care Education grant. (Fund 12, Resource 1190)		
	From: Foster and Kinship Care Education	Classified Perm PT	\$ 12,188
		Employee Benefits	818
		Supplies	4,000
	To: Foster and Kinship Care Education	Professional Services	\$ 17,006
R6.	Transfer to provide for travel.		
	From: Puente Project	Supplies	\$ 1,500
	To: Puente Project	Travel Expenses	\$ 1,500
R7.	Transfer to purchase a bolt cutter and file cabinet.		
	From: College Safety & Police	Repairs	\$ 363
	To: College Safety & Police	Equipment	\$ 363

**Budget Adjustments  
 December 13, 2011**

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R8. Transfer to reallocate the College Safety and Police budget. (Fund 12, Resource 1050)		
From: College Safety & Police	Other Transport. Supplies	\$ 3,226
To: College Safety & Police	Other Services	\$ 2,000
	Postage	226
	Conferences	500
	Repairs	500
R9. Transfer to provide for student help.		
From: Administrative Support Center	Other Services	\$ 2,031
To: Administrative Support Center	Student Help – Non-Instr	\$ 2,000
	Employee Benefits	31
R10. Transfer to provide for short-term temporary help.		
From: Academic Affairs	Administrative Contingency	\$ 5,430
To: Academic Affairs	Short-Term Temporary	\$ 5,190
	Employee Benefits	240
R11. Transfer to purchase a projector and to provide for short-term temporary help and other costs.		
From: Academic Affairs	Administrative Contingency	\$ 11,261
To: Academic Affairs	Short-Term Temporary	\$ 5,190
	Employee Benefits	240
Dean of Instruction	Copying and Printing	120
Learning Resource Center	Supplies	4,774
	Equipment	937

## Budget Adjustments December 13, 2011

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R12. Transfer to provide for academic and classified special projects. (Fund 12, Resource 1190)		
From: Basic Skills/ESL 2009/2010	Supplies	\$ 177
To: Basic Skills/ESL 2009/2010	Academic Special Project	\$ 115
	Classified Special Project	39
	Employee Benefits	23
R13. Transfer to provide for transportation and supplies.		
From: President	Administrative Contingency	\$ 9,860
To: President	Transportation	\$ 3,050
	Supplies	6,810
R14. Transfer to purchase computer equipment.		
From: Behavioral Science	Instructional Media Material	\$ 400
	Instructional Supplies	848
To: Behavioral Science	Equipment	\$ 1,248
R15. Transfer to provide for travel expenses. (Fund 12, Resource 1190)		
From: DSPS	Supplies	\$ 525
To: DSPS	Travel Expenses	\$ 525



## Budget Adjustments December 13, 2011

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Norco</u>		
N1. Transfer to reallocate the SSS Rise grant. (Fund 12, Resource 1190)		
From: TRIO Programs	Comp Software Maint/Lic	\$ 6,712
	Academic Special Project	3,200
To: TRIO Programs	Equipment	\$ 6,712
	Transportation	3,200
N2. Transfer to purchase supplies.		
From: President	Other Services	\$ 6,000
To: President	Supplies	\$ 6,000
N3. Transfer to provide for cellular telephone charges.		
From: Student Financial Services	Copying and Printing	\$ 112
	Supplies	239
To: Student Financial Services	Cellular Telephone	\$ 351
N4. Transfer to purchase computer equipment. (Fund 12, Resource 1190)		
From: TRIO – Student Support Services	Supplies	\$ 4,200
To: TRIO – Student Support Services	Equipment	\$ 4,200

**Budget Adjustments  
 December 13, 2011**

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N5. Transfer to provide for supplies.		
From: Student Services	Student Help	\$ 214
	Memberships	300
	Cellular Telephone	746
To: Student Services	Supplies	\$ 1,260
N6. Transfer to reallocate the Matriculation budget. (Fund 12, Resource 1190)		
From: Matriculation	Academic PT Non-Instr.	\$ 100
	Supplies	67
	Copying and Printing	300
To: Matriculation	Classified Perm PT	\$ 4
	Classified Overtime	58
	Employee Benefits	5
	Mileage	300
	Other Services	100
N7. Transfer to reallocate the Health Services budget. (Fund 12, Resource 1070)		
From: Health Services	Health Supplies	\$ 8,107
	Bank Charges	3,267
To: Health Services	Supplies	\$ 3,267
	Professional Services	8,050
	Memberships	57

**Budget Adjustments  
 December 13, 2011**

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Moreno Valley</u>		
M1. Transfer to purchase bulletproof vests.		
From: Safety & Police	Repairs	\$ 692
To: Safety & Police	Equipment	\$ 692
M2. Transfer to provide for architectural fees and window blinds for lab classrooms. (Fund 33, Resource 3300)		
From: Early Childhood Studies	Academic FT Non-Instr	\$ 5,000
To: Early Childhood Studies	Architect's Fees	\$ 3,000
	Fixtures & Fixed Equipment	2,000
M3. Transfer to purchase pallet jacks and replace administrative contingency funds.		
From: VP, Business Services	Administrative Contingency	\$ 2,000
	Academic FT Administrator	11,127
	Employee Benefits	3,574
To: VP, Business Services	Equipment	\$ 2,000
Chancellor's Office	Administrative Contingency	14,701
M4. Transfer to purchase security equipment and provide for installation of a gate.		
From: Facilities	Grounds/Garden Supplies	\$ 820
	Repair Parts	475
To: Facilities	Fixtures & Fixed Equipment	\$ 820
	Equipment	475

**Budget Adjustments  
 December 13, 2011**

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M5. Transfer to provide for network cabling.		
From: Health, Human & Public Services	Professional Services	\$ 2,436
To: Health, Human & Public Services	Fixtures & Fixed Equipment	\$ 2,436
M6. Transfer to reallocate the WIA Allied Health Program Expansion Phase II grant. (Fund 12, Resource 1190)		
From: Health, Human & Public Services	Academic PT Teaching	\$ 22,000
	Instr Salaries, Reg FT	83,703
	Academic PT Non-Instr	110
	Classified FT	24,745
	Short-Term Temporary	4,200
	Classified Special Project	4,200
	Employee Benefits	25,277
To: Health, Human & Public Services	Instructional Supplies	\$ 65,644
	Copying & Printing	5,000
	Supplies	5,000
	Comp Software Maint/Lic	9,500
	Other Services	1,725
	Equipment	77,366
M7. Transfer to purchase supplies.		
From: Academic Affairs	Academic Special Project	\$ 800
	Employee Benefits	91
To: Academic Affairs	Supplies	\$ 891

**Budget Adjustments  
 December 13, 2011**

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M8. Transfer to provide for community education classes via the Social Innovation Generation Student Leadership grant. (Fund 12, Resource 1190)		
From: Academic Affairs	Academic Special Project	\$ 3,544
	Employee Benefits	456
To: Academic Affairs	Other Services	\$ 4,000
M9. Transfer to reallocate the Title V Cooperative grant. (Fund 12, Resource 1190)		
From: President – Title V	Academic FT Administrator	\$ 2
	Employee Benefits	1,809
	Consultants	2,000
	Other Services	1,514
To: President – Title V	Classified FT Administrator	\$ 4,399
	Food	926
M10. Transfer to reallocate the MVC STEM Technology Access Project grant. (Fund 12, Resource 1190)		
From: President – STEM TAP	Equipment	\$ 30,507
To: President – STEM TAP	Academic PT Non-Instr	\$ 12,000
	Classified FT	15,000
	Employee Benefits	400
	Instructional Supplies	2,000
	Supplies	1,000
	Comp Software Maint/Lic	107

**Budget Adjustments  
 December 13, 2011**

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M11. Transfer to purchase supplies.		
From: Student Services	Administrative Contingency	\$ 500
To: Learning Resource Center	Supplies	\$ 500
M12. Transfer to reallocate the EOP&S budget. (Fund 12, Resource 1190)		
From: Student Services – EOP&S	Copying & Printing	\$ 5,000
	Reference Books	35,000
	Supplies	29,873
	Mileage	2,880
	Equipment	20,000
To: Student Services – EOP&S	Employee Benefits	\$ 16,410
	Student Financial Grants	55,343
	Meal Grants	15,000
	Educational Supplies	6,000
M13. Transfer to rent a banquet room.		
From: Student Services – Student Equity	Copying & Printing	\$ 800
	Supplies	681
To: Student Services – Student Equity	Rents and Leases	\$ 1,481
M14. Transfer to provide for mileage. (Fund 12, Resource 1190)		
From: Disabled Student Services	Short-Term Temporary	\$ 1,000
To: Disabled Student Services	Mileage	\$ 1,000

**Budget Adjustments  
 December 13, 2011**

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M15. Transfer to reallocate the Cal Works budget. (Fund 12, Resource 1190)		
From: Workforce Preparation	Copying & Printing	\$ 600
	Supplies	2,215
	Other Services	5,201
To: Workforce Preparation	Academic PT Non-Instr	\$ 7,207
	Classified FT	1
	Employee Benefits	808

M16. Transfer to reallocate the TANF (Temporary Assistance to Needy Families) budget.  
 (Fund 12, Resource 1190)

From: Workforce Preparation	Classified FT	\$ 1,461
	Employee Benefits	1,056
To: Workforce Preparation	Instructional Supplies	\$ 2,511
	Supplies	6

District Office and District Support Services

D1. Transfer to provide for classified salaries.

From: Administration and Finance	Professional Services	\$ 2,940
To: Administration and Finance	Classified FT	\$ 2,940

D2. Transfer to provide for meeting expenses. (Fund 12, Resource 1190)

From: CTE – Community Collaborative	Supplies	\$ 2,725
To: CTE – Community Collaborative	Other Services	\$ 2,725

**Budget Adjustments  
 December 13, 2011**

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D3. Transfer to purchase green technology program components. (Fund 12, Resource 1190)		
From: CTE – Community Collaborative	Comp Software Maint/Lic	\$ 10,722
To: CTE – Community Collaborative	Equipment	\$ 10,722
D4. Transfer to provide for staff training. (Fund 12, Resource 1190)		
From: CTE - Transitions	Conferences	\$ 218
To: CTE - Transitions	Other Services	\$ 218
D5. Transfer to provide for student help.		
From: Community and Senior Education	Equipment	\$ 111
To: Community and Senior Education	Student Help	\$ 111
D6. Transfer to provide for an academic special project. (Fund 11, Resource 1170)		
From: Customized Solutions	Other Services	\$ 5,227
From: Customized Solutions	Academic Special Project	\$ 4,650
	Employee Benefits	577
D7. Transfer to purchase a laptop and remote adapter panel.		
From: Emergency Planning	Supplies	\$ 251
Safety & Police	Consultants	1,234
To: Emergency Planning	Equipment	\$ 251
Safety & Police	Equipment	1,234



**Budget Adjustments  
December 13, 2011**

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D8. Transfer to purchase computer equipment. (Fund 12, Resource 1190)		
From: CTE	Other Services	\$ 2,162
To: CTE	Equipment	\$ 2,162
D9. Transfer to provide for copying and printing.		
From: Facilities Planning	Consultants	\$ 2,500
To: Facilities Planning	Copying & Printing	\$ 2,500



## Agenda Item (VI-B-3-a)

Meeting	12/13/2011 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 18-11/12 - 2011-2012 Hispanic Serving Institutions (HSI) STEM and Articulation Program - Norco College
College/District	District
Funding	Fund 12
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$868,772 to the 2011-2012 budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

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### Background Narrative:

Riverside Community College District, Norco College has received funding for the 2011-2012 Hispanic Serving Institutions (HSI) STEM and Articulation Program in the amount of \$868,772 from the United State Department of Education. This five-year grant totaling \$4,327,149 will result in, 1) redesigned curricula to create a rigorous, culturally responsive pre-engineering associate degree for direct transfer, along with four pre-engineering degree options in electronics, engineering technology, architecture, and construction engineering, and 2) increased student success for Hispanic and disadvantaged learners through the adoption of the MESA (Mathematics, Engineering and Science Achievement) program. The funds will be used for salaries, benefits, equipment, student services, and other operational expenses of the program.

Prepared By: Debbie DiThomas, Interim President, Norco College  
Diane Dieckmeyer, Interim Vice President, Academic Affairs  
Kevin Fleming, Associate Dean, Career and Technical Education

### Attachments:

[2011-2012 Hispanic Serving Institutions \(HSI\) STEM and Articulation Program - Norco College - Resolution No. 18-11/12](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

2011-2012 Hispanic Serving Institutions (HIS) STEM and Articulation Program -  
Norco College

Resolution No. 18-11/12

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$868,772 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on December 13, 2011.

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Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**INCOME & EXPENDITURES - BUDGET AMENDMENT**  
 2011-2012 Hispanic Serving Institutions (HIS) STEM and Articulation Program - Norco College  
 Resolution No. 18-11/12

Year	County	District	Date	Fund
12	33	07	12/13/2011	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0199	8120	868,772 00	REVENUE
								EXPENDITURES
12	EMA	1190	0	6017	4199	1218	78,421 00	Academic FT Administrator
12	EMA	1190	0	6017	4199	2118	52,523 00	Classified FT Administrator
12	EMA	1190	0	6017	4199	2119	51,072 00	Classified FT
12	EMA	1190	0	6017	4199	2129	27,804 00	Classified Perm PT
12	EMA	1190	0	6017	4199	1490	36,000 00	Academic Special Project
12	EMA	1190	0	6017	4199	3130	9,440 00	Employee Benefits
12	EMA	1190	0	6017	4199	3335	1,660 00	
12	EMA	1190	0	6017	4199	3430	23,160 00	
12	EMA	1190	0	6017	4199	3530	1,842 00	
12	EMA	1190	0	6017	4199	3630	1,796 00	
12	EMA	1190	0	6017	4199	3220	14,353 00	
12	EMA	1190	0	6017	4199	3320	8,147 00	
12	EMA	1190	0	6017	4199	3325	1,906 00	
12	EMA	1190	0	6017	4199	3420	29,055 00	
12	EMA	1190	0	6017	4199	3520	2,116 00	
12	EMA	1190	0	6017	4199	3620	2,062 00	
12	EMA	1190	0	6017	4199	4590	2,000 00	Office Supplies
12	EMA	1190	0	6017	4199	4555	500 00	Copy/Printing
12	EMA	1190	0	6017	4199	4710	10,000 00	Food
12	EMA	1190	0	6017	4199	5045	100 00	Postage
12	EMA	1190	0	6017	4199	5110	50,900 00	Consultants
12	EMA	1190	0	6017	4199	5198	6,478 00	Professional Services
12	EMA	1190	0	6017	4199	5210	500 00	Mileage
12	EMA	1190	0	6017	4199	5220	2,500 00	Travel
12	EMA	1190	0	6017	4199	5541	1,000 00	Cell Phone
12	EMA	1190	0	6017	4199	6227	190,591 00	Construction
12	EMA	1190	0	6017	4199	6481	262,846 00	Equipment \$200 - \$4,999
							868,772 00	TOTAL INCOME
							868,772 00	TOTAL EXPENDITURES



## Agenda Item (VI-B-3-b)

Meeting	12/13/2011 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 19-11/12 - 2011-2012 California Work Opportunity and Responsibility to Kids (CalWORKs) Set-Aside Program - Riverside City College
College/District	District
Funding	Fund 12
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$20,114 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

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### Background Narrative:

The Riverside Community College District has received additional funding for the 2011-2012 California Work Opportunity and Responsibility to Kids (CalWORKs) Set-Aside Program – Riverside City College in the amount of \$20,114 from the California Community Colleges Chancellor’s Office. The funds will be used to administer the reimbursement process for statewide CalWORKs Directors who attend conferences hosted by the California Community Colleges Chancellor’s Office.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance  
Shelagh Camak, Executive Dean, Workforce & Resource Development  
Michael Wright, Director, Workforce Preparation Grants and Contracts

### Attachments:

[2011-2012 California Work Opportunity and Responsibility to Kids \(CalWORKs\) Set-Aside Program - Riverside City College - Resolution 19-11/12](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

2011-2012 California Work Opportunity and Responsibility to Kids (CalWORKs) Set-Aside  
Program - Riverside City College

Resolution No. 19-11/12

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$20,114 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on December 13, 2011.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT

2011-2012 California Work Opportunity and Responsibility to Kids (CalWORKs) Set-Aside  
 Program - Riverside City College  
 Resolution No. 19-11/12

Year	County	District	Date	Fund
12	33	07	12/13/2011	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0359	8626	20,114 00	REVENUE
								EXPENDITURES
12	DCW	1190	0	6020	0359	2118	1,209 00	Classified FT Administrator
12	DCW	1190	0	6020	0359	3000	240 00	Employee Benefits
12	DCW	1190	0	6020	0359	4555	214 00	Copying and Printing
12	DCW	1190	0	6020	0359	4710	477 00	Food
12	DCW	1190	0	6020	0359	5219	17,974 00	Travel Expenses
							20,114 00	TOTAL REVENUE
							20,114 00	TOTAL EXPENDITURES



## Agenda Item (VI-B-5-a)

Meeting	12/13/2011 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Ratification of Bid Award - Medical Equipment - Riverside City College Nursing/Science Building - Bid Number 2011/12-09
College/District	District
Funding	State Group II Funding
Recommended Action	It is recommended that the Board of Trustees ratify the award of Bid Number 2011/12-09 - Medical Equipment - Riverside City College Nursing/Science Building, in the total amount of \$104,289 to Monet Medical, Inc.

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### Background Narrative:

See the attached background information related to the Invitation for Bid solicitation for Medical Equipment - Riverside City College Nursing/Science Building.

Prepared By: Cynthia Azari, President, Riverside City College  
Norm Godin, Vice President  
Majd Askar, Purchasing Manager

### Attachments:

[Ratification of Bid Award - Medical Equipment - Riverside City College Nursing/Science Building Background Narrative - December 13, 2011](#)



**Ratification of Bid Award - Medical Equipment  
Riverside City College Nursing/Science Building - Bid Number 2011/12-09  
December 13, 2011**

On September 20, 2011, the Board of Trustees pre-approved bid awards to the lowest responsive/responsible bidders for the furniture, fixtures and equipment related to Riverside City College Nursing/Science Building. The Board also authorized the issuance of Notices of Award; permitted project bid ratification at a subsequent Board of Trustees meeting; and authorized the Vice Chancellor, Administration and Finance to sign the associated agreements.

On November 7, 2011, the District received one (1) bid in response to an Invitation for Bid solicitation for the purchase of medical equipment for the Riverside City College Nursing/Science Building. The bid results were as follows:

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid</u>
Monet Medical, Inc.	Salt Lake City, UT	\$104,289

On November 11, 2011, staff issued a Notice of Award to the lowest bidder, Monet Medical, Inc., for the total bid amount of \$104,289. References for Monet Medical, Inc. were checked by District staff and found to be satisfactory. This project will be funded from the approved State Group II funding.



## Agenda Item (VI-B-5-b)

Meeting	12/13/2011 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-b)
Subject	Ratification of Bid Award - Stereoscopes - Riverside City College Nursing/Science Building - Bid Number 2011/12-08
College/District	District
Funding	Measure C
Recommended Action	It is recommended that the Board of Trustees ratify the award of Bid Number 2011/12-08 – Stereoscopes – Riverside City College Nursing/Science Building, in the total amount of \$159,268 to Olympus America, Inc.

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### Background Narrative:

See the attached background information related to the Invitation for Bid solitation for Stereoscopes - Riverside City College Nursing/Science Building.

Prepared By: Cynthia Azari, President, Riverside City College  
Norm Godin, Vice President  
Majd Askar, Purchasing Manager

### Attachments:

[Ratification of Bid Award - Stereoscopes - Riverside City College Nursing/Science Building Background Narrative - December 13, 2011](#)

**Ratification of Bid Award - Stereoscopes**  
**Riverside City College Nursing/Science Building - Bid Number 2011/12-08**  
**December 13, 2011**

On September 20, 2011, the Board of Trustees pre-approved bid awards to the lowest responsive/responsible bidders for the furniture, fixtures and equipment related to Riverside City College Nursing/Science Building. The Board also authorized the issuance of Notices of Award; permitted project bid ratification at a subsequent Board of Trustees meeting; and authorized the Vice Chancellor, Administration and Finance to sign the associated agreements.

On November 7, 2011, the District received two (2) bids in response to an Invitation for Bid solicitation for the purchase of stereoscopes for the Riverside City College Nursing/Science Building. The bid results were as follows:

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid</u>
Olympus America, Inc.	San Diego	\$159,268
Nikon, Inc.	Irvine	\$195,565

On November 18, 2011, staff issued a Notice of Award to the lowest bidder, Olympus America, Inc., for the total bid amount of \$159,268. References for Olympus America, Inc. were checked by District staff and found to be satisfactory. This project will be funded from the approved Measure C budget.



## Agenda Item (VI-B-5-c)

Meeting	12/13/2011 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-c)
Subject	Ratification of Bid Award - Human Patient Simulators and Related Equipment - Riverside City College Nursing/Science Building Bid Number 2011/12-13
College/District	District
Funding	Measure C
Recommended Action	It is recommended that the Board of Trustees ratify the award of Bid 2011/12-13 - Human Patient Simulators and Related Equipment - Riverside City College Nursing/Science Building, in the total amount of \$306,793 to Laerdal Medical Corporation.

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### Background Narrative:

See the attached background information related to the Invitation for Bid solitation for Human Patient Simulators and Related Equipment - Riverside City College Nursing/Science Building.

Prepared By: Cynthia Azari, President, Riverside City College  
Norm Godin, Vice President  
Majd Askar, Purchasing Manager

### Attachments:

[Ratification of Bid Award - Human Patient Simulators and Related Equipment - Riverside City College Nursing/Science Building Background Narrative - December 13, 2011](#)

**Ratification of Bid Award - Human Patient Simulators and Related  
Equipment - Riverside City College Nursing/Science Building  
Bid Number 2011/12-13**

On September 20, 2011, the Board of Trustees pre-approved bid awards to the lowest responsive/responsible bidders for the furniture, fixtures and equipment related to Riverside City College Nursing/Science Building. The Board also authorized the issuance of Notices of Award; permitted project bid ratification at a subsequent Board of Trustees meeting; and authorized the Vice Chancellor, Administration and Finance to sign the associated agreements.

On November 21, 2011, the District received two (2) bids in response to an Invitation for Bid solicitation for the purchase of human patient simulators and related equipment for the Riverside City College Nursing/Science Building. The bid results were as follows:

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid</u>
Nasco Modesto	Salida, CA	Non-Responsive
Laerdal Medical Corporation	Wappingers Falls, NY	\$306,793

District staff reviewed Nasco Modesto's bid and deemed it to be non-responsive due to submitting an incomplete bid. On November 28, 2011, staff issued a Notice of Award to the second lowest bidder, Laerdal Medical Corporation, for the total bid amount of \$306,793. References for Laerdal Medical Corporation were checked by District staff and found to be satisfactory. This project will be funded from the approved Measure C budget.



## Agenda Item (VI-B-6-a)

Meeting	12/13/2011 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Amendment Contract for Hal Fischer Associates
College/District	District
Funding	Redevelopment Pass Through Fund
Recommended Action	Recommend that the Board of Trustees approve the Amendment for the contract for Hal Fischer Associates.

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### Background Narrative:

The Citrus Belt Savings and Loan Building is being refurbished to house the Center for Social Justice and Civil Liberties. Hal Fischer Associates has been assisting with the development and planning for the new Center. This document amends the original agreement for additional work to be performed between December 14, 2011 and June 30, 2012 for an amount not to exceed \$181,500.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services  
Richard Keeler, Director, Grants and Contracts

### Attachments:

[Ammended Contract for Hal Fischer Associates](#)  
[Hal Fischer Contract2010](#)

## AMENDMENT 2 TO INDEPENDENT CONTRACTOR AGREEMENT FOR SERVICES

This document amends the original agreement between the Riverside Community College District and Hal Fischer Associates, which was approved by the Vice Chancellor, Administration and Finance on August 27, 2010.

The agreement is hereby amended as follows:

Although this amendment falls within the original dates of the Independent Contractor Agreement with Hal Fischer Associates for the Center for Social Justice and Civil Liberties, this additional work will be performed between December 14, 2011 and June 30, 2012. Compensation for this additional work will not exceed \$181,500 for the following deliverables:

### Plaza Level:

- Editing and proofing for the Riverside Stories on the Plaza Level. Compensation: \$5,000.
- Framing for Riverside Stories on Plaza Level. Compensation: \$5,000.
- Researchers for Riverside Stories on Plaza Level. Compensation \$10,000.
- Prepare 8 biography segments (film makers) for Riverside Stories. Compensation: \$25,000.
- Producer services toward biography film development. Compensation: \$2,500.
- Rights and reproductions—use fees and miscellaneous. Compensation: \$2,750.
- Material acquisitions and set up coordinator. Compensation: \$10,000.

### Main Level:

- Rights and reproductions—archival film. Compensation: \$2,500.
- Miscellaneous Sources in rights and reproductions—archival film. Compensation: \$750.
- Project Management and Development January 1, 2011 – June 30, 2012. Compensation: \$100,000.
- Travel for consultant and designers to Riverside. Compensation: \$18,000.

Due to the nature of the work, upon RCCD discretion, partial pro-rated payments may be made based on partial completion of the deliverables. Compensation for all deliverables in this amendment will not exceed \$181,500.

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

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date written below.

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

HAL FISCHER ASSOCIATES

By: \_\_\_\_\_  
James L. Buysse, Vice Chancellor,  
Administration and Finance

By: \_\_\_\_\_  
Hal Fischer  
Independent Contractor

Date: \_\_\_\_\_

Date: \_\_\_\_\_



INDEPENDENT CONTRACTOR AGREEMENT FOR SERVICES BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
HAL FISCHER ASSOCIATES

THIS AGREEMENT is made and entered into on this 27<sup>th</sup> day of August, 2010, by and between Hal Fischer, 117 Pierce Street, San Francisco, CA 94117, hereinafter referred to as "Independent Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "RCCD".

The parties hereto mutually agree as follows:

1. The Independent Contractor agrees to provide the following services: Consulting services related to the Mine Okubo initiative, including but not limited to:

- Development of final mission and vision statements and a project timeline
- Ongoing guidance in the planning process
- Assistance in identifying necessary personnel, including the Collections Manager position, and defining their roles
- Development of a summary prospectus and talking points for the project prior to October 18, 2010, to be used in making individual donor contacts
- Guidance in defining the physical design of the facility so as to be attractive to potential donors and to the opening of the facility in June 2012
- Development of a prospect list and facilitation of connections
- Facilitation of meetings related to the Mine Okubo initiative
- Provision of expert content knowledge for all aspects of the project
- Hiring and compensation of at least three scholars to serve as additional consultants for the project
- Assistance in developing narrative content for private and public foundations and consultation and guidance in preparing to apply to federal funding agencies
- Consultation as needed in the project

a. The services will be provided at: Riverside Community College District and from the Independent Contractor's place of business.

b. If applicable, the RCCD shall provide the Independent Contractor adequate working conditions and support to conduct the services outlined above.

c. Richard Keeler shall be the RCCD's representative regarding Independent Contractor's work and the person to whom Independent Contractor shall confer with regarding any issues pertaining to this Agreement.

2. The term of this agreement shall be from September 1, 2010 through August 31, 2012.

3. Payment in consideration of this agreement will be paid quarterly in arrears according to the following compensation schedule:

▪ On or after November 30, 2010	\$8,000
▪ On or after February 28, 2011	\$6,000
▪ On or after May 31, 2011	\$1,000
▪ On or after August, 2011	\$1,000
▪ On or after November 30, 2011	\$1,000
▪ On or after February 29, 2012	\$1,000
▪ On or after May 31, 2012	\$1,000
▪ On or after August, 2012	\$1,000

These agreed upon totals include all Contractor outlays (time, travel, materials, etc.). No other monies shall be paid under this Agreement unless agreed to between the parties and the Agreement is modified in writing, pursuant to Paragraph 13.

4. Independent Contractor will indemnify, defend and hold harmless RCCD, its Trustees, officers, managers, employees, affiliates, lawyers, successors and assigns, from and against any and all actions, claims, proceedings, suits, liabilities whatsoever (collectively "Actions"), arising from or related to Independent Contractor's actions and/or inactions. Independent Contractor agrees that RCCD shall have sole discretion as to choice of legal counsel, when and whether to defend or compromise by way of settlement, any matter arising from or related to Actions contemplated herein. Independent Contractor hereby authorizes RCCD to elect to compromise or settle any Action hereunder in order to minimize the time RCCD must commit, or to avoid the adverse repercussions to RCCD that any such Actions may entail.

RCCD's sole financial obligation under this Agreement shall be the payment of compensation as provided for herein. In no event shall RCCD be liable to Independent Contractor for any loss of profits or incidental, indirect or consequential damages, however caused, whether by RCCD's sole or concurrent negligence or otherwise.

5. Independent Contractor shall not knowingly incorporate in any work prepared hereunder any copyrighted or proprietary material of any other person. Further, any work of authorship created hereunder shall constitute a "work made for hire", when so defined by the Copyright Act, and as to any work not so defined, Independent Contractor hereby transfers to RCCD any and all right, title and interest Independent Contractor may have in and to the copyright in such work for the entire term of the copyright. No rights are reserved to Independent Contractor in any work prepared hereunder.

6. All data prepared by Independent Contractor under this Agreement, such as plans, drawings, tracings, quantities, specifications, proposals, reports, sketches, magnetic media, computer software or other programming, diagrams and calculations relative to this Agreement shall become the property RCCD upon the completion of the term of this Agreement, except that Independent Contractor shall have the right to retain

copies of all such data for its records. RCCD shall not be limited in any way in their use of such data at any time, provided that any such use not within the purposes intended by this Agreement shall be at RCCD's sole risk and provided further that Independent Contractor shall be indemnified against any damages resulting from such use. Should Independent Contractor, following termination of this Agreement, desire to use any materials prepared in connection with this project, it shall first obtain the written approval of RCCD's representative.

7. Independent Contractor shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, religion, medical condition, disability, marital status, sex, age or sexual orientation. Independent Contractor understands that harassment of any student or employee with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.

8. Independent Contractor agrees that in the performance of this Agreement, Independent Contractor shall act as an Independent Contractor, and not as an employee of RCCD, and shall be subject solely to the control, supervision and authority of Independent Contractor. Independent Contractor understands and agrees that RCCD will not cover Independent Contractor with workers' compensation, unemployment insurance, state disability insurance, public liability insurance or other benefits that may be available to employees of RCCD. Independent Contractor shall refrain from any representation that Independent Contractor, or their sub-contractors/agents are an employee, agent or legal representative of RCCD, or from incurring liabilities or obligations of any kind in the name or on behalf of RCCD.

It is agreed that (a) Independent Contractor shall be responsible for Social Security taxes, if any, which may be applicable and for any other applicable fees or taxes (federal, state or local) which may be required or levied upon any payment made to, or on behalf of Independent Contractor hereunder; and (b) Independent Contractor's agents, heirs, successors and assigns shall not be entitled, by virtue of any work done under this Agreement, to any benefits under any medical or travel accident insurance, pension, sick leave, life insurance, vacation, or disability, or other employees' benefit plan or plans maintained by RCCD for its employees.

9. Independent Contractor warrants that Independent Contractor has the right to enter into this Agreement and that performance of the work specified herein shall not cause Independent Contractor to be in violation of any federal, state or local law or regulation, or any contractual agreement entered into by Independent Contractor. Independent Contractor shall comply with RCCD's policies, directives and standards, and with all applicable federal, state and local laws and regulations.

10. Independent Contractor shall perform the services under this Agreement in a skillful and competent manner and shall secure and maintain in force any and all licenses, permits or other approvals necessary for it to carry out the services.

11. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.

12. This contract may be terminated by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for termination of this Agreement. If the contract is terminated by either party, Independent Contractor will be paid for all work performed and expenses incurred up to the date of termination.

13. The parties acknowledge that this is the entire Agreement and understanding between the parties relating to the subject matter contained herein and that that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding.

This Agreement shall not be amended, altered, supplemented, modified or otherwise changed unless in writing executed by all of the Parties and expressly stating that it is an amendment, supplement or modification of this Agreement.


14. If any provision or provisions of this Agreement, or any portion(s) thereof, is held to be invalid, void, illegal or unenforceable for any reason by a court of competent jurisdiction, the validity, legality and enforceability of the remaining provisions of this Agreement shall not in any way be effected or impaired and shall continue in full force and effect. The provisions of this Agreement shall be construed and interpreted to the fullest extent legally possible, to give effect to the intent of any provision held invalid, void, illegal or unenforceable.

15. Neither party shall incur liability to the other party on account of any loss or damage resulting from any delay or failure to perform any part of their obligations hereunder where such delay or failure was caused in whole or in part by events, occurrences or causes beyond the reasonable control of such party.

16. This agreement shall be deemed to have been executed and delivered within the State of California, and the rights and obligations of the parties hereunder, and any action arising from or relating to this agreement, shall be construed and enforced in accordance with, and governed by, the laws of the State of California or United States law, without giving effect to conflict of laws principles. Any action or proceeding arising out of or relating to this agreement shall be brought in the County of Riverside, State of California, and each party hereto irrevocably consents to such jurisdiction and venue, and waives any claim of inconvenient forum.

This Agreement has been read and agreed upon by the following representatives of both parties.

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By:   
James L. Buysse  
Vice Chancellor  
Administration and Finance  
(951) 222-8047

HAL FISCHER ASSOCIATES

By:   
Hal Fischer  
117 Pierce Street  
San Francisco, CA 94117  
(415) 431-9552



## Agenda Item (VI-B-6-b)

Meeting	12/13/2011 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Contracts and Agreements Report Less than \$78,900 - All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$520,155.

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### Background Narrative:

On September 11, 2007, the Board of Trustees authorized delegating authority to the Chancellor to enter into contractual agreements and the expenditure of funds pursuant to the Public Contract Code Section 20650 threshold, currently set at \$78,900. The attached listing of contracts and agreements under \$78,900 requested by college and District staff has been reviewed and verified that budgeted funds are available in the appropriate categories of expenditure. The contracts and agreements have been executed pursuant to the Board's delegation of authority and are presented on this agenda for ratification.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance  
Majd Askar, Purchasing Manager

### Attachments:

[Contracts and Agreements Less than \\$78,900 \(November 2011\) - December 13, 2011](#)

Contacts and Agreements-All District Resources  
 \$78,900 and Under  
 11/01/11 thru 11/27/11

PO #	Department	Vendor	Business Location	Description	Amount
C0003637	President - Moreno Valley Campus	Cortes, Carlos E.	Riverside	Leadership Academy Presenter	\$ 1,250
C0003638	CTE Projects	On Course, Inc	Monkton, MD	Professional Development Workshops	13,700
C0003639	Life Sciences	Walker, Sharon Louise	Riverside	Course Development	10,000
C0003640	Life Sciences	Reuter, Ron	Bend, OR	Course Development	10,000
C0003641	Community Ed & Senior Citizen Education	McDonald, Victoria	Perris	Instructional Services	200
C0003642	Community Ed & Senior Citizen Education	National Capital Funding	Laguna Beach	Professional Services	200
C0003643	Community Ed & Senior Citizen Education	So. Cal Business Solutions	Moreno Valley	Professional Services	1,000
C0003644	Norco - CTE Projects	Epsilen, LLC	Indianapolis, IN	Computer Software Maint/Lic	19,224
C0003645	Community & Economic Development	City of Corona	Corona	Conferences	845
C0003646	Community Ed & Senior Citizen Education	Wits	Virginia Beach, VA	Professional Services	10,000
C0003649	Community & Economic Development	Cuddy Investment Inc	Las Vegas, NV	Consultants	25,000
C0003650	Student Services - Moreno Valley	Ayres Hotel	Moreno Valley	Rents and Leases	2,448
C0003651	Community Ed & Senior Citizen Education	Cybersafe Press	Los Alamitos	Instructional Services	500
C0003652	Community Ed & Senior Citizen Education	Speak Life	Riverside	Instructional Services	397
C0003653	Community & Economic Development	The Irvine Company, LLC	Newport Beach	Lease Agreement for Tritech Offices	30,100
C0003654	Facilities - Norco	Department of Toxic Substances Control	Sacramento	Water Hazardous Substances Monitoring	25,754
C0003655	Facilities - Moreno Valley	PHSI-Pure Water Finance	Atlanta, GA	Rents and Leases	3,229
C0003656	Board of Trustees	Data Chasers Inc	Riverside	Computer Forensic Investigation	2,500
C0003657	CTE Projects	Pala Mesa Resort	Fallbrook	CTE Training	11,078
C0003658	CTE Projects	Pala Mesa Resort	Fallbrook	CTE Training	10,626
C0003659	Workforce Preparation	Foot Solutions	Riverside	Cal Works Work Study	5,000
C0003660	Community Ed & Senior Citizen Education	Youngerman, Stephen	Riverside	Community Ed Presenter	4,000
C0003661	Community Ed & Senior Citizen Education	Edwards, Nancy F.	Riverside	Community Education Presenter	1,500
C0003662	FPDC	Tamra Kay Interior Design Consulting	Irvine	Wheelock Gym Design Consultant	27,500
C0003663	Matriculation - Moreno Valley	Harland Technology Services	Omaha, NE	Repairs - Service	1,179
C0003664	Community Ed & Senior Citizen Education	Mystery Shoppers Training Group	Rancho Cucamonga	Community Education Presenter	500
C0003665	Food Services - Norco	Bryan Exhaust Service Inc.	Burbank	Repairs - Service	3,300
N/A	Health Services	Western Governors University	Salt Lake City, UT	Professional Expert Services	No Cost
N/A	Student Financial Services-Moreno Valley	Moreno Valley Unified School District	Moreno Valley	Employment for Federal Work Study Students	No Cost
N/A	Student Financial Services-Moreno Valley	Prayer Warriors Enhancement Center	Moreno Valley	Employment for Federal Work Study Students	No Cost
<b>Additions to Approved/Ratify Contracts of \$78,900 and Under</b>					
C0002557	Facilities - Norco	Hill Partnership, Inc	Newport Beach	Design Services for Norco Secondary Effects	8,540
C0002691	RCCD Foundation	Xerox Corporation	Pasadena	Lease & Copying Charges	2,700
C0002843	President - Moreno Valley Campus	Ramona Munsell & Associates	Rogers, AZ	Consultant Services	27,311
C0002938	FPDC	RVH Constructors, Inc.	Ontario	Nursing/Sciences Building	10,302
C0002939	FPDC	Alpha Mechanical Heating & Air Conditioning, Inc	San Diego	Nursing/Sciences Building	66,531
C0002940	FPDC	Interpipe Contracting, Inc	Santee	Nursing/Sciences Building	12,844
C0003029	FPDC	Broske Architects & Associates Inc	Riverside	Alumni Carriage House	3,200
C0003109	FPDC	Inland Building Construction Companies, Inc.	San Bernardino	Wheelock Gym Seismic Retrofit	72,031
C0003204	Academy / Criminal Services	OCE Financial Services / Leases	Chicago, IL	Copier Lease and Maintenance Agreement	240
C0003341	Administration & Finance	Dolinka Group, LLC	Irvine	Consultants	46,624
C0003406	FPDC	GDA Incorporated	Yucaipa	Wheelock Gym Seismic Retrofit	2,166
C0003475	FPDC	AMP Mechanical, Inc.	Costa Mesa	HVAC, Pool Pump, Boiler Replacement	16,279
C0003552	Community Ed & Senior Citizen Education	Education to Go	Temecula	Community Education Presenter	8,000
C0003584	FPDC	Terra Pave, Inc	Santa Fe Springs	Nursing/Science Building	9,706
C0003587	Customized Solutions	Behavioral Momentum Associates, LLC	Corona	Training	100
C0003596	Community Ed & Senior Citizen Education	Napoli, William	Alta Loma	Instructional Services	1,600
C0003597	Community Ed & Senior Citizen Education	Notary Public Seminars, Inc	Los Angeles	Instructional Services	750
C0003601	HHPS - Moreno Valley	ATCC	Manassas, VA	Cell Culture Module	301
C0003612	Business Operations - Moreno Valley	Acorn Technology Corporation	Riverside	Server Storage	9,900
N/A	Student Financial Services	National Student Loan Clearinghouse	Herndon, VA	Amends to Provide Gainful Employment Reporting	No Cost
Total					<u>\$ 520,155</u>



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

## Agenda Item (VI-B-7)

Meeting	12/13/2011 - Regular
Agenda Item	Consent Agenda Action (VI-B-7)
Subject	Out-of-State Travel
College/District	District
Funding	n/a
Recommended Action	Recommended that the Board of Trustees approve the out-of-state travel.

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### Background Narrative:

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

Prepared By: Greg Gray, Chancellor  
Kathy Tizcareno, Administrative Assistant

### Attachments:

[Out-of-State Travel December 2011](#)



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: December 13, 2011

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

Current:

*Moreno Valley College (None)*

- 1) Dr. Joanna Werner-Fraczek, associate professor, biology, to travel to Keystone, Colorado, January 17-22, 2012, to attend the Keystone Symposia 2012 Epigenomics Conference. Estimated cost: \$2,779.41. Funding source: Perkins Title IV/I-C Grant funds.

*Norco College (None)*

*Riverside City College*

- 1) Dr. Shelagh Camak, Executive Dean, Workforce and Resource Development, to travel to Brooklyn, New York, January 23-27, 2012, to attend the National League of Cities Cross-Site Convening Meeting. Estimated cost: \$1,612.20. Funding sources: \$200.00 from the Completion Counts Grant funds; and \$1,412.20 to be paid by National League of Cities.
- 2) Ms. Sandra Baker, dean, school of nursing, to travel to Rochester, Minnesota, January 30-February 3, 2012, to serve as a team member for the National League for Nursing Accrediting Commission at the Rochester Community and Technical College. There is no cost to the District.
- 3) Ms. Jo Scott-Coe, assistant professor, English, to travel to Chicago, Illinois, March 1-4, 2012, to attend the 2012 Association of Writing Programs Conference to serve as a panel presenter for "Create and Develop Comprehensive Student Writing Opportunities on a Budget". There is no cost to the District.
- 4) Ms. Cynthia Taylor, director, community in learning partnership, workforce and resource development, to travel to Brooklyn, New York, January 23-25, 2012, to attend the National League of Cities Cross-Site Convening Meeting. Estimated cost: \$1,612.20. Funding sources: \$200.00 from the Completion Counts Grant funds; and \$1,412.20 to be paid by National League of Cities.

*Riverside Community College District (None)*

Gregory W. Gray  
Chancellor

Prepared by: Kathy Tizcareno  
Administrative Assistant



## Agenda Item (VI-B-8-a)

Meeting	12/13/2011 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	Notice of Completion
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees 1) accept the project listed as complete, 2) approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and 3) authorize the Board President and the Vice Chancellor, Administration and Finance to sign the Notice.

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### Background Narrative:

Facilities, Planning, Design and Construction staff reports that the Culinary Arts Academy-Building Demolition project, previously approved by the Board of Trustees, is now complete.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance  
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development  
Majd Askar, Purchasing Manager

### Attachments:

[Notice of Completion - December 13, 2011](#)

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

Name **James L. Buysse**  
Administration and Finance  
Street Address **4800 Magnolia Avenue**  
City & State **Riverside, CA 92506**

S	R	U	PAGE	SIZE	DA	MISC	LONG	RFD	COPY
M	A	L	465	426	PCOR	NCOR	SMF	NCHG	EXAM
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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

**NOTICE OF COMPLETION**

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.  
Fee Simple  
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:  

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 12/13/2011. The work done was:  
Culinary Arts Academy-Building Demolition
- The name of the contractor, if any, for such work of improvement was US Demolition, Inc.  
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 3845 Market Street  
(If no street address has been officially assigned, insert "none")

Dated: 12/13/2011

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

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

**VERIFICATION**

I, the undersigned, say: I am the Vice Chancellor of Admin & Finance, Dr. James Buysse the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.  
I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_\_\_, at Riverside, California.  
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the notice of completion are true)



## Agenda Item (VI-B-8-b)

Meeting	12/13/2011 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
Subject	Surplus Property
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find that the property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.

---

### Background Narrative:

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

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance  
Bill Bogle, Controller

### Attachments:

[Surplus Property - December 13, 2011](#)

## Surplus Property December 13, 2011

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	EPSON	PRINTER	1100	20901337	013037
1	HP	PRINTER	1100	USGN296697	015800
1	n/a	Geodimeter	112G	Top Mount EDM	n/a
1	EPSON	SCANNER	1250	DS5W240315	016775
1	SHARP	TV/VCR COMBO	13VT-L200	517811	019959
1	DELL	MONITOR	1501	TW-05320U-47800-014-LOWA	014628
1	STUDIO MASTE	CONTROL BOARD	16-4-2	5892	020470
1	HP	PRINTER	2100XI	USGZ037510	014254
1	MATRIX	UPS	3000	pol6018922	020293
1	MATRIX	ups backup	3000	p974796614	020786
1	MATRIX	UPS BATTERY	3000	p974990172	020294
1	MATRIX	UPS BATTERY	3000	p974796156	020295
1	MATRIX	UPS BATTERY	3000	p974990310	020296
1	MATRIX	UPS BATTERY	3000	p974990321	020297
1	MATRIX	UPS BATTERY	3000	p974990931	020298
1	DELL	CPU	310	H024A	014624
1	DELL	CPU	310	h024e	014625
1	GESTETNER	COPIER	3227	H2S-10700307	019230
1	HP	PRINTER	340	SG64C11208	009333
1	HP	PRINTER	3805 EDM	n/a	n/a
1	HP	PRINTER	4000N	USMB205116	010620
1	HP	PRINTER	4000N	USEL011511	014036
1	HP	PRINTER	4000SC	USMB270464	012177
1	HP	SCANNER	5200C	SG8BF160J6	014809
1	PROXIMA	PROJECTOR	5900	G7Z01640	014250
1	HP	PRINTER	5M	USKC134806	011769
1	GATEWAY	LAPTOP	600	0030100872	022637
1	APPLE	CPU	640cd	b5251104kr	020393
1	HP	PRINTER	692C	SG74F1N0SM	012855
1	HP	PRINTER	6P	USDQ058339	012327
1	HP	PRINTER	6P	USDH134104	012563
1	GATEWAY	MONITOR	700 069CS	17004A022171	010371
1	HP	PRINTER	7110	SG372010MG	023220
1	HP	PRINTER	830C	MX99K1V026	011770
1	APPLE	CPU	850av	wr7370w693t	013054
1	HP	PRINTER	940C	MY17V6625Q	016774
1	HP	PRINTER	950C	US9BH1K0D8	015131
1	HP	PRINTER	950C	US9BH1K0DC	015132
1	MACINTOSH	CPU	9600/300	sqz00264401	020396
1	APPLE	MONITOR	apple107s	p907072456	014986
1	ACER	CPU	aspire	0007993101	020421
1	CANON	PRINTER	BJC-85	XACC38306	016977
1	HP	PRINTER	C2003A	USB429770	007437
1	HP	PRINTER	C3916A	USHC006033	008664
1	HP	PRINTER	C3917A	USHB067367	009530
1	HP	PRINTER	C4549A	MY66C1T219	009375
1	TATUNG	MONITOR	C5GS	71F233630554	012746

## Surplus Property December 13, 2011

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	MONITOR	CPD GF100	8001828	008875
1	GATEWAY	MONITOR	CPD GF250T	8064926	009794
1	DELL	MONITOR	CS431	006620	024501
1	GATEWAY	CPU	e4200	0011312387	013236
1	GATEWAY	CPU	E4200	0013997536	013644
1	GATEWAY	CPU	E4200	0011137949	012212
1	GATEWAY	CPU	E4200	0019113443	015168
1	GATEWAY	CPU	e4200	0011560607	012016
1	GATEWAY	CPU	e4200	0013308932	013442
1	GATEWAY	CPU	e4200	0013997516	013525
1	GATEWAY	CPU	E4200	0015732334	014987
1	GATEWAY	CPU	E4200-450	0016247369	014352
1	GATEWAY	CPU	E4200-450	0016247368	014246
1	GATEWAY	CPU	E4200-450	0016247360	014238
1	GATEWAY	CPU	E4200-450	0016247343	014351
1	GATEWAY	CPU	E4200-450	0016247361	014200
1	GATEWAY	CPU	e4200-700	0018726616	015263
1	GATEWAY	CPU	e4200-700	0018726623	015220
1	GATEWAY	CPU	e4200-700	0018726624	015219
1	GATEWAY	CPU	e4200-700	0018726628	015218
1	GATEWAY	CPU	e4200-700	0018726639	015215
1	GATEWAY	CPU	E4200-700	0018726649	015221
1	GATEWAY	CPU	E4200-700	0018726658	015213
1	GATEWAY	CPU	E4200-700	0018726673	015237
1	GATEWAY	CPU	E4200-700	0018726656	015201
1	GATEWAY	CPU	e4200-700	0018726604	015331
1	GATEWAY	CPU	e4200-700	0018726626	015317
1	GATEWAY	CPU	e4200-700	0018726622	015257
1	GATEWAY	CPU	e4200-700	0018726594	015286
1	GATEWAY	CPU	E4200-700	0018726660	015256
1	GATEWAY	CPU	E4200-700	0018726665	015261
1	GATEWAY	CPU	e4200-700	0018726625	015250
1	GATEWAY	CPU	e4200-700	0018726634	015320
1	GATEWAY	CPU	e4400	0022491789	017983
1	GATEWAY	CPU	e4600	0024874161	024068
1	GATEWAY	CPU	ev700	17004a431291	012865
1	GATEWAY	MONITOR	EV700	MIABJA089597	014916
1	GATEWAY	MONITOR	EV700	MIABJA086300	014944
1	GATEWAY	MONITOR	EV700	17004A387790	010613
1	GATEWAY	MONITOR	EV700	17004A020951	010378
1	GATEWAY	MONITOR	EV910	19016b069905	014504
1	GATEWAY	MONITOR	EV910	19016B069906	014506
1	GATEWAY	MONITOR	ev910	190168069904	015055
1	GATEWAY	MONITOR	FPD1520	LIC21172024	018734
1	GATEWAY	MONITOR	FPD1570	KUL5033D03541	017243
1	MACINTOSH	CPU	G4	SG004061HNZ	014493
1	MACINTOSH	CPU	G4	SG0043ZUHNZ	014487
1	MACINTOSH	CPU	G4	SG95320CHNZ	014490

## Surplus Property December 13, 2011

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	MACINTOSH	CPU	G4	SG004400HNZ	014600
1	MACINTOSH	CPU	G4	SG0043YQHNZ	014489
1	MACINTOSH	CPU	G4	SG00444WHNZ	014498
1	MACINTOSH	CPU	G4	XB0023ECHNZ	014497
1	MACINTOSH	CPU	G4	SG0043XFNH	014485
1	MACINTOSH	CPU	G4	XB0023XAHNZ	016577
1	GATEWAY	CPU	G6	0010111729	010812
1	GATEWAY	CPU	G6	0010111719	011012
1	GATEWAY	CPU	G6	0010111717	011014
1	GATEWAY	CPU	G6	0010111736	011002
1	GATEWAY	CPU	g6-200	0000666501	009178
1	GATEWAY	CPU	g6-333	001003397	011934
1	GATEWAY	CPU	gp7-500	0017177118	014673
1	MACINTOSH	CPU	IBOOK	UV9431LRH5Q	017328
1	MACINTOSH	CPU	IMAC	sq9513001	024085
1	HP	PRINTER	LASERJET 6P	USBB149260	009119
1	HP	PRINTER	lj2100	usgh182159	020792
1	HP	PRINTER	lj2100tn	usbb014441	012967
1	HP	PRINTER	lj2200dn	cns99013613	020327
1	HP	PRINTER	lj4	usdq000621	006955
1	HP	PRINTER	lj4	92298a	016618
1	HP	PRINTER	LJ6P	usdq058328	020376
1	HP	PRINTER	lj6p	usbb6990131	012432
1	HP	PRINTER	lj6p	usbkml33303	023679
1	HP	PRINTER	lj6p	cns213901351	009113
1	HP	PRINTER	lj6p	ujcd150683	013659
1	APPLE	PRINTER	lji	cab26n4sm6	020392
1	HP	PRINTER	ljiii	usgh189203	023603
1	EPSON	PRINTER	lq2170	2njy019095	012931
1	OKIDATA	PRINTER	microline 591	701b01490684	012683
1	n/a	Dietzgen Alaidade	n/a	n/a	n/a
1	n/a	Dietzgen Transit	n/a	n/a	n/a
4	n/a	Fixed Leg Transit Tripods	n/a	n/a	n/a
8	n/a	Frisco Rods	n/a	n/a	n/a
1	n/a	Gurle Alaidade	n/a	n/a	n/a
2	n/a	Gurley Transits	n/a	n/a	n/a
2	n/a	K&E Auto Rangers	n/a	n/a	n/a
1	n/a	K&E Transit	n/a	n/a	n/a
3	n/a	Leitz TM 10C Theodolites	n/a	n/a	n/a
1	n/a	Lietz Level w/ Tripod (Dumpy Style)	n/a	n/a	n/a
5	n/a	Linker Rods	n/a	n/a	n/a
3	n/a	Plane Table Tripods	n/a	n/a	n/a
5	n/a	Planimeters	n/a	n/a	n/a
2	n/a	Wild Triple Prism Assemblies	n/a	n/a	n/a
1	n/a	Zeiss Level	n/a	n/a	n/a
1	SMARTCELL	UPS BACKUP	n2023	kl201km900023	020787
1	IBM	CPU	NETVISTA	156270N3UFB1BOKT	019179
1	DELL	CPU	opgx110	4anch	020301

## Surplus Property December 13, 2011

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	CPU	P4	23835234	018205
1	GATEWAY	CPU	P5 120	5840055	008876
1	GATEWAY	CPU	P5 200	0007337474	009536
1	GATEWAY	CPU	p5-120	0006455015	020574
1	GATEWAY	CPU	p5-120	0006330990	023628
1	GATEWAY	CPU	P5-166	5249205	011731
1	GATEWAY	CPU	p575	4135367	009431
1	GATEWAY	CPU	P5-75	4730820	012938
1	PHILIPS	TV	PA7027	19270372	014186
1	PANASONIC	MONITOR	PANASYNC S15	FS7611241	016897
1	DEX	CPU	PENT II	N/A	016900
1	DEX	CPU	PENT II	N/A	016898
1	Q-THING	CPU	PENT II	00104B65D431	012687
1	Q-THING	CPU	PENT II	00104B665739	012726
1	Q-THING	CPU	PENT II	00104B6888DC	012740
1	Q-THING	CPU	PENT II	00104B688891	012741
1	Q-THING	CPU	PENT II	00104B6298BE	012739
1	Q-THING	CPU	PENT II	00104B688DF	013854
1	Q-THING	CPU	PENT II	00104B688ACD	012734
1	GATEWAY	CPU	PERFORMANCE 750	0018816390	015100
1	CLONE	CPU	p11	0007921301	012835
1	DELL	LAPTOP	pp011	cn04p2404864331e	025776
1	HP	PRINTER	q2475a	cnbdc42078	025171
1	GATEWAY	LAPTOP	SOLO	00006631912	024170
1	GATEWAY	LAPTOP	SOLO 2500	0016208203	015022
1	GATEWAY	CPU	solo 5300	0023953182	016975
1	GATEWAY	LAPTOP	solo 9100	0010162322	014518
1	GATEWAY	LAPTOP	solo 9100	0010162448	010562
1	GATEWAY	LAPTOP	solo 9300ls	0017573701	012784
1	SONY	MONITOR	sp2750	s6602792	023907
1	EPSON	PRINTER	stylus color 800	3hr0096411	012782
1	GATEWAY	MONITOR	VIVITRON	8652607	012825
1	GATEWAY	MONITOR	VIVITRON 15	8440865	011732
1	KDS	MONITOR	VS-195	1182083581	013824
1	KDS	MONITOR	VS-195	1182083652	013811
1	KDS	MONITOR	VS-195	1182083684	013827
1	KDS	MONITOR	VS-195	1182084472	013826
1	KDS	MONITOR	VS-195	0592032815	013782
1	KDS	MONITOR	VS-195	0592032820	013851
1	KDS	MONITOR	VS-195	0592032813	011847
1	KDS	MONITOR	VS-195	0592032816	012764
1	KDS	MONITOR	VS-195	1182084398	012761
1	KDS	MONITOR	VS-195	1182083579	013799
1	GATEWAY	MONITOR	VX1120	002005639	014543
1	GATEWAY	MONITOR	VX1120	202004907	014544
1	GATEWAY	MONITOR	VX700	P910144360	014239
1	GATEWAY	MONITOR	VX700	P910144344	014241
1	GATEWAY	MONITOR	VX700	P910144349	014247



**Surplus Property  
 December 13, 2011**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	MONITOR	VX700	P910144349	014249
1	GATEWAY	MONITOR	VX700	P910144359	014252
1	GATEWAY	MONITOR	VX700	P906012143	014357
1	GATEWAY	MONITOR	VX700	P91217580	014634
1	GATEWAY	MONITOR	VX720	P005025292	015403
1	GATEWAY	MONITOR	VX720	P005024857	015409
1	GATEWAY	MONITOR	VX720	P005025050	015411
1	GATEWAY	MONITOR	VX720	P005025298	015406
1	GATEWAY	MONITOR	VX720	P004008119	015506
1	GATEWAY	MONITOR	VX720	P005024809	015419
1	GATEWAY	MONITOR	VX720	P005024956	015399
1	GATEWAY	MONITOR	VX900	u0b070479	014804
1	GATEWAY	MONITOR	VX900	G8J127719	012264
1	GATEWAY	MONITOR	vx900	g8k163813	013302
1	GATEWAY	MONITOR	VX900	G8D055331	010811
1	GATEWAY	MONITOR	VX900	G8D055231	010801
1	GATEWAY	MONITOR	YE0711 01	MH54H4044738	009535
1	n/a	Keuffel & Esser Alaidade	n/a	n/a	n/a



## Agenda Item (VI-B-8-c)

Meeting	12/13/2011 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-c)
Subject	Signature Authorization
College/District	District
Funding	n/a
Recommended Action	See the attached recommended action relative to the Signature Authorization for the Riverside Community College District.

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### Background Narrative:

Education Code Sections 81655, 85232 and 85233 specify that authorization can be given to designated District administrators to sign orders drawn on District funds and notices of employment. In addition, to properly manage the District's banking activities, purchasing operations and Federal, State and locally funded grant programs, designated administrators can be authorized to sign bank checks, purchase orders, and grant documents.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance  
Aaron Brown, Associate Vice Chancellor, Finance

### Attachments:

[Signature Authorization - Recommendation Action - December 13, 2011](#)

**Signature Authorization  
Recommended Action  
December 13, 2011**

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

Gregory W. Gray	Chancellor
James L. Buysse	Vice Chancellor, Administration and Finance
Reza Maghroori	Provost/Vice Chancellor, Educational Services
Melissa Kane	Vice Chancellor, Diversity and Human Resources
Aaron S. Brown	Associate Vice Chancellor, Finance
Bill J. Bogle, Jr.	Controller

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

Orin Williams	Associate Vice Chancellor, Facilities Planning and Development	Change Orders
Arturo Alcaraz	Director, Diversity and Human Resources	Self-Insurance Funds and Section 125 Plan - Wire Transfer Documents
Khaled Khalil	Payroll Manager	Salary Payment Orders, Notices of Employment, Vendor Warrant Orders, and Purchase Orders
Majd Askar	Purchasing Manager	Purchase Orders
John Tillquist	Dean, Economic Development	Customized Solutions and Community Education Professional Services Agreements



## Agenda Item (VI-B-8-d)

Meeting	12/13/2011 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-d)
Subject	Destruction of Records
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees approve the destruction of the records on the attached listing.

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### Background Narrative:

All records which have been held for the required retention periods and any permanent records which have been classified as Class 3 after having been duly microfilmed and held for the required retention period may be destroyed as per Title 5, Section 59020 et seq., of the California Administrative Code. Class 3 - Disposable Records are defined as any records archived for 3 years after July 1 of that fiscal year. These include records basic to audit; relating to attendance; full-time equivalent students; or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, canceled checks and stubs, student body and cafeteria fund records, etc.); detailed records used in the preparation of reports and; periodic reports, such as daily, weekly and monthly reports, bulletins and instructions. Board Policy 3310 establishes the authorization for destruction of records and Administrative Procedure 3310 establishes the procedures for destruction of records.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance  
Aaron Brown, Associate Vice Chancellor, Finance

### Attachments:

[Destruction of Records Background Information - December 13, 2011](#)

**Destruction of Records  
December 13, 2011**

Container Number	Description	Destroy Date
C0100156309	AUXILIARY BUSUNESS SERVICES PURCHASE PRDERS FODD SERVICES	07/01/10
C0100156313	AUXILIARY BUSUNESS SERVICES PURCHASE ORDERS , FOOD SERVICES - A-O	07/01/10
C0100156311	WRITTEN OFF DISTRICT & BOOKSTORE BA CHECKS 1988-1995 - 1-1-88 THRU 12-31-95	07/01/10
C0100156299	ASBCC, BANK RECONCILIATIONS JOURNAL ENTRIES, PAYPHONE, COMMISSIONS 1099S - 1-1-96 THRU 12-31-00	07/01/10
CCCCC674438	ACCOUNTING SERVICES RECEIPT BOOKS DISTRICT - 7-1-01 THRU 6-30-02	07/01/10
CCCCC914896	ACCOUNTING SERVICES, RECEIPTS BOOK, ADMISSIONS, CAPS, F.S. - 1-1-03 THRU 12-31-04	07/01/10
CCCCC914898	ACCOUNTING SERVICES RECEIPT BOOKS - 1-1-03 THRU 12-31-04	07/01/10
C0100156317	AUXILIARY BUSUNESS SERVICES PAID PARKING CITIATIONS - 12-1-05 THRU 6-30-06	07/01/10
C0100156302	PINK COPIES-DIRECT RECIPTS, PINK COPIES-CAFETERIA RECIPTS GUIDANCE TEST RECEIPTS, HEALTH CHARGE RECIPTS RECEIPTS, HEALTH CHARGE RECIPTS - 1-1-06 THRU 12-31-07	07/01/10
C0100156307	ATHELETIC REQUISTIONS, RETURNED CHECK NOTICE, PARKING BAIL TO COUNTY, VAULT BALANCE SHEET, STAFF PARKING SHEETS, CHILD CARE DEPOSITIS REPORTS FOR MORENO BALANCE SHEET, STAFF PARKING SHEETS, CHILD CARE DEPOSITIS REPORTS FOR MORENO VALLEY, NORCO, AND RIVERSIDE, CASH BAG LOGS, METERED PARKING CASH SHEETS - 1-1-06 THRU 12-31-07	07/01/10
C0100156314	INTERNATIONAL CASH COUNT SHEETS, DENTAL HYGENIE CASH SHEETS, CULLINARY ACADAMY, CASH SHEETS, PARKING METER BAG LOG, LIBRARY DISTRICT RECEIPTS, MORENO VALLEY, NORCO, RIVERSIDE - 1-1-06 THRU 12-31-07	07/01/10
C0100210816	2006-2007 ASRCC - ACCOUNTS PAYABLE A-G - 1-1-06 THRU 12-31-07	07/30/10
C0100210817	2006-2007 ASRCC - ACCOUNTS PAYABLE H-O - 1-1-06 THRU 12-31-07	07/30/10
C0100210818	2006-2007 ASRCC- ACCOUNTS PAYABLE O-Z - 1-1-06 THRU 12-31-07	07/30/10
C0100210827	2006-2007 DISTRICT INVOICES A-P - 1-1-06 THRU 12-31-07 (A-P)	07/30/10
C0100210828	2006-2007 DISTRICT INVOICES Q -Z - 1-1-06 THRU 12-31-07 (Q-Z)	07/30/10

**Destruction of Records  
December 13, 2011**

<b>Container Number</b>	<b>Description</b>	<b>Destroy Date</b>
C0100156310	AUXILIARY BUSUNESS SERVICES PRINTING ORDERS AND PO'S 2000-2006 , FOOD SERVICES AUDIT 2001-2002, BARNES & NOBLE 1999-2004	07/31/10
C0100156312	ABS PERFORMING ARTS 1994-97, ST. FEDERAL GRANT. JOURNAL ENTRIES 2003-2004 EMPLOYEE VACATION REQUESTS & TIME SHEETS 05/06, CITIZENS BANK ON IT 1999	07/31/10
C0100230335	2002-2007 - SARCC - TRUST CARDS & VOIDED CHECKS - 1-1-02 THRU 12-31-07	07/31/10
C0100153943	STUDENT REFUNDS ANNUAL NOTEBOOKS - 7-1-02 THRU 6-30-07	07/31/10
C0100153945	PERFORMANCE RIVERSIDE, CREDIT CARD SLIPS, VOID TICKETS - 1-1-06 THRU 12-31-07	07/31/10
C0100153949	ABS FOOD SERVICES CASH COUNT SHEETS, CAFETERIA + TIGER'S DEN, NORCO + MORENO VALLEY - 1-1-06 THRU 12-31-07	07/31/10
C0100153952	FOOD SERVICES, CASH COUNT SHEETS, CAFETERIA + TIGER'S DEN NORCO AND MORENO VALLEY - 1-1-06 THRU 12-31-07	07/31/10
C0100153953	ABS BANKCARD RECONCILIATIONS - 5-1-06 THRU 3-31-07	07/31/10
C0100153947	FOOD SERVICES REGISTER TAPES - 5-30-06 THRU 7-27-06	07/31/10
C0100153937	ASRCC CASH RECEIPTS - 7-1-06 THRU 12-31-06	07/31/10
C0100153940	ABS FOOD SERVICES AND CULINARY ACADEMY, CASH RECEIPTS, TRANSFERS + INVENTORY, COMETOLOGY CASH RECEIPTS RECONCILIATIONS 07/07-04/08 - 7-1-06 THRU 6-30-07	07/31/10
C0100153942	ASRCC AND THEATER BANK RECONCILIATIONS - 7-1-06 THRU 6-30-07	07/31/10
C0100153955	ABS CASHIER SESSIONS AND RECONCILIATIONS - 51172-54005, 8-1-06 THRU 10-11-06	07/31/10
C0100153936	FOOD SERVICES, REGISTER TAPES - 8-19-06 THRU 9-28-06	07/31/10
C0100153944	COMMUNITY EDUCATION, CASH AND BANKCARD RECONCILIATIONS - 9-1-06 THRU 6-30-07	07/31/10
C0100153954	ABS FOOD SERVICES, REGISTER TAPES - 9-29-06 THRU 11-3-06	07/31/10
C0100153939	CASHIER SESSIONS + RECONCILIATIONS - 54008-56500, 10-12-06 THRU 1-18-07	07/31/10

**Destruction of Records  
 December 13, 2011**

<b>Container Number</b>	<b>Description</b>	<b>Destroy Date</b>
C0100153956	FOOD SERVICES, REGISTER TAPES - 11-6-06 THRU 12-22-06	07/31/10
C0100153948	ABS ASRCC CASH RECEIPTS - 1-1-07 THRU 6-30-07	07/31/10
C0100153957	FOOD SERVICES, REGISTER TAPES - 1-2-07 THRU 2-28-07	07/31/10
C0100153959	CASHIER SESSIONS AND RECONCILIATIONS - 56505-58265, 1-19-07 THRU 4-3-07	07/31/10
C0100153938	ABS FOOD SERVICES REGISTER TAPES - 3-1-07 THRU 4-18-07	07/31/10
C0100153950	ABS CASHIER SESSIONS AND RECONCILIATIONS - 58267-60371, 4-4-07 THRU 6-30-07	07/31/10
C0100153951	FOOD SERVICES REGISTER TAPES - 4-19-07 THRU 6-6-07	07/31/10
C0100230348	MAY - AUG 2007- PARKING CITATIONS - 5-1-07 THRU 8-31-07	07/31/10
C0100056708	STUDENT ACCOUNTS CREDIT CARD SLIPS CASHIERS CASH SLIPS - 1-1-06 THRU 9-28-07	10/31/10
C0100210811	NORCO- 07/08 DEAN OF STUDENTS BUDGET - 1-1-07 THRU 12-31-08	07/01/10
C0100210812	NORCO- 07/08 DEAN OF STUDENTS BUDGET - 1-1-07 THRU 12-31-08	07/01/10
C0100156318	MICROFILMS - ACCOUNTING SERVICES - 1-1-94 THRU 12-31-00	06/30/10
C0100156319	MICROFILMS - ACCOUNTING SERVICES - 1-1-94 THRU 12-31-00	06/30/10
C0100156285	A/P MANAGER MISC. FILES - 1-1-02 THRU 12-31-02	06/30/10
C0100154073	1099'S 2002-2005 - 1-1-02 THRU 12-31-05	06/30/10
C0100157650	ACCOUNTING SVCS. RECORD OF DEPOSIT F/Y - 1-1-04 THRU 12-31-05	07/01/10
C0100157680	ACCOUNTING SVCS. RECORDS OF DEPOSIT F/Y 04/05 - 1-1-04 THRU 12-31-05	07/01/10
C0100157681	ACCOUNTING SVCS. RECORDS OF DEPOSIT F/Y 04/05 - 1-1-04 THRU 12-31-05	07/01/10
C0100157688	ADMISSIONS APPLICATIONS WTR/SPR/SUM '06 - 1-1-06 THRU 12-31-06	09/30/09

**Destruction of Records  
 December 13, 2011**

<b>Container Number</b>	<b>Description</b>	<b>Destroy Date</b>
C0100157611	30 CONCURRENT & MIDDLE COLLEGE 05 CONCURRENT 05 WIN, SPR, FALL 06 SPRING & FALL PETITION TU REPENT SPR. 06 - 1-1-06 THRU 12-31-06	12/31/09
C0100157686	CHANGE OF INFO '06, COURSE REP FORMS WIN/SPR '06, SUMMER '06 LATE ADD - 1-1-06 THRU 12-31-06 (A-Z)	12/31/09
C0100156321	NORCO DEAN OF STUDENT SERVICES- 2002/2006 FACULTY/ STAFF EVALUATIONS, CAOMP TIME/ ABSENCE AFFIDAVETS, ADMISSION & RECORDS - ASSESSMENT, CAREER TRANSFER, OUTREACH, STUDENT ACTIVITIES, COUNSELING	12/31/10
C0100157648	33 07 WIN/SPR APPS A-Z & 3 SUM/FALL 06 - 1-1-06 THRU 12-31-07 (A-Z)	06/30/10
C0100173941	NORCO STUDENT SERVICES - 1-1-06 THRU 10-31-07	07/01/10
C0100173940	NORCO CAMPUS STUDENT SERVICES BUDGETS - 1-1-06 THRU 12-31-07	07/01/10
C0100157638	2 OF 9 DEAN OF STUDENT SERVICES BUDGET EXPENDITUES	07/31/10
C0100157610	5 OF 9 DEAN OF STUDENT SERVICES BUDGET EXPENDITORS 2000-2005 - 1-1-00 THRU 12-31-05	07/31/10
C0100157614	7 OF 9 DEAN OF STUDENT SERVICES BUDGET EXPENDITORS 2000-2005 - 1-1-00 THRU 12-31-05	07/31/10
C0100157624	4 OF 9 DEAN OF STUDENTS SERVICES BUDGET EXPENDITUES 2000-2005 - 1-1-00 THRU 12-31-05	07/31/10
C0100157625	3 OF 9 DEAN OF STUDENT SERVICES BUDGET EXPENDITUES 2000-2005 - 1-1-00 THRU 12-31-05	07/31/10
C0100157626	1 OF 9 NORCO DEAN OF STUDENTS SUS 1 BUDGET EXPENDITUES 2000-2005 - 1-1-00 THRU 12-31-05	07/31/10
C0100157627	8 OF 9 DEAN OF STUDENTS SERVICES BUDGET EXPENDITORS 2000-2005 - 1-1-00 THRU 12-31-05	07/31/10
C0100157628	6 OF 9 DEAN OF STUDENT SERVICES BUDGET EXPENDITURS 2000-2005 - 1-1-00 THRU 12-31-05	07/31/10
C0100157643	9 OF 9 BUDGET EXPENDITORS- DEAN OF STUDENTS SERVICES 2000-2005 - 1-1-00 THRU 12-31-05	07/31/10
C0100157570	STUDENT ACCTS. 2006FALL-2007 SUMMER, AUTOMATED REFUND REPORTS & REFUND APPROVAL ORDERS	10/31/10
C0100121378	RECIDENCY DOCUMENTATION SUPPLEMENTAL RESIDENCY QUESTIONNAIRE FORM AB 540 FORM	12/31/10
C0100157612	3 OF 3 EOPS- FILES FALL 06 (P-Z)	12/31/10



**Destruction of Records  
December 13, 2011**

<b>Container Number</b>	<b>Description</b>	<b>Destroy Date</b>
C0100123244	4 OF 4 EOPS-FILES SPRING 2005 (T-Z)	09/03/09
C0100123256	1 OF 4 EOPS FILES SPRING 2005 (A-F)	09/13/09
C0100123226	2 OF 4 EOPS-FILES SPRING 2005 (G-MC)	09/13/09
C0100123215	3 OF 4 EOP'S FILES SP. 05 (ME-S)	09/13/09
C0100153934	EOPS APPLICATIONS FALL 2007, PENDING NO WORK SHOP CONTINUING APPS. FOR SPRING 2007	01/01/10
C0100153932	EOPS BOOK VOUCHER FALL 2007, DAILY REPORT, SIGN IN SHEET	01/31/10
C0100154064	EOPS BK VOUCHERS, FALL '06 AND '07, SPG 2007, RIV., MV, NORCO	01/31/10
C0100157641	1 EOPS BOOK VOUCHERS SPG, FALL 05 SPG & SMR 06 - 1-1-05 THRU 12-31-06	04/30/10
C0100157647	1 OF 3 EOPS STUDENT FILES- FALL 2006 - 1-1-06 THRU 12-31-06 (A-F)	12/31/10
C0100157645	2 OF 3 EOPS - FILES FALL 06 - 1-1-06 THRU 12-31-06 (G-O)	12/31/10
CCCCC519896	5 CACT GRANT - NORCO CALWORKS RIVERSIDE FACILITY USAGE 15TH STREET RIVERSIDE FACILITIES & PLANNING - 1-1-97 THRU 12-31-99	12/31/09
CCCCC721313	PIPELINE INFO GRANT & CONTRACT DEPT - 1-1-96 THRU 12-31-98	09/01/09
CCCCC668595	WORKER'S COMP BANK RECONCILIATIONS FY 00/01, 01/02, 02/03 - 7-1-00 THRU 6-30-03 (BANK - WORKERS)	06/30/10
C0100060731	FINANCE- BUDGET DEVELOPMENT FILES PINKS-POSITION RECRUITMENT FILES 03/04 - 1-1-02 THRU 12-31-03	06/30/10
C0100060729	FINANCE-WORK COMP. BANK STATEMENTS, FY 03/04 WORKER COMP. AACCOUNT BANK STATEMENTS, CANCELLED CHECKS, WORKERS COMP. ACCOUNT - 1-1-04 THRU 12-31-05 (5800-8399)	06/30/10
CCCCC860680	ACCOUNTING SERVICES, GRANTS & CATEGORICAL PROGRAM FILES SPP 150-240 - 1-1-03 THRU 12-31-04	06/30/10
CCCCC860687	ACCOUNTING SERVICES GRANTS AND CATEGORICAL PROGRAM FILES SPP 241-372 - 1-1-03 THRU 12-31-04	06/30/10
CCCCC860693	ACCOUNTING SERVICES GRANTS AND CATEGORICAL PROGRAM FILES SPP 041-147 - 1-1-03 THRU 12-31-04	06/30/10

**Destruction of Records  
 December 13, 2011**

<b>Container Number</b>	<b>Description</b>	<b>Destroy Date</b>
C0100157661	HUMAN RESOURCES CLASSIFIED RECRUITMENTS (3033-3041)	08/01/09
C0100157671	HUMAN RESOURCES CLASSIFIED RECRUITMENTS (3042-3048)	09/30/09
C0100157660	HUMAN RESOURCES CLASSIFIED RECRUITMENTS (3049-3057)	10/01/09
C0100157655	HUMAN RESOURCES CLASSIFIED RECRUITMENTS (3058-3068)	10/01/09
C0100157664	HUMAN RESOURCES CLASSIFIED RECRUITMENTS (3069-3074)	10/31/09
C0100157613	HUMAN RESOURCES CLASSIFIED RECRUITMENTS (3075-3082)	12/31/09
C0100157634	HUMAN RESOURCES CLASSIFIED RECRUITMENTS (3083-3094)	12/31/09
C0100157620	HUMAN RESOURCES CLASSIFIED RECRUTMENT (3095-3103)	01/01/10
C0100157589	170 FLEX 06-07 STAFF TEACHING 2006 WORKSHOP 2005-2006 MEETINGS , BUDGT - 1-1-2006 thru 12-31-2007	01/31/10
C0100157622	HUMAN RESOURCES CLASSIFIED RECRUITMENTS (3104-3113)	02/28/10
C0100157633	HUMAN RESOURCES CLASSIFIED RECRUITMENTS (3114-3124)	02/28/10
C0100157615	HUMAN RESOURCES CLASSIFIED RECRUITMENTS (3125-3131)	03/31/10
C0100157642	DIVERSITY & HUMAN RESOURCES CLASSIFIED RECRUITMENTS (3132-3137)	04/30/10
C0100157623	DIVERSITY & HUMAN RESOURCES CLASSIFIED RECRUTMENTS (3138-3147)	04/30/10
C0100157595	DIVERSITY/ HUMAN RESOURCES CLASSIFIED RECRUITMENTS (3148-3157)	06/30/10
C0100157591	DIVERSITY CLASSIFIED RECRUITMENTS (3158-3167)	07/31/10
C0100157592	CLASSIFIED RECRUITMENTS (3168-3172)	07/31/10
C0100157601	CLASSIFIED RECRUITMENTS (3172 Cont'd - 3180)	08/31/10

**Destruction of Records  
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<b>Container Number</b>	<b>Description</b>	<b>Destroy Date</b>
C0100157572	CLASSIFIED RECRUITMENTS (3181-3188)	09/30/10
C0100157583	CLASSIFIED RECRUITMENTS (3189-3198)	09/30/10
C0100157602	CLASSIFIED RECRUITMENTS (3199-3207)	10/01/10
C0100157573	CLASSIFIED RECRUITMENTS (3208-3217)	11/30/10
CCCCC668632	INTERNATIONALS STUDENT CENTER FILES (AGI-YU/CHO-YAG)	12/31/09
CCCCC668641	INTERNATIONALS STUDENT CENTER FILES - 12-1-03 THRU 12-31-03 (ABA-ZHA)	12/31/09
CCCCC721388	INTERNATIONAL STUDENT CENTER ARCHIVE LIST STUDENT SIGN-IN IR'S RECEIPT BOXES - 1-1-02 THRU 12-31-03 (PA-ZA)	01/01/10
CCCCC721411	INTERNATIONAL STUDENT CENTER STUDENT FILES - 1-15-03 (ABOU-LUCI)	01/31/10
CCCCC721302	INTERNATIONAL STUDENT CENTER STUDENT FILES - 1-15-03 (MATS-ZOHA)	01/31/10
CCCCC721397	1 INTERNATIONAL STUDENT CENTER ARCHIVE LIST STUDENT FILES - 1-1-02 THRU 1-29-03 (AB-PA)	01/31/10
CCCCC797994	OCCUPATIONAL ED VTEA GRANT FILES FY 2000-2001	07/01/06
CCCCC797995	OCCUPATIONAL ED REGIONAL CONSORTIA AND TECH PREP GRANT FILES FY 2000-2001	07/01/06
C0100123174	02 OCCUPATIONAL EDUCATION WORK EXPERIENCE FILES	06/30/07
C0100123202	01 DEPARTMENT, OCCUPATIONAL ED., DESCRIPTION, WORK EXP. FALL 2001 - ALL	06/30/07
CCCCC797985	OCCUPATIONAL ED TECH PREP GRANT FILES FY 2001-2002	07/01/07
CCCCC797987	OCCUPATIONAL ED V TEA GRANT FILES FY 2001-2002	07/01/07
CCCCC797974	OCCUPATIONAL ED REGIONAL CONSORTIA GRANT FILES - 1-1-01 THRU 12-31-02	07/01/07
CCCCC284154	OCCUPATINAL EDUCATION WORK EXPERIENCE FILES	12/31/07

**Destruction of Records  
December 13, 2011**

<b>Container Number</b>	<b>Description</b>	<b>Destroy Date</b>
C0100123189	03 OCCUPATIONAL EDUCATION WORK EXPERIENCE FILES - 9-1-02	06/30/08
C0100123154	04 OCCUPATIONAL EDUCATION WORK EXPERIENCE FILES SPRING - 1-1-02 THRU 12-31-02	06/30/08
CCCCC797964	OCCUPATIONAL ED TECH PREP GRANT FILES - 1-1-02 THRU 12-31-03	07/01/08
CCCCC797979	OCCUPATIONAL ED REGINAL CONSERTA GRANT FILES - 1-1-02 THRU 12-31-03	07/01/08
CCCCC798146	6 OCCUPATIONAL ED VTEA GRANT FILES - 1-1-02 THRU 12-31-03	07/01/08
C0100123157	09 OCCUPATIONAL EDUCATION, REGIONAL CONSORTIAL/TECH PREP EXPEDITURES RANGE ALL - 1-1-03 THRU 12-31-04	07/01/09
C0100123208	07 OCCUPATIONAL EDUCATION WORK EXPERIENCE FILES SPIRNG 2004	06/20/10
C0100157629	OCC ED #12 VTEA GRANT FY 2004-2005 - 1-1-04 THRU 12-31-05	07/01/10
C0100157635	OCC ED #5 VTEA PLANS FY 2004-2005 - 1-1-04 THRU 12-31-05 (ALL)	07/01/10
C0100157646	OCC ED #11 DRC & VTEA FY 2004-2005 - 1-1-04 THRU 12-31-05 (ALL)	07/01/10
C0100210769	VTEA TUTORIAL TIME CARDS FY 04 - 1-1-04 THRU 12-31-04	07/30/10
C0100230287	2007-2008 CERTIFICATED REGISTERS - 1-1-07 THRU 12-31-08	06/30/10
C0100230290	2007-2008 CLASSIFIED PAYROLL RESITERS - 1-1-07 THRU 12-31-08	06/30/10
CCCCC798721	RFP INSURANCE BIDS FROM VENDORS - 6-1-98	10/31/10
C0100160743	4 OF 5 JOB TICKETS - 1-1-02 THRU 12-31-03	07/31/10
C0100160745	2 OF 5 JOB TICKETS - 1-1-02 THRU 12-31-03	07/31/10
C0100160749	1 OF 5 JOB TICKETS - 1-1-02 THRU 12-31-03	07/31/10
C0100160750	5 OF 5 JOB TICKETS - 1-1-02 THRU 12-31-03	07/31/10
C0100160751	3 OF 5 JOB TICKETS - 1-1-02 THRU 12-31-03	07/31/10

**Destruction of Records  
December 13, 2011**

Container Number	Description	Destroy Date
CCCCC798685	RISK MANAGEMENT CAL/OSHA 95-00	10/31/10
CCCCC798694	RISK MANAGEMENT LIABILITY CLAIMS 93-99 TAPES	10/31/10
CCCCC798695	GODWIN CORR 98	10/31/10
CCCCC798698	RISK MANAGEMENT GODWIN CORR 99	10/31/10
CCCCC798704	GODWIN CORR 96 RISK MANAGEMENT	10/31/10
CCCCC798706	RISK MANAGEMENT LIABILITY CLAIMS 90-95	10/31/10
CCCCC798709	RISK MANAGEMENT GODWIN CORR 93	10/31/10
CCCCC798710	STUDENTS INS 93-97 GODWIN CORR 96	10/31/10
CCCCC798714	SIPE 93-96	10/31/10
CCCCC798719	RISK MANAGEMENT, LIABILITY CLAIMS 80-89	10/31/10
CCCCC798720	RISK MANAGEMENT GODWIN CORR 95	10/31/10
CCCCC872830	GOODWIN CORR 94 RISK MANAGEMENT	10/31/10
CCCCC872831	GOODWIN CORR 97 RISK MANAGEMENT	10/31/10
CCCCC235306	RISK MANAGMENT DEPT. INSURANCE POLICY WORK COMP ACCIDENT REPORT - 1-1-91 THRU 12-31-92	10/31/10
CCCCC798690	RISK MANAGEMENET W/C BANK STATEMENTS/PAYMENTS AND SA'S SUPPLY LIST LIALBILITY PAYMENTS ED'S REIMBURSEMENTS/DUE/BANK SUPPLIES - 1-1-98 THRU 12-31-99	10/31/10
C0100239462	RIV - 05/06 DEPARTMENT FILES A-H - 1-1-05 THRU 12-31-06 (A-H)	07/01/10
C0100239467	RIV - 05/06 DEPARTMENT FILES I-S - 1-1-05 THRU 12-31-06 (I-S)	07/01/10
C0100239468	RIV - 05/06 DEPARTMENT FILES T-Z & MISC - 1-1-05 THRU 12-31-06 (T-Z)	07/01/10

**Destruction of Records  
 December 13, 2011**

<b>Container Number</b>	<b>Description</b>	<b>Destroy Date</b>
C0100157675	DEAN OF STUDENTS (NORCO) 04/05 STUDENT SERVICES MTG MINUTES 01 UPWARD BAND	06/30/09
C0100157685	DEAN OF STUDENTS (NORCO) 2005 MATRIC HANDBOOK, TUTORIAL BUDGET, DEANS BUDGET, COUNSELING BUDGET, CAREER/TRANSFER BUDGET	06/30/09
C0100157675	2005 TRIO ARCHIVE - 1-1-05 THRU 12-31-05	06/30/09
C0100208702	# 4 BOGW APPS NORCO-SFS - 1-1-03 THRU 12-31-05	12/31/10
C0100173947	# 20 SCHOL. APPS. EVAL FORMS SFS-RIV - 1-1-04 THRU 12-31-05	12/31/10
C0100208689	# 16 JEFF APPEALS RIV - 1-1-04 THRU 12-31-05	12/31/10
C0100208691	# 3 COD RECORDS SFS RIV - 1-1-04 THRU 12-31-05	12/31/10
C0100208694	# 8 GRANT TRANSMITTALS SFS-RIV - 1-1-04 THRU 12-31-05	12/31/10
C0100208703	# 19 SCHOL. SPPS. SFS-RIV - 1-1-04 THRU 12-31-05	12/31/10
C0100208707	# 2 GRANT TRANSMITTALS SFS-RIV - 1-1-04 THRU 12-31-05	12/31/10
C0100208708	# 15 JEFF APPEALS RIV - 1-1-04 THRU 12-31-05	12/31/10
C0100208709	# 1 GRANT TRANSMITTALS SFS RIV - 1-1-04 THRU 12-31-05	12/31/10
C0100208714	# 17 SCHOL. APPS. SFS-RIV - 1-1-04 THRU 12-31-05	12/31/10
C0100208720	# 5 STUDENT EMPLOYMENT SITE-FILES0 SUNNYMEAD ELEM-TUTORIAL SVCS. HIRE PAPERWORK - 1-1-04 THRU 12-31-05	12/31/10
C0100208722	# 6 STUENDT EMPLOYEMNT SITE FILES ICR-Z HIRE PAPERWORK 04-05 MISC & REPORTS - 1-1-04 THRU 12-31-05	12/31/10
C0100208723	# 7 A-EDUCATION TALENT STD. EMPLOYMENT SITE FILES HIRE PAPEROWRK - 1-1-04 THRU 12-31-05	12/31/10
C0100208729	# 14 GRANT TRANSMITTALS SFS RIV - 1-1-04 THRU 12-31-05	12/31/10
C0100208781	# 11 COD RECORDS RIV - 1-1-04 THRU 12-31-05	12/31/10

**Destruction of Records  
December 13, 2011**

<b>Container Number</b>	<b>Description</b>	<b>Destroy Date</b>
C0100208787	# 4 STUD. EMPLOYMENT SITE FILES HIRE PAPERWORK ARCH EM-RIV MUNICIPAL - 1-1-04 THRU 12-31-05	12/31/10
C0100208788	# 18 SCHOL APPS RIV - SFS - 1-1-04 THRU 12-31-05	12/31/10
C0100208710	# 13 BOGW SFS-RIV - 1-1-04 THRU 12-31-05 (A-J)	12/31/10
C0100208692	# 9 BOGW APPS - 1-1-05 THRU 12-31-05	12/31/10



## Agenda Item (VIII-A-1)

Meeting	12/13/2011 - Regular
Agenda Item	Committee - Governance (VIII-A-1)
Subject	Revised and New Board Policies - Second Reading and Approval
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board approve Board Policies 3440, 3505, 5130 and 7130.

---

### Background Narrative:

In keeping with our current process of updating our Board Policies, the items below come before the Board for second reading and approval:

#### General Institution

Board Policy 3440 Service Animals - This is a new Policy for the District.

Board Policy 3505 Disaster Preparedness/Emergency Operations Plan - These are revisions, based on changes to the Clery Act, of the Policy originally adopted by the Board on December 9, 2008.

#### Student Services

Board Policy 5130 Financial Aid - These are revisions, based on recently enacted U.S. Department of Education Regulations, of the Policy originally adopted by the Board on November 18, 2008.

#### Human Resources

Board Policy 7130 Compensation - These are revisions, based on recently enacted U.S. Department of Education Regulations, of the Policy originally adopted by the Board on November 18, 2008.

Prepared By: Greg Gray, Chancellor  
Ruth Adams, General Counsel

### Attachments:

[Backup for Board Policies](#)



**Riverside Community College District Policy**

**BP 3440**

**General Institution  
DRAFT**

**BP 3440 SERVICE ANIMALS**

**References:**

The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;  
28 Code of Federal Regulations Part 35;  
28 Code of Federal Regulations Part 36;  
34 Code of Federal Regulations Part 104.44(b)

**In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a dog or miniature horse as a service animal in District facilities and on District campuses in compliance with state and federal law.**

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**NOTE:** The **bold type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore) in legal Update 19 dated August 2011.

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**Date Adopted:**

*(This is a new policy recommended by the CCLC and the League's legal counsel)*

General Institution  
DRAFT  
9/2011 – Updates from CCLC

**BP 3505 DISASTER PREPAREDNESS/EMERGENCY OPERATIONS  
PLAN**

**References:**

Disaster Relief Act  
California Emergency Services Act, Government Code Sections 8550-8668  
Penal Code Sections, 148(a) and 529.5  
**34 Code of Federal Regulations Part 668.46(b)(13) and (g)**  
**Homeland Security Act of 2002**  
**National Fire Protection Association 1600**  
**Homeland Security Presidential Directive-g**  
**Executive Order S-2-05**  
**Education Code Sections 32280 et seq. and 71095**

The District has established this Policy with the objective of ensuring the well being, safety and security of all personnel, students, visitors and children in child care programs during an emergency and to protect District property and data. This Policy will provide for the preparation and carrying out of plans for the protection of persons and property within the District in the event of the emergency or disaster conditions hereinafter referred to, the direction of the disaster organization and the coordination of the disaster functions of the District, with the City, County and with all other public agencies, corporations, organizations and affected private parties.

The Chancellor is directed to prepare an Emergency Operations Plan for the District. Said Plan shall be the Procedure for this Policy, **and shall comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and shall incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs..**

**DEFINITIONS**

As used in this Policy, the following words and phrases shall have the meanings respectively ascribed to them:

Local Emergency – the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of the District, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot or earthquake or other conditions, other than conditions resulting from a labor controversy.

State of Emergency – the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the District caused by such conditions as air pollution, fire, flood, storm, epidemic, riot or earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a “state of war emergency”, which conditions, by reason of their magnitude, are, or are likely to be, beyond the control of the services, personnel, equipment and facilities of any single city or county and require the combined forces of a mutual aid region or regions to combat.

State of War Emergency – the conditions which exist immediately, with or without a proclamation of the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon receipt by the State of a warning from the Federal Government indicating that such an enemy attack is probable or imminent.

Other terms used herein shall have meanings as used in the California Emergency Services Act.

#### MEMBERSHIP OF DISASTER CORPS

The District disaster corps consists of all employees of the District, together with all volunteers and all groups, organizations and persons commandeered under the provisions of the California Emergency Services Act and this Policy, with all equipment and material publicly owned, volunteered, commandeered or in any way under the control of the aforementioned personnel, for the support of the aforementioned personnel in the conduct of disaster operations.

#### ACTIVATION OF DISASTER CORPS

The District disaster corps shall be activated and shall function as a disaster relief body, only:

1. Upon the existence of a “state of war emergency”;
2. Upon the declaration by the Governor of the state, or of persons authorized to act in his/*her* stead, of a “state of emergency” affecting and including the District;
3. Upon the declaration of a “local emergency” by the Riverside County Board of Supervisors, or by persons authorized to act in its stead, affecting and including the District;
4. Upon the declaration of a “local emergency” by the City Councils, **or by persons authorized to act in their stead**, of the Cities **which fall within the legal boundaries of the** of Riverside, Moreno Valley, and Norco, or by persons authorized to act in their —stead, affecting and including the District; or,
5. Upon the declaration of a “local emergency” by the Board of Trustees of the District. **or, If it is not feasible for the Board to call an emergency meeting, the following persons may declare a local emergency: If a District-wide emergency, the Chancellor, or designee. If a College emergency, the Chancellor or College President** by persons authorized to act in their stead.

#### EMERGENCY OPERATIONS PLAN (EOP)

The disaster corps shall be composed of such elements as are provided for in the EOP of the District. The administrators of the District shall have the authority and duty to plan for the mobilization, operation and support of that segment of the disaster corps for which each is responsible as provided for in the EOP of the District and to conduct the activities thereof.

A copy of the EOP is available on the District's website at [http://www.rcc.edu/Emergency Plan](http://www.rcc.edu/EmergencyPlan) or in the offices of the Chancellor, Vice Chancellors, Presidents, the Emergency Operations Center and each **College** Department Operations Center.

#### EMERGENCY SERVICES DIRECTOR

The Chancellor shall be the Emergency Services Director (ESD) and shall have authority over a declared District emergency. ***The College President shall be the Emergency Services Director (ESD) and shall have authority over a declared College emergency.*** In the absence or inability to act of the Chancellor or ***College President***, he/she shall be succeeded as Emergency Services Director by the following officials in the order named:

#### ***DISTRICT EMERGENCY SERVICES DIRECTOR***

***Provost/Vice Chancellor, Educational Services  
Vice Chancellor, Administration and Finance  
Vice Chancellor, Diversity and Human Resources***

#### ***COLLEGE EMERGENCY SERVICES DIRECTOR***

***Per each college's internal list of succession, which is provided to the Chancellor, and the District Emergency Planning and Preparedness Coordinator, on an annual basis, or more often if the list changes.***

#### EMERGENCY SERVICES DIRECTOR – POWERS AND DUTIES

The ESD shall have the following powers and duties:

- 1) To make appointments, subject to the approval of the Board of Trustees, within the disaster corps;
- 2) To request the Board of Trustees to proclaim the existence of a "local emergency" if the Board is in session, or to issue such proclamation if the Board is not in session. Whenever a "local emergency" is proclaimed by the ESD, the Board shall take action to ratify the proclamation with seven days thereafter or the proclamation shall have no further force or effect;
- 3) During the existence of a "state of war emergency", or the proclaimed existence of a "state of emergency", or a "local emergency" affecting the District to:

- A) Control and direct the activities of the District's disaster corps,
  - B) Use all District/**College** resources for the preservation of life and property and to reduce the effects of disaster,
  - C) Resolve questions of authority and responsibility that may arise in disaster operations,
  - D) Obtain vital supplies, equipment and other resources needed for the preservation of life and property by either binding the District/**College** for fair value thereof or, if required immediately, by commandeering same for public use,
  - E) Delegate to administrators and other employees of the District/**College** such duties and authorities as he/she deems necessary,
  - F) Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by any conditions proclaimed as provided herein,
  - G) Require emergency services of any District/**College** administrator or other employee and to command the aid of as many citizens of the community as he/she deems necessary in the execution of his/her duties. Such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered disaster service workers,
  - H) Exercise complete authority over the District/**College**,
  - I) Apply for federal financial assistance under the Disaster Relief Act.
- 4) In addition to the powers noted here, the ESD shall have such powers incidental to the performance of his/her duties as ESD as shall be necessary to allow him/her to carry out the EOP of the District. It is the intent of the powers enumerated in this Policy are not intended to be limitations upon his/her power.

#### OFFICE OF EMERGENCY SERVICES

The office of emergency services shall be headed by the Emergency Services Coordinator (ESC), who is the Chief of Police. This office may consist of other positions as may be established by the Board.

#### EMERGENCY SERVICES COORDINATOR – POWERS AND DUTIES

The ESC shall, prior to the existence of a "state of war emergency", a "state of emergency", or a "local emergency":

- 1) Develop and coordinate basic disaster planning for the District to provide for the use of all governmental entities; resources and equipment; all commercial and industrial resources; and all such special groups, bodies and organizations as may be needed to support disaster operations;

- 2) Develop and coordinate such disaster training programs and exercises as may be needed;
- 3) Develop and coordinate a public information program designed for basic self-protection;
- 4) Coordinate planning and training with the Riverside County Office of Emergency Services and with other federal, state, county and city disaster or emergency agencies, and with appropriate elements of the Armed Forces;
- 5) Recommend to the ESD matters of policy for consideration by the Board insofar as they relate to disaster; and,
- 6) During a “state of war emergency”, a “state of emergency”, or a “local emergency” affecting the District, the ESC shall:
  - A) Serve as staff advisor to the ESD; and,
  - B) Perform such duties as may be assigned by the ESD.

#### ORDERS

During the existence of a “state of war emergency” or of a proclaimed “state of emergency” or “local emergency” affecting the District, each member of the District disaster corps shall have authority to require that all persons follow reasonable orders given by him/her within the scope of his/her functions in order to execute the EOP of the District, and the willful failure of any person to follow such reasonable order or orders is a misdemeanor punishable by a fine of not more than five hundred dollars (\$500.00) or by imprisonment for not more than six months, or both.

#### CONTINUITY OF GOVERNMENT

For the purposes of this Policy, the line of succession for key personnel of the government and operation of the District shall be as follows:

- 1) For the Chancellor: Any one of the following positions, based on ability to serve – **Provost**/Vice Chancellor Educational Services, Vice Chancellor Administration and Finance, Vice Chancellor Diversity and Human Resources.

#### POWERS OF SUCCESSION – DISTRICT DEPARTMENTS

Each person who succeeds to each position of office within a District Department, as provided herein, and as provided in the EOP of the District, shall succeed to all the powers and duties of the office succeeded to immediately upon such succession.

## VIOLATIONS

It is a misdemeanor for any person during a disaster to:

- 1) Willfully obstruct, hinder or delay any member of the District disaster corps in the enforcement of any lawful rule, regulation or order issued pursuant to this Policy, or in the performance of any duty imposed upon them by virtue of this Policy;
- 2) Do any act forbidden by any lawful rule, regulation or order issued pursuant to this Policy if such is of such a nature as to give, or be likely to give, assistance to the enemy, or to imperil life or property, or to prevent, hinder or delay the defense or protection of persons or property;
- 3) Wear, carry or display, without authority, any means of identification specified by the civil defense and/or disaster agencies of the federal or state governments.

## PENALTIES

For the violations listed above, the penalty is a misdemeanor, punishable by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in a county jail not to exceed one year, or by both the fine and imprisonment.

---

Date Adopted: December 9, 2008

***Revised:***

**Riverside Community College District Policy**

**No. 5130**

**Student Services  
DRAFT CCLC UPDATE 9/2011**

**BP 5130 FINANCIAL AID**

**References:**

20 U.S. Code Sections 1070 et seq.;  
34 Code of Federal Regulations Part 668;  
Education Code Section 76300;  
***U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.***

A program of financial aid to students will be provided, which may include, but is not limited to, ***waivers***, scholarships, grants, loans, or work and/or employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency and will incorporate federal, state, institutional and other applicable regulatory requirements.

***Under the guidance of the Chancellor, the College Chief Student Financial Services officers*** shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

**\*\*NOTE: The policy provisions below are legally required in an effort to show good faith compliance with the applicable federal regulations.**

**Misrepresentation**

**Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.**

**The Chancellor shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing covered services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.**

**The Chancellor shall establish procedures wherein the District shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.**



**This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.**

---

Date Adopted: November 18, 2008

***Revised:***

## Riverside Community College District Policy

No. 7130

Human Resources  
DRAFT CCLC UPDATE 9/2011

### BP 7130 COMPENSATION

#### References:

Education Code Sections 70902(b)(4), 87801, and 88160;  
Government Code Section 53200;

***U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the High Education Act of 1965, as amended.***

The Board of Trustees shall establish salary schedules, compensation, and benefits (including health and welfare benefits) for all classes of employees and each contract employee.

***\*\*NOTE: The following policy language is legally required in an effort to show good faith compliance with the applicable federal regulations.***

#### Prohibition of Incentive Compensation

[Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance,] The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as “covered employees” for purposes of this policy.

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Date Adopted: November 18, 2008  
(Replaces RCCD Policies/Regulations  
3040, 3041, 3044, 4026, 4035, 4039,  
4040, and 4041)

***Revised:***



## Agenda Item (VIII-D-1)

Meeting	12/13/2011 - Regular
Agenda Item	Committee - Facilities (VIII-D-1)
Subject	Design Amendment No. 4 with Hill Partnership, Inc. for the Operations Center Project at Norco College
College/District	Norco
Funding	Norco College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment No. 4 with Hill Partnership, Inc. in an amount not to exceed \$39,505 for additional design revisions for the Operations Center project at Norco College.

---

### Background Narrative:

On May 19, 2009, the Board of Trustees approved the planning and design of the Operations Center project located at the Norco College and allocated funding in the amount of \$1,600,000 using Norco College allocated Measure C funds. An agreement with Hill Partnership, Inc. (HPI) in the amount of \$809,600 was also approved in order to provide design and engineering services for the project. On January 26, 2010, the Board of Trustees approved Amendment No. 1 with HPI, for additional design and engineering services in the amount of \$11,385. On May 18, 2010, the Board of Trustees approved Amendment No. 2 with HPI to extend site improvements for the Operations Center in the amount of \$22,451.50. On September 22, 2010, the Board of Trustees approved Amendment No. 3 with HPI for site and building modifications for the project in the amount of \$112,040, totaling HPI's agreement to \$955,476.50.

Staff now requests approval of Amendment No. 4 with HPI in an amount not to exceed \$39,505 for architectural, Information Technology (IT), civil, mechanical/Electrical/Plumbing (MEP) and structural engineering services for redesign of the IT scope of work in accordance with the recent IT audit report recommendations for the Operations Center project at Norco College. Amendment No. 4 is attached for the Board's review and consideration. The HPI agreement, including the amendments and reimbursable expenses, totals \$994,981.50.

Prepared By: Debbie DiThomas, Interim President, Norco College  
Laurens Thurman, (Interim) Vice President, Business Services  
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development  
Michael Stephens, Director, Construction

### Attachments:

[Amendment No. 4 - Hill Partnership, Inc. 12-13-11](#)

FOURTH (4) AMENDMENT TO AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
HILL PARTNERSHIP, INC.  
*(Operations Center Project – Norco College)*

This document amends the original agreement and amendments between the Riverside Community College District and Hill Partnership, Inc., which was originally approved by the Board of Trustees on May 19, 2009.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$39,505, including reimbursable expenses. Hill Partnership, Inc.'s agreement, including amendments and reimbursable expenses, now totals \$994,981.50. The term of this agreement shall be from the original agreement date of May 20, 2009, to the extended estimated completion date of December 31, 2012. Payments and final payment shall coincide with the original agreement.
- II. The additional scope of work is described in Exhibit I, attached.

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

IN WITNESS WHEREOF, the parties hereto have executed Amendment as of the date written below.

HILL PARTNERSHIP, INC.

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
Lawrence A. Frapwell  
President  
115 Twenty-Second St.  
Newport Beach, CA 92663

By: \_\_\_\_\_  
James L. Buysse  
Vice Chancellor  
Administration and Finance

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit I

Project: Operations Center at Norco College

### SERVICES

Provide architectural, IT, civil, MEP, and structural engineering services for redesign of the IT scope of work in accordance with the recent audit report recommendations.

#### Architectural Services:

- Attend meeting with District
- Revise the site plan to allow for future chiller yard
- Coordination with other consultants to implement changes
- Process the change through DSA as a revision to the original approved documents

#### Civil Engineering Services:

- See Hall & Foreman's June 20, 2011 proposal attached for specific services.

#### Structural Engineering Services:

- See MHP's June 17, 2011 proposal attached for specific services.

#### IT Services:

- See ITS' June 29, 2011 proposal attached for specific services, assumptions, and exclusions.

#### MEP Engineering Services:

- See S & K Engineers' June 21, 2011 proposal attached for specific services.

### EXCLUSIONS

- Premise voice/data cabling systems outside of the Data Center remain as currently designed.
- Security solutions remain as currently designed.
- Cost estimating services that are outside the estimating services listed on ITS' June 29, 2011 proposal for Group I and 2 items are excluded.

### OTHER CONDITIONS OF SERVICE

All conditions of the original Agreement shall apply to the provision of the above referenced services.

## COMPENSATION

HPI proposes to provide the services outlined above on a fixed fee basis as outlined below:

### Architectural Services (HPI)

- Project Manager 40 hrs x \$140.00 = \$ 5,600.00
- Project Architect 20 hrs x \$125.00 = \$ 2,500.00
- Job Captain 20 hrs x \$110.00 = \$ 2,200.00

Total Architectural Services \$ 10,300.00

Civil Engineering (Hall and Foreman) \$ 1,200.00 X 1.1 \$ 1,320.00

Structural Engineering (MHP): \$ 1,500.00 X 1.1 \$ 1,650.00

IT (ITS): \$ 8,250.00 X 1.1 \$ 9,075.00

MEP Engineering (S & K Engineers) \$ 15,600.00 X 1.1 \$ 17,160.00

Total Fixed Fee: \$39,505.00



June 20, 2011

II.090412.0005

Mr. Ammar Sarsam  
**Hill Partnership, Inc.**  
115 22<sup>nd</sup> Street  
Newport Beach, CA 92663  
(949) 675-6442  
(949) 675-4543 Fax  
E-mail: [asarsam@hillpartnership.com](mailto:asarsam@hillpartnership.com)

**Subject: RCCD, Norco Operations Center / Chiller Expansion Proposal**

Dear Ammar:

Please see the attached proposal to revise the on-site improvement sets for the Chiller Expansion.

Upon your favorable consideration, please sign where indicated and return to Hall & Foreman, Inc. for final execution. Please keep a copy for your files. Should you need an "original" please contact me so we can return a fully executed version for your files.

Thank you for the opportunity to be of continued service on your project. Should you have any questions, please call me.

Sincerely,

**HALL & FOREMAN, INC.**

A handwritten signature in black ink that reads "Glenn M. Chung". The signature is written in a cursive style and is underlined with a single horizontal line.

Glenn M. Chung, P.E.  
Vice President / Principal  
South Coast Division

Enclosures



**ADDITIONAL SERVICES AUTHORIZATION NO. 0005**

To: **Hill Partnership, Inc.**  
115 22<sup>nd</sup> Street  
Newport Beach, CA 92663

Project Code: II.090412.0005  
Job Description: Chiller Expansion

Project: Norco Campus-Operations Center  
Date: June 20, 2011

Attn: Ammar Sarsam

Upon your written authorization (below), Hall & Foreman, Inc. will provide the following specified "Additional Services":

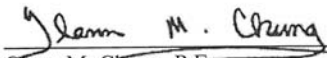
1. Attend **Client/Consultant Meetings (401)** and **Project Coordination with HPI's sub-consultants**.
2. Revise **Precise Grading Plans (407)**, reflecting the Chiller Expansion on the north side of the existing M&O Building.

Client agrees to compensate Hall & Foreman, Inc. for a Fixed Fee of \$1,200.00.

The above services will be invoiced separately, referenced by Hall & Foreman, Inc.'s Job Number II.090412.0005, the signifying mark being the 4-digit ".0005" sub-code.

The original Agreement terms are made a part hereof.

CONSULTANT: **HALL & FOREMAN, INC.**

By:   
Glenn M. Chung, P.E.  
Vice President / Principal

June 20, 2011  
Date

**AUTHORIZATION:**

The above specified Additional Services and related Fee are satisfactory and hereby accepted and authorized.

CLIENT:

By: \_\_\_\_\_  
Ammar Sarsam

\_\_\_\_\_  
Date





June 17, 2011

Ammar Sarsam  
The Hill Partnership  
115 22nd Street  
Newport Beach, CA 92663-4307

**Re: Proposal/Agreement for Additional Services  
Riverside Community College District – Norco Campus, IT Re-design  
MHP JN: 09-0181-051**

Dear Mr. Sarsam:

This letter serves to confirm that our office will provide additional professional engineering services on the subject project as requested by your office and summarized below:

Miscellaneous structural calculations and/or detailing as required for re-design of the project Information Technology systems. Scope includes submission of structural calculations and/or drawings to DSA as required.

These services will be billed as Additional Services Scope in accordance with the provisions of our existing contractual agreement, on the basis of a **Fixed Fee of \$1,500 (One Thousand Five Hundred Dollars and No/100).**

Please sign both originals, retain one copy for your records, and return the other signed original back to us. Upon receipt of your signed acknowledgement of this agreement for Additional Services, we will commence the work.

Thank you for this opportunity to be of professional service. If you have any questions, please call our office.

Sincerely,

  
Rick Beall, S.E., CA S3503  
Partner

ACCEPTED

By: \_\_\_\_\_

Title \_\_\_\_\_

For: The Hill Partnership



7323 Sage Ave.  
Yucca Valley, CA. 92284  
Website: www.4its.org



Information Technology Solutions, LLC



Phone: (760) 369-9070  
Fax: (760) 369-9070  
Email: admin@4its.org

PROGRAMMING ♦ PLANNING/ANALYSIS ♦ ENGINEERING ♦ QUALITY ASSURANCE/PROJECT MANAGEMENT  
NETWORKS ♦ AUDIO VISUAL ♦ SECURITY ♦ SAFETY ♦ ENERGY MANAGEMENT

Wednesday, June 29, 2011

hpi Architecture  
115 22<sup>nd</sup> Street  
Newport Beach, CA. 92663  
Attn: Mr. Ammar Sarsam

Re: ADDITIONAL SERVICES PROPOSAL

Site: Norco Network Operations/Data Center

Ammar,

The fee for the additional work as described below will be \$8,250.00. Please see scope of work breakdown below. When the approval is provided for this I also need the approval to proceed with the work already under contract to move from the 50% CD to 100% CD. If you have any questions please let me know.

Gary

#### Additional Services

##### 1. DATA CENTER SYSTEMS:

- a. The following items are all Group 1 items;
  - i. work with the College IS Department to update equipment profiles
  - ii. develop and provide the design team details on the fire detection and suppression system
  - iii. develop updated BTU calculations for heat loads
  - iv. develop updated power requirements and solutions for each enclosure and CRAC unit
  - v. develop and update the UPS solution for the Data Center
  - vi. prepare and distribute information for the design team for associated A/M/E impacts
  - vii. Implement the College's directive for a "Hot Aisle" Containment System for the network enclosure lineup.
  - viii. Re-work plans and specifications accordingly
- b. Update Engineers Estimate for Group 1 and Group II. This item will be done in conjunction with the Information Services Department as the Group II items remain as



7323 Sage Ave.  
Yucca Valley, CA. 92284  
Website: www.4its.org



Information Technology Solutions, LLC



Phone: (760) 369-9070  
Fax: (760) 369-9070  
Email: admin@4its.org

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PROGRAMMING ♦ PLANNING/ANALYSIS ♦ ENGINEERING ♦ QUALITY ASSURANCE/PROJECT MANAGEMENT  
NETWORKS ♦ AUDIO VISUAL ♦ SECURITY ♦ SAFETY ♦ ENERGY MANAGEMENT

---

customer provided and installed. There is no additional cost in our fee proposal for this update.

**Assumptions and Caveats**

1. Add Service Fees are also based on the following;
  - a. Needed information will be made available electronically. ITS needs the current plan set for the project showing A/M/E as submitted to DSA, and from the College District we need the existing utility information from the PSOMAS study, and "as built" drawings from the Industrial Technology Project.
  - b. Fire detection/suppression systems remain as currently designed
  - c. The premise voice/data cabling systems outside of the Data Center remains as currently designed. Same with the security solution.
  - d. All other elements not listed under the Additional Services section above will remain as they are currently designed.
  - e. One additional site visit and two additional meetings are factored in to the stated fee. Meetings related to this project held between the shut down at 50% to date, and work for generator sizing is included in these fees.

END

Thank you.

Respectfully Submitted,

Gary L. Hiller  
President  
Information Technology Solutions, LLC.



MECHANICAL ELECTRICAL PLUMBING CONSULTANTS

June 21, 2011

Ammar Sarsam  
Hill Partnership  
115 22<sup>nd</sup> Street  
Newport Beach, CA 92663

Project: Norco-RCCD Operation Center  
IT/NOC Room  
P11024

Dear Ammar:

Thank you very much for the opportunity to submit the following fee proposal to provide mechanical, (HVAC, plumbing) and electrical engineering services for the for the IT/NOC Room at the Operations Center at Norco Campus - Riverside Community College.

#### SCOPE OF WORK

- A. Project Description: The project consists of the Network Operations Center (NOC) Room (total GSF approximately 600 sf)
- B. General
  - 1. Our site utility design work will consist of the following utilities:
    - a. Electrical Power - potentially
    - b. Chilled Water - potentially
  - 2. CCR Title 24 energy compliance calculations and forms for HVAC and lighting is included. The final compliance may be prescriptive or performance. The Architect is responsible for ENV forms.
  - 3. The plans will be submitted to the plan check authorities (DSA) by the Architect. All plan check fees are to be paid by the Owner.
  - 4. All work will be done on AutoCAD Revit 2010 or later. All layout of equipment, floor plans, reflected ceiling plans, and elevations will be provided by the Architect to S&K Engineers on Revit for their use..
  - 5. Noise and vibration analysis/design is not included in our scope of work.
  - 6. Our scope of work does not include any off-site work or any street improvement work.
  - 7. Our work does not include any planning for future facilities. Capacity for future IT loads are included.
  - 8. The Structural Engineer will be responsible for the following:
    - a. Anchorage and holddown calculations and details for MEP equipment.
    - b. Details and calculations for attachment to structure.
  - 9. We assume the following systems to be designed and provided by the Owner's consultant or vendor. We will provide MEP services to accommodate these items:
    - a. IT/AV/Data equipment
  - 10. Specifications will be provided in CSI format to match the Architect's format.
- C. Mechanical
  - 1. HVAC
    - a. Our scope of work will include the design for heating, ventilation, and air-conditioning.
      - (1) Site Utility Design:

421 EAST HUNTINGTON DRIVE . MONROVIA, CALIFORNIA 91016  
626.930.1383 PH . 626.930.1385 FAX . www.skengineers.com

- (a) Verify size of chilled water line serving building.
  - (2) Building Design:
    - (a) The selection and layout of ductwork and all diffusers, grilles, and registers will be provided.
    - (b) Normal details by SMACNA for penetration, support and bracing will be referenced as appropriate. Any special details beyond the SMACNA publications is not included.
    - (c) HVAC System will consist of two chilled water rooftop air handling units (AHUs) - one is 100% back up. Either a third AHU, or space for same, will be included to allow for future NOC Room loads.
    - (d) The current NOC Room equipment load is 52,516 sensible Btuh as provided to us on March 01, 2010. Ultimate future load will be double that.
    - (e) No back up for chilled water is included.
  - (3) Controls: The building will be designed with a Direct Digital Control (DDC) system to allow tie into the campus system.
2. Plumbing
- a. Site Utility Design: None.
  - b. Building Design: Condensate drains for HVAC equipment only.
3. Fire protection - excluded.
- D. Electrical
- 1. Site Utility Design
    - a. The site design will include power, emergency and normal, to a location within 25 feet of the building for future chiller and associated pump(s).
  - 2. Building Design
    - a. Power
      - (1) Design will include the layout of all 120 V receptacle outlets. The Architect will locate all outlets on interior elevations.
      - (2) Power distribution to all required equipment is included.
      - (3) We will provide power to all NOC Room equipment based on a layout and load requirements provided to us by the Owner.
      - (4) All distribution boards and panels will be designed and sized.
    - b. Lighting
      - (1) Light fixture selections will be by Architect and S&K Engineers.
      - (2) Site lighting within the perimeter building fencing and building mounted exterior lighting is excluded.
      - (3) S&K Engineers will provide the power wiring for all the lighting fixtures.
      - (4) Emergency/night lighting will be provided from battery power source.
    - c. Other systems
      - (1) We will provide design services for the following communications systems:
        - (a) Computer Data/Telephone: We will provide a structured cabling system only. All active devices within racks are not included in our scope of work.
        - (b) Public Address - Not included in our scope of work.
        - (c) Fire Alarm - Complete system design is included in our scope of work. Our work assumes that there is an existing connection at the building to connect to any campus-wide system (if required). Our work to connect to a main system will extend to 5 feet outside the building only.
        - (d) Security. This will be conduit only based on the requirements of the school's security vendor.
        - (e) Audio/Visual: We will provide a conduit only system based on the requirements of the school's Technology Department.
        - (f) All other low-voltage/communications systems are excluded from our scope of work.
- E. Other Services

Ammar Sarsam, HPI  
Norco-RCCD NOC/IT Room

June 21, 2011  
Page 3 of 4

1. LEED certification. Not included for this scope of work.
  2. Commissioning. Not included.
  3. Telecommunication and Audio-Visual Systems - as described above.
- F. Coordination and meetings. We will attend up to two meetings as required for the project and as requested by the Architect.
- G. Bid/Negotiation Phase - included in base building services.
- H. Construction Phase Services - included in base building services

**COMPENSATION**

- A. We will provide basic MEP Design services for a fixed fee of: **\$15,600**
- B. Our fee will be billed monthly based on progress of completion.
- C. Additional services fees will be billed on an hourly basis according to the attached rate schedule.
- D. Reimbursable Expenses:
1. All delivery/shipping costs beyond first class mail.
  2. All plotting of reproducible documents for submissions, plan check and bidding.
  3. Travel expenses for travel outside the counties of Los Angeles and Riverside.
  4. Reimbursable expenses will be billed separately at 1.10 times direct cost.

Again, thank you for the opportunity to submit this proposal. We look forward to working with you.

Sincerely,  
**S&K Engineers**

Accepted by:  
**HPI**

John G. Holland, P.E., LEED AP  
Director of Engineering

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

HOURLY RATE SCHEDULE	
CLASSIFICATION	RATE PER HOUR
Principal	\$259
Project Manager / Senior Engineer	\$214
Engineer / Senior Designer	\$185
Designer	\$162
Drafter / CAD operator	\$116
Clerical	\$87

REIMBURSABLE EXPENSES	
Blueline or Bond Prints	\$0.25 per sq. ft.
Plotting	\$ 20.00 ea.
Xerox 2080 Copies	\$ 5.00 ea.
Copying (8.5" x 11")	\$ 0.10 ea.
Color Copies (8.5" x 11")	\$1.50 ea.
Local Travel	Federal allowed rate

The above rates are effective through December 31, 2011.



## Agenda Item (VIII-D-2)

Meeting	12/13/2011 - Regular
Agenda Item	Committee - Facilities (VIII-D-2)
Subject	Amendments for Wheelock Gymnasium, Seismic Retrofit Project at Riverside Cty College
College/District	Riverside
Funding	Riverside City College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve the following amendments for the Wheelock Gymnasium, Seismic Retrofit Project: River City Testing in an amount not to exceed \$8,500 for Amendment No. 1; and VBS Leasing in an amount to exceed \$54,251.31 for Amendment No. 2.

---

### Background Narrative:

On June 16, 2009, the Board of Trustees approved the design and tentative project budget for the Wheelock Gymnasium, Seismic Retrofit project at Riverside City College in an amount of \$18,411,120. On February 16, 2010, the Board approved a budget augmentation in the amount of \$600,000 for the interim housing facilities for the project. On June 21, 2011, the Board approved a budget augmentation in the amount of \$2,125,000 for miscellaneous equipment needed to appropriately support the instruction, intercollegiate programs and additional funds due to the extended construction schedule related to delays in the project caused from unforeseen/deteriorated structural conditions in the building's foundation and structure, weather delays (flooding) and the default from Tidwell Concrete Construction. On October 18, 2011, the Board approved a budget augmentation in the amount of \$395,000 for removal of the existing exterior plaster and installation of the new exterior plaster due to the deterioration of the current exterior plaster and moisture barrier on the Wheelock Gymnasium. The project budget for the Wheelock Gymnasium, Seismic Retrofit project now totals \$21,531,120.

Staff now requests approval of the amendments associated with the removal of the existing exterior plaster and installation of the new exterior plaster and budget augmentation approved by the Board on October 18, 2011. The amendments which are within the current approved project budget are as follows:

River City Testing – Testing Services

- Amendment No. 1 not to exceed \$8,500, Agreement total now \$203,976

VBS Leasing – Lease for Interim Facility

- Amendment No. 2 not to exceed \$54,251.31, Agreement total now \$471,950.63

All amendments are attached for review and consideration.

Prepared By: Cynthia Azari, President, Riverside City College

Norm Godin, Vice President

Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

Michael Stephens, Director, Construction



**Attachments:**

[Amendment No. 1 - River City Testing 12-13-11](#)  
[Amendment No. 2 - VBS Leasing 12-13-11](#)

FIRST (1) AMENDMENT TO AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
RIVER CITY TESTING  
(Wheelock Gymnasium, Seismic Retrofit – Riverside City College)

This document amends the original agreement between the Riverside Community College District and River City Testing, which was approved by the Board of Trustees on August 17, 2010.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$8,500, including reimbursable expenses, totaling agreement to \$203,976. The term of this agreement shall be from the original agreement date of August 17, 2010, to the estimated completion date of the project. Payments and final payment shall coincide with original agreement.
- II. The additional scope of work is described in Exhibit I, attached.

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

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 1 as of the date written below.

INLAND INSPECTIONS & CONSULTING

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_

Robert E. Schumacher  
Director of Operations  
7338 Sycamore Canyon Blvd. Ste. 4  
Riverside, CA 92508

By: \_\_\_\_\_

James L. Buysse  
Vice Chancellor  
Administration and Finance

Date: \_\_\_\_\_

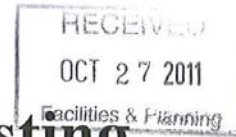
Date: \_\_\_\_\_

Exhibit I



## River City Testing

7338 Sycamore Canyon Blvd., Ste. 4 ~ Riverside, CA 92508  
(951) 697-0800 ~ fax (951) 697-5744



September 21, 2011

Mr. Michael J. Stephens  
Director of Construction  
Facilities Planning and Development  
Riverside Community College District  
450 E. Alessandro Blvd.  
Riverside, CA 92508

Michael:

EMAILED TO: michael.stephens@rccd.edu

RE: Riverside City College Wheelock Gymnasium Renovation  
DSA Application Number 04-110664, DSA File Number 33-C1  
DSA Special Inspection and Testing Laboratory Services  
Extension and Increase to Contract C-0003179

Pursuant to your direction, I am submitting this proposal for extending our testing and special inspection presence until the end of March 2012. I am requesting an additional 100 hours of special inspection and \$1,000.00 for testing as shown below:

Special Inspector	\$7,500.00
Testing	<u>\$1,000.00</u>
<b>TOTAL</b>	<b>\$8,500.00</b>

This includes additional hours for soils, load testing, concrete, and welding, as well as the testing to support this.

All invoices are due within 30 days. Interest in the amount of 1/2% per month will be added to all past-due amounts.

Please contact me if you have any questions regarding our services or fees.

Sincerely,

*Robert E. Schumacher*

Robert E. Schumacher  
Director of Operations

SECOND (2) AMENDMENT TO AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
VBS LEASING  
(Wheelock Gymnasium, Seismic Retrofit – Riverside City College)

This document amends the original agreement and amendment between the Riverside Community College District and VBS Leasing, which was originally approved by the Board of Trustees on April 20, 2010.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$54,251.31, totaling agreement to \$471,950.63. The term of this agreement shall be from the original sixteen (16) month lease duration at \$20,455.02 per month, and the extended lease duration of five (5) additional months at an adjusted rate of \$18,083.77 per month (Amendment No. 1), to additional extended lease duration of three (3) months at the same rate of \$18,083.77 per month (Amendment No. 2). Payments and final payment shall coincide with original agreement.

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

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 2 as of the date written below.

VBS LEASING

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_

Darcy Dahlem  
General Manager  
3150 West Wigwam Ave.  
Las Vegas, NV 89139

By: \_\_\_\_\_

James L. Buysse  
Vice Chancellor  
Administration and Finance

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Agenda Item (VIII-D-3)

Meeting	12/13/2011 - Regular
Agenda Item	Committee - Facilities (VIII-D-3)
Subject	Change Order for Culinary Arts Academy and District Office Building Project
College/District	District
Funding	District and Riverside City College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Change Order No. 2 with U.S. Demolition, Inc. in the amount totaling \$18,993 for the Culinary Arts Academy and District Office Building project in downtown Riverside; and approve the change order in excess of ten percent (10%) by a total of \$18,787 with U.S. Demolition, Inc.

---

### Background Narrative:

On September 21, 2010, the Board of Trustees approved multiple prime construction for the Culinary Arts Academy and District Office Building (CAADO) project located in downtown Riverside. Also approved was an agreement with Tilden Coil Constructors, Inc. for construction management services for the project. On June 21, 2011, the Board of Trustees ratified an award of bid to U.S. Demolition, Inc. in the amount of \$347,500 for interior and exterior demolition of the existing facility.

Staff now requests approval of Change Order No. 2 with U.S. Demolition, Inc. in the total amount of \$18,993, totaling U.S. Demolition, Inc. contract to \$401,037, exceeding the allowable contingency by a total amount of \$18,787, which is still within the current approved project budget. A description of change order work is noted in the attached Change Order Summary.

Prepared By: Cynthia Azari, President, Riverside City College  
Norm Godin, Vice President  
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

### Attachments:

[Change Order Summary - CAADO 12-13-11](#)

Riverside Community College District  
Facilities Planning, Design and Construction  
Culinary Arts Academy and District Office Building Project

CHANGE ORDER SUMMARY

Change Order: 2  
Contractor: U.S. Demolition, Inc.

<i>Contract Amount:</i>	\$	347,500.00
<i>Change Order No. 1 Amount</i>	\$	34,544.00
<i>Change Order No. 2 Amount</i>	\$	18,993.00
<i>Revised Contract Sum:</i>	\$	401,037.00
<i>Original Contract Contingency:</i>	\$	34,750.00
<i>Remaining Contract Contingency:</i>	\$	- 18,787.00

Change Order No. 2 Description:

Cost associated with the additional Scope of Work as it relates to the required removal of high concrete parapet walls at the Northwest corner of the building due to concrete/reinforcing steel weather fatigue; Facilitated adjacent roof work schedule and weatherproofing of existing building. \$18,993  
*Requested by: District*  
*Accountability: Concealed and Unforeseen Field Condition*



## Agenda Item (VIII-E-1)

Meeting	12/13/2011 - Regular
Agenda Item	Committee - Resources (VIII-E-1)
Subject	2010-2011 Proposition 39 Financial and Performance Audits
College/District	District
Funding	Measure C
Recommended Action	It is recommended that the Board of Trustees receive the Proposition 39 independent financial and performance audits of the District's Measure C general obligation bonds for the year ended June 30, 2011 for the permanent file of the District.

---

### Background Narrative:

See the attached background information relative to the 2010-2011 Proposition 39 independent financial and performance audits of the District's Measure C general obligation bonds.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance  
Aaron Brown, Associate Vice Chancellor, Finance  
Bill Bogle, Controller

### Attachments:

[2010-2011 Proposition 39 Financial and Performance Audits Background Information - December 13, 2011](#)

## **2010-2011 Proposition 39 Financial and Performance Audits December 13, 2011**

In accordance with the provisions of Proposition 39, independent financial and performance audits of the Measure C general obligation bonds were performed by Vicenti, Lloyd and Stutzman LLP. The audit report was presented to the Citizens Bond Oversight Committee at its regularly scheduled meeting on October 13, 2011. A representative of the audit firm will be available to present and discuss the reports. Results of the audits are summarized below.

### Auditor's Opinion

The auditors have issued unqualified opinions for both the Financial and Performance Audits; excerpts of which are as follows:

*Financial Audit* - "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position and results of operations for the General Obligation Bond Funded Capital Outlay Projects of the Riverside Community College District as of June 30, 2011, in conformity with accounting principles generally accepted in the United States of America."

*Performance Audit* - "The results of our tests indicated that, in all significant respects, Riverside Community College District expended Measure C General Obligation Bond funds for the year ended June 30, 2011 only for the specific projects developed by the District's Board of Trustees, and approved by the voters in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution."

### Audit Findings

There were no findings or questioned costs related to the audits of the Measure C general obligation bonds for the year ended June 30, 2011.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**RIVERSIDE COUNTY**

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

**June 30, 2011**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

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

**June 30, 2011**

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**INDEPENDENT AUDITOR'S REPORT ON  
PROPOSITION 39 GENERAL OBLIGATION BOND  
FUNDED CAPITAL OUTLAY PROJECTS**

The Board of Trustees  
The Measure C Citizens' Bond Oversight Committee  
Riverside Community College District  
Riverside, California


We have audited the accompanying Balance Sheet, Statement of Revenues, Expenditures and Change in Fund Balance and Statement of Revenues, Expenditures and Change in Fund Balance – Budget and Actual for the General Obligation Bond Funded Capital Outlay Projects of the Riverside Community College District (the District) as of and for the fiscal year ended June 30, 2011. These statements are the responsibility of the District's management. Our responsibility is to express an opinion on these statements based on our audit.

We conducted our audit of the General Obligation Bond Funded Capital Outlay Projects in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements for the General Obligation Bond Funded Capital Outlay Projects are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the General Obligation Bond Funded Capital Outlay Projects financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position and results of operations for the General Obligation Bond Funded Capital Outlay Projects of the Riverside Community College District as of June 30, 2011, in conformity with accounting principles generally accepted in the United States of America.

The Board of Trustees  
The Measure C Citizens' Bond Oversight Committee  
Riverside Community College District  
Riverside, California

In accordance with *Government Auditing Standards*, we have also issued our report dated September 23, 2011 on our consideration of the Riverside Community College District's internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

  
VICENTI, LLOYD & STUTZMAN LLP

September 23, 2011

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**BALANCE SHEET**

**GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**June 30, 2011**

**ASSETS**

Cash in County Treasury	\$ 129,592,919
Accounts Receivable	558,059
<b>TOTAL ASSETS</b>	<b><u>\$ 130,150,978</u></b>

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

Accounts Payable	\$ 6,767,767
Due to Other Funds	216,271
<b>TOTAL LIABILITIES</b>	<b><u>6,984,038</u></b>

**FUND BALANCE**

Restricted	<u>123,166,940</u>
<b>TOTAL FUND BALANCE</b>	<b><u>123,166,940</u></b>

<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b><u>\$ 130,150,978</u></b>
---	------------------------------

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**For the Fiscal Year Ended June 30, 2011**

**REVENUES**

**Revenue from Local Sources**

Local Revenues	\$ 204,800
Contributions	606,930
Interest and Investment Income	<u>675,742</u>
<b>TOTAL REVENUES</b>	<u>1,487,472</u>

**EXPENDITURES**

Classified Salaries	265,291
Benefits	114,931
Other Services	938,063
Capital Outlay	<u>30,748,252</u>
<b>TOTAL EXPENDITURES</b>	<u>32,066,537</u>

Deficiency of revenues over expenditures (30,579,065)

**OTHER FINANCING SOURCES**

Proceeds from Sale of Bonds	<u>109,999,278</u>
<b>TOTAL OTHER FINANCING SOURCES</b>	<u>109,999,278</u>

Excess of revenues over expenditures and other financing sources 79,420,213

Fund Balance at Beginning of Year 43,746,727

Fund Balance at End of Year \$ 123,166,940

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
 BUDGET AND ACTUAL  
 GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS  
 For the Fiscal Year Ended June 30, 2011

	<u>Budget *</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b>REVENUES</b>			
<b>Revenue from Local Sources</b>			
Local Revenues	\$ 144,900	\$ 204,800	\$ 59,900
Contributions	1,052,277	606,930	(445,347)
Interest and Investment Income	900,000	675,742	(224,258)
<b>TOTAL REVENUES</b>	<u>2,097,177</u>	<u>1,487,472</u>	<u>(609,705)</u>
 <b>EXPENDITURES</b>			
Classified Salaries	352,111	265,291	86,820
Benefits	167,381	114,931	52,450
Other Services	1,304,308	938,063	366,245
Capital Outlay	122,638,800	30,748,252	91,890,548
<b>TOTAL EXPENDITURES</b>	<u>124,462,600</u>	<u>32,066,537</u>	<u>92,396,063</u>
 Deficiency of revenues over expenditures	<u>(122,365,423)</u>	<u>(30,579,065)</u>	<u>91,786,358</u>
 <b>OTHER FINANCING SOURCES</b>			
Proceeds from Sale of Bonds	<u>110,000,000</u>	<u>109,999,278</u>	<u>(722)</u>
<b>TOTAL OTHER FINANCING SOURCES</b>			
 Excess (Deficiency) of revenues over expenditures and Other financing sources	<u>\$ (12,365,423)</u>	79,420,213	<u>\$ 91,785,636</u>
 Fund Balance at Beginning of Year		<u>43,746,727</u>	
 Fund Balance at End of Year		<u>\$ 123,166,940</u>	

\* The budget for revenues reflects estimated amounts to be received in the current year. The budget for expenditures reflects amounts remaining and available for current and subsequent years' expenditures and does not necessarily coincide with actual planned expenditures in the current year.

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2011**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

**ACCOUNTING POLICIES**

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

**FUND STRUCTURE**

The Statement of Revenues, Expenditures, and Change in Fund Balance is a statement of financial activities of the General Obligation Bond Funded Capital Outlay Projects related to the current reporting period. Fund expenditures frequently include amounts for land, buildings, equipment, retirement of indebtedness, transfers to other funds, etc. Consequently, these statements do not purport to present the result of operations or the net income or loss for the period as would a statement of income for a profit-type organization.

**BASIS OF ACCOUNTING**

The General Obligation Bond Funded Capital Outlay Projects is maintained on the modified accrual basis of accounting. As such, revenues are recognized when they become susceptible to accrual, which is to say, when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received or services rendered).

During the year, Cash in the County Treasury is recorded at cost, which approximates fair value, in accordance with the requirements of GASB Statement No. 31.

**BUDGET**

The Statement of Revenues, Expenditures and Change in Fund Balance – Budget and Actual includes a column entitled “Budget”. The amounts in this column represent the budget adopted by the Board of Trustees and all amendments throughout the year.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2011**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)**

**FUND BALANCE CLASSIFICATION**

The governmental fund financial statements present fund balance classifications that comprise a hierarchy based on the extent to which the District is bound to honor constraints on the specific purposes for which amounts can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. Riverside Community College District General Obligation Bond Funded Capital Outlay Projects does not currently have any nonspendable fund balance.

Restricted: Amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

Committed: Amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the District Board of Trustees. These amounts cannot be used for any other purpose unless the District Board of Trustees removes or changes the specified use by taking the same formal action (vote or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. Riverside Community College District General Obligation Bond Funded Capital Outlay Projects does not currently have any committed fund balance.

Assigned: Amounts that are constrained by the District's intent to be used for a specific purpose but are neither restricted nor committed. Riverside Community College District General Obligation Bond Funded Capital Outlay Projects does not currently have any assigned fund balance.

Unassigned: The residual fund balance and all other spendable amounts. Riverside Community College District General Obligation Bond Funded Capital Outlay Projects does not currently have any unassigned fund balance.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2011**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)**

**CAPITAL ASSETS AND LONG-TERM DEBT**

The accounting and reporting treatment applied to the capital assets and long-term liabilities associated with the General Obligation Bond Funded Capital Outlay Projects is determined by its measurement focus. The General Obligation Bond Funded Capital Outlay Projects are accounted for on a spending or “financial flow” measurement focus. This means that only current assets and current liabilities are generally included on the Balance Sheet. The reported fund balance is considered a measure of “available spendable resources”. Thus, the capital assets and long-term liabilities associated with the General Obligation Bond Funded Capital Outlay Projects are accounted for in the basic financial statements of the Riverside Community College District.

**NOTE 2 – EXCESS OF EXPENDITURES OVER APPROPRIATIONS:**

There were no excesses of expenditures over appropriations by major object accounts.

**NOTE 3 – BONDED DEBT:**

On March 2, 2004, the voters of Riverside Community College District approved Measure C, a \$350 million bond measure designed to provide funds to improve facilities and safety at the Moreno Valley, Norco, and Riverside campuses.

The outstanding related bonded debt for the Riverside Community College District at June 30, 2011 is:

<u>Issue Date</u>	<u>Interest Rate %</u>	<u>Maturity Date</u>	<u>Amount of Original Issue</u>	<u>Outstanding July 1, 2010</u>	<u>Issued Current Year</u>	<u>Redeemed Current Year</u>	<u>Outstanding June 30, 2011</u>
2004A	4.00-5.25%	2030	\$ 55,205,000	\$ 3,475,000	\$	\$	\$ 3,475,000
2005 Refunding	3.00-5.00%	2025	58,386,109	52,366,109		1,740,000	50,626,109
2007C	4.00-5.00%	2033	90,000,000	73,695,000		5,185,000	68,510,000
2010D	2.36-5.53%	2026	7,699,278		7,699,278		7,699,278
2010D-1	6.97-7.02%	2040	102,300,000		102,300,000		102,300,000
			<u>\$313,590,387</u>	<u>\$129,536,109</u>	<u>\$109,999,278</u>	<u>\$ 6,925,000</u>	<u>\$232,610,387</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2011**

**NOTE 3 – BONDED DEBT: (continued)**

**Series A & B**

In August 2004, the District issued the General Obligation Bonds, Series A in the amount of \$55,205,000. Series A Bonds were issued to finance the acquisition, construction, and modernization of property and school facilities and to refund the District's outstanding Certificates of Participation (1993 Financing Project). Series B Bonds for \$9,795,000 were also issued in August 2004 to advance refund the District's outstanding Certificates of Participation (2001 Refunding Project). The Series B Bonds were paid in full as of June 30, 2008.

The annual requirements to amortize Series A Bonds payable, outstanding as of June 30, 2011, are as indicated below:

<b><u>Year Ended June 30,</u></b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Total</u></b>
2012	\$ 500,000	\$ 136,075	\$ 636,075
2013	620,000	113,675	733,675
2014	795,000	85,375	880,375
2015	1,000,000	49,475	1,049,475
2016	15,000	29,156	44,156
2017-2021	105,000	132,313	237,313
2022-2026	195,000	94,444	289,444
2027-2030	245,000	28,675	273,675
	<u>\$ 3,475,000</u>	<u>\$ 669,188</u>	<u>\$4,144,188</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
 June 30, 2011**

**NOTE 3 – BONDED DEBT: (continued)**

**Refunding**

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

The annual requirements to amortize Refunding Bonds payable, outstanding as of June 30, 2011, are as follows:

<u>Year Ended June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Accreted Interest Component</u>	<u>Total</u>
2012	\$ 1,252,016	\$ 2,310,499	\$ 577,984	\$ 4,140,499
2013	876,061	2,298,250	1,138,939	4,313,250
2014	837,747	2,298,250	1,327,253	4,463,250
2015	797,240	2,298,250	1,517,760	4,613,250
2016	898,045	2,298,250	2,031,955	5,228,250
2017-2021	20,195,000	9,193,625		29,388,625
2022-2025	25,770,000	2,733,750		28,503,750
	<u>\$ 50,626,109</u>	<u>\$ 23,430,874</u>	<u>\$ 6,593,891</u>	<u>\$ 80,650,874</u>

Capital appreciation bonds were issued as part of the 2005 refunding issuance. Prior to their applicable maturity dates, each capital appreciation bond will accrete interest on the principal component, with all interest accreting through the applicable maturity date and payable only upon maturity or prior payment of the principal component. Accreted interest accrued has been reflected in the long term debt balance on the District's financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
 June 30, 2011**

**NOTE 3 – BONDED DEBT: (continued)**

**Series C**

In June 2007, the District issued the General Obligation Bonds, Series C in the amount of \$90,000,000. The bonds were issued to finance the repair, acquisition, construction, and equipping of certain district facilities, and to pay all legal, financial, and contingent costs in connection with the issuance of the Bonds.

The annual requirements to amortize Series C Bonds payable, outstanding as of June 30, 2011, are as follows:

<b>Year Ended June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2012	\$	\$ 3,425,500	\$ 3,425,500
2013		3,425,500	3,425,500
2014		3,425,500	3,425,500
2015		3,425,500	3,425,500
2016		3,425,500	3,425,500
2017-2021		17,127,500	17,127,500
2022-2026	7,325,000	16,944,375	24,269,375
2027-2031	47,935,000	9,714,375	57,649,375
2032-2033	13,250,000	381,250	13,631,250
	<u>\$ 68,510,000</u>	<u>\$ 61,295,000</u>	<u>\$ 129,805,000</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
 June 30, 2011**

**NOTE 3 – BONDED DEBT: (continued)**

**Series D & D-1**

In October 2010, the District issued General Obligation Bonds, Series D and D-1 in the amount of \$109,999,278. These bonds consisted of \$7,699,278 tax-exempt Series D bonds and \$102,300,000 in federally taxable Build America Bonds Series D-1. The Build America Bonds program was created by the American Recovery and Reinvestment Act to assist state and local governments in financing capital projects at lower borrowing costs and to stimulate the economy and create jobs.

The District elected to treat the Series D-1 bonds as “Build America Bonds” under Section 54AA of the Tax Code, and the Series D-1 Bonds be “qualified bonds” under Section 54AA(g)(2) of the Tax Code which make the District eligible for a cash subsidy payment from the United States Treasury equal to 35% of the interest payable on the Series D-1 Bonds. The District will deposit the cash subsidy payments with the County to be credited to the Debt Service Fund for the Series D-1 Bonds. Cash subsidy payments are expected to be received contemporaneously with each interest payment date.

Debt service requirements for Series D Bonds are as follows:

<u>Year Ended June 30,</u>	<u>Principal</u>	<u>Accreted Interest</u>	<u>Total</u>
2012	\$	\$	\$
2013			
2014			
2015			
2016	216,214	158,786	375,000
2017-2021	2,000,039	2,839,961	4,840,000
2022-2026	5,483,025	5,221,975	10,705,000
	<u>\$ 7,699,278</u>	<u>\$ 8,220,722</u>	<u>\$ 15,920,000</u>

Capital appreciation bonds were issued as part of the 2010 Series D issuance. Prior to their applicable maturity dates, each capital appreciation bond will accrete interest on the principal component, with all interest accruing through the applicable maturity date and payable only upon maturity or prior payment of the principal component. Accreted interest accrued has been reflected in the long term debt balance on the District’s financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
 June 30, 2011**

**NOTE 3 – BONDED DEBT: (continued)**

**Series D & D-1 (continued)**

Debt service requirements for Series D-1 Build America Bonds are as follows:

<b>Year Ended June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2012	\$	\$ 5,194,040	\$ 5,194,040
2013		7,164,193	7,164,193
2014		7,164,193	7,164,193
2015		7,164,193	7,164,193
2016		7,322,979	7,322,979
2017-2021		38,660,926	38,660,926
2022-2026		41,042,939	41,042,939
2027-2031		35,820,965	35,820,965
2032-2036	36,580,000	32,191,862	68,771,862
2037-2040	65,720,000	14,559,448	80,279,448
	<u>\$ 102,300,000</u>	<u>\$ 196,285,738</u>	<u>\$ 298,585,738</u>

**NOTE 4 – COMMITMENTS AND CONTINGENCIES**

**A. Litigation**

The District is a defendant in a pending liability lawsuit. At this early stage of the litigation and without concluding discovery, it is difficult to evaluate the likelihood of an unfavorable outcome. Any estimated possible judgment(s) against the District are unknown and are not reflected in these financial statements.

**B. Purchase Commitments**

As of June 30, 2011, the District was committed under various capital expenditure purchase agreements for bond projects in process totaling approximately \$86,713,000.



**REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

The Board of Trustees  
The Measure C Citizens' Bond Oversight Committee  
Riverside Community College District  
Riverside, California

We have audited the Balance Sheet, Statement of Revenues, Expenditures and Change in Fund Balance and Statement of Revenues, Expenditures and Change in Fund Balance – Budget and Actual for the General Obligation Bond Funded Capital Outlay Projects of the Riverside Community College District as of and for the fiscal year ended June 30, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Riverside Community College District's internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the fund financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis.

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



**REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Riverside Community College District's General Obligation Bond Funded Capital Outlay Projects financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests of the General Obligation Bond Funded Capital Outlay Projects disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the District's Board of Trustees, the Citizens' Bond Oversight Committee and District management. It is not intended to be and should not be used by anyone other than these specified parties.

  
VICENTI, LLOYD & STUTZMAN LLP

September 23, 2011

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**FINANCIAL AUDIT  
SCHEDULE OF FINDINGS AND RESPONSES  
June 30, 2011**

There were no findings related to the financial audit of the General Obligation Bond Funded Capital Outlay Projects for the year ended June 30, 2011.

**PERFORMANCE AUDIT OF THE GENERAL OBLIGATION BOND  
FUNDED CAPITAL OUTLAY PROJECTS**



## INDEPENDENT AUDITOR'S REPORT

The Board of Trustees  
The Measure C Citizens' Bond Oversight Committee  
Riverside Community College District  
Riverside, California

We have conducted a performance audit of the Riverside Community College District (the "District"), Measure C General Obligation Bond funds for the year ended June 30, 2011.

We conducted our performance audit in accordance with *Governmental Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives.

Our audit was limited to the objectives listed on page 19 of this report which includes determining the Riverside Community College District's compliance with the performance requirements for the Proposition 39 Measure C General Obligation Bonds under the applicable provisions of Section 1(b)(3)(C) of Article XIII A of the California Constitution and Proposition 39 as they apply to the Bonds and the net proceeds thereof. Management is responsible for the Riverside Community College District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal control of Riverside Community College District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution. Accordingly, we do not express any assurance on the internal control.

The results of our tests indicated that, in all significant respects, Riverside Community College District expended Measure C General Obligation Bond funds for the year ended June 30, 2011 only for the specific projects developed by the District's Board of Trustees, and approved by the voters in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

*Vicenti, Lloyd & Stutzman LLP*  
VICENTI, LLOYD & STUTZMAN LLP

September 23, 2011

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
June 30, 2011**

**BACKGROUND INFORMATION**

In November, 2000, the voters of the State of California approved Proposition 39 authorizing the issuance of general obligation bonds by California public school districts and community colleges under certain circumstances and subject to certain conditions. On March 2, 2004, the voters of Riverside Community College District approved Measure C, a \$350 million bond measure designed to provide funds to improve facilities and safety at the Moreno Valley, Norco, and Riverside campuses.

Pursuant to the requirements of Proposition 39, and related state legislation, the Board of Trustees of the District established a Citizens' Bond Oversight Committee and appointed its members. The principal purpose of the Citizens' Bond Oversight Committee, as set out in state law, is to inform the public as to the expenditures of the proceeds of the bonds issued pursuant to the Measure C Bond authorization. The Citizens' Bond Oversight Committee is required to issue at least one report annually as to its activities and findings.

Section 1(b)(3)(C) of Article XIII A of the California Constitution requires the District to conduct, an annual independent performance audit to ensure that the proceeds of the bonds deposited into the General Obligation Bond Funded Capital Outlay Projects — Measure C Bond Program have been expended only for the authorized bond projects.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
June 30, 2011**

**OBJECTIVES**

The objectives of our performance audit were to:

- Document the expenditures charged to the Riverside Community College District Measure C General Obligation Bond Funded Capital Outlay Projects.
- Determine whether expenditures charged to the Measure C General Obligation Bond Funded Capital Outlay Projects have been made in accordance with the bond project list approved by the voters through the approval of Measure C in March 2004.
- Determine compliance with specific Education Code Sections related to oversight of bond expenditures.
- Note any incongruities or system weaknesses and provide recommendations for improvement.
- Provide the District Board of Trustees and the Measure C Citizens' Bond Oversight Committee with a performance audit as required under the provisions of the California Constitution and Proposition 39.

**SCOPE OF THE AUDIT**

The scope of our performance audit covered the period of July 1, 2010 to June 30, 2011. The expenditures tested included all object and project codes associated with the bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other state or local funding sources, other than the proceeds of the bonds, were not included within the scope of our audit. Expenditures incurred subsequent to June 30, 2011 were not reviewed or included within the scope of our audit or in this report.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
June 30, 2011**

**PROCEDURES PERFORMED**

We obtained the general ledger and the project expenditure summary reports and detail prepared by the District for the period of July 1, 2010 to June 30, 2011 for the General Obligation Bond Funded Capital Outlay Projects — Measure C Bond Program. Within the fiscal year audited, we obtained the actual invoices and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Proposition 39 and Measure C as to the approved bond projects list. We performed the following procedures:

- We reviewed the projects listed to be funded with general obligation bond proceeds as set forth in the Measure C election documents.
- We selected a sample of expenditures for the fiscal year ended June 30, 2011 and reviewed supporting documentation to ensure that such funds were properly expended on the authorized bond projects.
- We verified that funds from the General Obligation Bond Funded Capital Outlay Projects — Measure C Bond Program were generally expended for the construction, reconstruction, acquisition, furnishing and equipping of District facilities constituting the authorized bond projects. In addition, we verified that funds held in the General Obligation Bond Funded Capital Outlay Projects — Measure C Bond Program were used for salaries of administrators only to the extent they perform administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
June 30, 2011**

**CONCLUSION**

The results of our tests indicated that, in all significant respects, the Riverside Community College District has properly accounted for the expenditures of the funds held in the Bond Funded Capital Outlay Projects — Measure C Bond Program and that such expenditures were made for authorized bond projects. Further, it was noted that the funds held in the Bond Funded Capital Outlay Projects — Measure C Bond Program and expended by the District, were used for salaries of administrators only to the extent they perform administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
SCHEDULE OF FINDINGS AND RESPONSES  
June 30, 2011**

There were no findings related to the performance audit for the fiscal year ended June 30, 2011.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
STATUS OF PRIOR YEAR FINDINGS AND RESPONSES  
June 30, 2011**

There were no findings related to the performance audit for the fiscal year ended June 30, 2010.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
BOND PROJECT SUMMARY  
June 30, 2011**

The District has identified the following projects to be funded with proceeds from the general obligation bonds. The District incurred costs of \$156,666,555 through June 30, 2011 for these construction projects. Capital outlay and other financing expenditures were as follows:

	BUDGET	TOTAL PROJECT COSTS THROUGH June 30, 2010	2011 ACTUAL COSTS	TOTAL PROJECT COSTS THROUGH June 30, 2011
Parking Structure - Riverside	\$ 20,940,662	\$ 20,940,661	\$	\$ 20,940,661
PE Complex / Athletic Field Phase I - Riverside	4,516,435	4,516,435		4,516,435
Lovekin Complex (Swing Space)	3,958,308	3,958,308		3,958,308
Quad Modernization Project	8,918,800	8,907,589	27,088	8,934,677
RCC System Office - Purchase Option	2,629,982	2,629,982		2,629,982
MLK Renovation	1,010,614	1,010,614		1,010,614
Bridge Space Project	1,175,132	1,175,132		1,175,132
Phase III - Norco	10,147,826	9,381,883	186,489	9,568,372
District Computer / Network / Phone Upgrades	1,351,043	1,306,498		1,306,498
Scheduled Maintenance - District Match for State Allocation	1,403,045	1,403,045		1,403,045
Administration Building Remodel	186,100	186,100		186,100
Business Education Building Remodel	129,325	129,325		129,325
Nursing / Sciences Building Riverside	15,672,600	7,100,983	3,114,719	10,215,702
Phase III - Moreno Valley	5,393,265	645,284	673,001	1,318,285
Physical Education Phase II	11,170,751	1,036,664	4,947,801	5,984,465
Feasibility and Planning	837,554	497,233	265,378	762,611
Innovative Learning Center	7,653,605	7,285,373	114,037	7,399,410
Moreno Valley Secondary Effects	286,227	286,226		286,226
Norco Campus Room Renovations	100,020	100,019		100,019
Riverside Food Services Remodel	987,705	987,705		987,705
Moreno Valley Food Services Remodel	3,552,000	2,381,777	272,560	2,654,337
Infrastructure Studies Project	484,414	484,414		484,414
Moreno Valley Hot Water Loop System	869,848	869,848		869,848
Emergency Phones Installation Project	379,717	379,717		379,717
Noresco Utility Retrofit Improvement	6,181,188	6,181,189		6,181,189
Modular Redistribution Norco/MoVal/BC/Riv	8,516,205	8,416,204	15,157	8,431,361
ECS Upgrade/Retrofit Norco/MoVal	625,327	372,912	16,649	389,561
PBX Operations Center Riv/Nor/MV	20,366,826	1,231,886	321,812	1,553,698
Phys/Life Science 2ndary Effects StSvc	152,500	140,500	10,500	151,000
Norco Campus Student Support Center	19,883,352	13,270,716	2,321,795	15,592,511
Staff Costs	1,035,772	516,281	380,229	896,510
Long Range Master Plan Project	1,439,077	1,439,077		1,439,077
Construction Management Services	232,775	210,331		210,331
Logic Domain CPMX	124,125	105,375	9,375	114,750
Aquatic Pool Project	11,028,683	4,743,120	6,056,471	10,799,591
Norco Soccer Field	3,946,658	3,871,658	(21,158)	3,850,500
Moreno Valley Parking Structure	31,800,000	2,013,768	2,904,007	4,917,775
Bradshaw Building Electrical	366,353	366,353		366,353

See Independent Auditor's Report.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
BOND PROJECT SUMMARY  
June 30, 2011**

	BUDGET	TOTAL PROJECT COSTS THROUGH June 30, 2010	2011 ACTUAL COSTS	TOTAL PROJECT COSTS THROUGH June 30, 2011
Quad Basement Remodel	467,500	24,255	44,409	68,664
Black Box Theatre Remodel	761,750	10,955		10,955
Technology Building - A	935,000	11,375		11,375
Center for Health, Wellness and Kinesiology	83,000	83,000		83,000
Health Science Center	164,971	147,295	17,675	164,970
ADA Transition Plan	6,916,780	545,530	196,892	742,422
March Dental Education Center	10,700,181	81,669	4,853,135	4,934,804
Norco Secondary Effects Project	16,009,004	781,366	2,654,955	3,436,321
Utility Infrastructure Upgrade Project	7,000,000	429,933	26,393	456,326
Norco Campus Safety & Site Improvement Project	1,700,000	789,251	114,147	903,398
Moreno Valley Campus Safety & Site Improvement Project	900,000	719,827		719,827
Moreno Valley Campus Administrative Move to Humanities	50,000	25,990		25,990
Moreno Valley Campus Science Laboratories Remodel	500,000	143,425		143,425
Ben Clark Public Safety Training Center Project	84,500	32,110	14,015	46,125
Riverside Interim Parking Lease	260,000	86,325	90,679	177,004
Moreno Valley Center for Human Performance	103,559	93,786	9,773	103,559
Riverside Cosmetology Building	139,000	110,400	25,600	136,000
Alumni Carriage House Restoration Project	130,000	2,035	17,647	19,682
District Wide IT Audit	5,840,000	4,900	173,706	178,606
District Culinary Arts / District Office Building	23,043,996		619,834	619,834
Parking Structure Fall Deterrent	20,300		7,576	7,576
Nursing Portables	1,300,694		705,338	705,338
Central Plant Boiler Project	161,848		161,847	161,847
DSA Project Closures	75,000		5,660	5,660
Scheduled Maintenance - New	840,000		390,367	390,367
Electronic Contract Document Storage	50,000			
2010 IPP/FPP District	61,200			
Program Contingency	1,230,500			
Program Reserve	10,699,306			
District Design Standards	185,000		40,500	40,500
Moreno Valley Learning Center	127,000		127,000	127,000
Student Services and Workforce Development Bldg	142,000			
Master Plan Updates	77,000		15,400	15,400
Swing Space - Market Street Properties	484,500		129,989	129,989
Groundwater Monitoring Wells	100,000		4,496	4,496
<b>Total Capital Outlay</b>	<b>300,797,408</b>	<b>124,603,612</b>	<b>32,062,943</b>	<b>156,666,555</b>
Series A Refunding Escrow	57,686,474	57,686,474		57,686,474
COPS Payoffs	11,582,875	11,582,873		11,582,873
Costs of issuance	2,839,859	2,836,264	3,594	2,839,858
Debt service	2,835,612	2,835,612		2,835,612
Election costs	98,236	98,236		98,236
<b>Total Other Financing Uses</b>	<b>75,043,056</b>	<b>75,039,459</b>	<b>3,594</b>	<b>75,043,053</b>
<b>TOTALS</b>	<b>\$ 375,840,464</b>	<b>\$ 199,643,071</b>	<b>\$ 32,066,537</b>	<b>\$ 231,709,608</b>

See Independent Auditor's Report.



October 13, 2011

The Board of Trustees  
The Measure C Citizens' Bond Oversight Committee  
Riverside Community College District  
Riverside, California

This letter is intended to ensure that the Board of Trustees and the Measure C Citizens' Bond Oversight Committee of Riverside Community College District (the "District") receives additional information regarding the scope and results of the audit of the General Obligation Bond Funded Capital Outlay Projects that may assist in overseeing the financial reporting and disclosure process for which management is responsible. These communications relate to the financial statement audit of the General Obligation Bond Funded Capital Outlay Projects that has been performed by Vicenti, Lloyd & Stutzman LLP ("VLS") for the year ended June 30, 2011, and other relevant information relating to VLS' relationship with the District. Our objective is to communicate certain information that is required to be communicated to those charged with governance by professional auditing standards.

The following summarizes various matters which must be communicated to you under auditing standards generally accepted in the United States of America.

### **The Auditor's Responsibility under Applicable Auditing Standards**

Our audit of the financial statements of the General Obligation Bond Funded Capital Outlay Projects for the year ended June 30, 2011 was conducted in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error, fraudulent financial reporting or misappropriation of assets. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. Accordingly, the audit was designed to obtain reasonable, rather than absolute, assurance about the financial statements. We believe our audit accomplished that objective.

Riverside Community College District  
October 13, 2011  
Page 2

### **Management Judgments and Accounting Estimates**

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses its knowledge and experience about past and current events, and certain assumptions about future events. Management has informed us it used all the relevant facts available at the time to make the best judgments about accounting estimates, and we considered this information in the scope of our audit. Estimates significant to the financial statements include such items as establishing the accruals of receivables and liabilities. We believe management's estimates are reasonable, based on our audit. However, estimates are subject to change because of future events, and the ultimate amounts realized may differ from those provided.

### **Financial Statement Disclosures**

The financial statement disclosures are neutral, consistent, and clear.

### **Difficulties Encountered in Performing the Audit**

There were no difficulties encountered in dealing with management relating to the performance of the audit.

### **Audit Adjustments**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no audit adjustments made to the original trial balance presented to us.

### **Uncorrected Misstatements**

We accumulated no uncorrected misstatements for the fiscal year ended June 30, 2011.

### **Disagreement with Management**

We are pleased to report that we encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments or any significant matters, the scope of the audit or significant disclosures to be included in the financial statements.

### **Management Representations**

We have requested certain representations from management including but not limited to the fair presentation of the financial statements, application of generally accepted accounting principles and management's responsibility for establishing and maintaining effective internal controls. These as well as other representations are included in the management representation letter dated September 20, 2011.

Riverside Community College District  
October 13, 2011  
Page 3

### **Consultations with Other Accountants**

We are not aware of any consultations management had with other accountants about auditing and accounting matters related to the General Obligation Bond Funded Capital Outlay Projects.

### **Other Information in Documents Containing Audited Financial Statements**

We are not aware of other documents that contain the audit report of the General Obligation Bond Funded Capital Outlay Projects. When such documents are to be published, such as the Annual Report, we have a responsibility to determine that such financial information was not materially inconsistent with the audited statements of the General Obligation Bond Funded Capital Outlay Projects.

### **Significant Issues Discussed with Management**

No management letter was issued related to the audit of the General Obligation Bond Funded Capital Outlay Projects for the year ended June 30, 2011.

### **Major Issues Discussed with Management Prior to Retention**

No major issues were discussed with management prior to our recurring retention to perform the aforementioned audit.

### **Independence**

Vicenti Lloyd & Stutzman LLP is independent with respect to the District. Our quality control processes are established to ensure our continuing independence.

### **Other Matters**

In the prior year we communicated that there was not always representation on the committee from the seven constituencies required by Education Code Section 15282. We expressed support of the Board of Trustees and managements' efforts to maintain the committee as mandated. As of February 2011, all seven constituencies were represented.

It was also brought to our attention by a member of the Citizens' Bond Oversight Committee (CBOC) that some members are interested in becoming liaisons for the three colleges so that they can monitor facility construction activities more closely on the different colleges. This idea appears to have merit and may be worth further research and implementation.

Riverside Community College District  
October 13, 2011  
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**Closing**

We will be pleased to respond to any questions you have about the foregoing. If you would like any information or would like to discuss any of the matters raised, please do not hesitate to contact Renee Graves or Patricia Stover at (626) 857-7300. We appreciate the opportunity to continue to be of service to Riverside Community College District.

This letter is intended solely for the information and use of the Board of Trustees, Measure C Citizens' Bond Oversight Committee, management and others within the District and is not intended to be and should not be used by anyone other than these specified parties.

*Vicenti, Lloyd & Stutzman LLP*  
VICENTI, LLOYD & STUTZMAN LLP





## Agenda Item (VIII-E-2)

Meeting	12/13/2011 - Regular
Agenda Item	Committee - Resources (VIII-E-2)
Subject	2010-2011 Independent Audit Report for the Riverside Community College District Foundation
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees receive the Riverside Community College District Foundation's independent audit report for the year ended June 30, 2011 for the permanent file of the District.

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### Background Narrative:

See the attached background information relative to the 2010-2011 Independent Audit Report for the Riverside Community College District Foundation.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance  
Aaron Brown, Associate Vice Chancellor, Finance  
Bill Bogle, Controller

### Attachments:

[2010-2011 Independent Audit Report for the Riverside Community College District Foundation Background Information - December 13, 2011](#)

**2010-2011 Independent Audit Report  
For the Riverside Community College District Foundation  
December 13, 2011**

An independent audit of the Foundation's 2010-2011 financial statements was performed by Vavrinek, Trine, Day & Co., LLP Certified Public Accountants (VTD). A representative of the firm will be available to present the report. The Foundation's Board of Directors accepted the audit report on November 15, 2011. Results of the audit are summarized below.

Auditor's Opinion

The auditor has issued an unqualified opinion for the financial audit; an excerpt of which follows:

*Financial Audit* - "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Riverside Community College District Foundation as of June 30, 2011 and 2010, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America"

Audit Findings

There were no findings or questioned costs related to the audit for the year ended June 30, 2011.

Audit Adjustments to the Financial Statements

No audit adjustments were recommended.

Auditor's Required Communication - Audit Completion

In accordance with the Statement on Auditing Standards No. 115, at the conclusion of the audit engagement VTD is required to communicate information to the Board of Directors regarding their responsibility under United States Generally Accepted Auditing Standards. Attached for your information is the required communication issued by VTD.

Management Recommendations

There were two reported management recommendation for fiscal year 2010-2011 as shown in the attached letter.

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT FOUNDATION  
**(A California Nonprofit Corporation)**

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ANNUAL FINANCIAL REPORT

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JUNE 30, 2011 AND 2010

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
(A California Nonprofit Corporation)**

**JUNE 30, 2011 AND 2010**

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## INDEPENDENT AUDITORS' REPORT

The Board of Directors  
Riverside Community College District Foundation  
Riverside, California

We have audited the accompanying statements of financial position of Riverside Community College District Foundation (a California nonprofit corporation) as of June 30, 2011 and 2010, and the related statements of activities, cash flows, and functional expenses for the years then ended. These financial statements are the responsibility of Riverside Community College District Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Riverside Community College District Foundation as of June 30, 2011 and 2010, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 18, 2011, on our consideration of Riverside Community College District Foundation's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting and compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of net assets on pages 20 through 32 are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Vaurinek Irine Day & Co. LLP*

Rancho Cucamonga, California  
October 18, 2011

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**STATEMENTS OF FINANCIAL POSITION**  
**JUNE 30,**

	<u>2011</u>	<u>2010</u>
<b>ASSETS</b>		
Current Assets		
Cash and Cash Equivalents		
Unrestricted	\$ 636,646	\$ 4,821,413
Restricted	1,041,547	1,142,251
Accounts receivable	10,078	14,750
Receivable due from unrestricted funds	-	92,255
Unconditional promises to give, net of allowance	370,615	185,062
Total Current Assets	<u>2,058,886</u>	<u>6,255,731</u>
Noncurrent Assets		
Investments - restricted	3,763,282	3,481,432
Long-term unconditional promises to give, net of allowance	-	623,500
Total Noncurrent Assets	<u>3,763,282</u>	<u>4,104,932</u>
Total Assets	<u>\$ 5,822,168</u>	<u>\$ 10,360,663</u>
 <b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts payable	\$ 758,758	\$ 4,943,691
Borrowing from restricted funds	-	92,255
Total Current Liabilities	<u>758,758</u>	<u>5,035,946</u>
Long-Term Liabilities		
Long-term obligation to Riverside Community College District	-	794,735
Total Long-Term Liabilities	<u>-</u>	<u>794,735</u>
Total Liabilities	<u>758,758</u>	<u>5,830,681</u>
 <b>NET ASSETS</b>		
Unrestricted		
Undesignated	(85,255)	(901,131)
Board designated	16,287	14,141
Total Unrestricted	<u>(68,968)</u>	<u>(886,990)</u>
Temporarily restricted	1,360,704	2,243,501
Permanently restricted	3,771,674	3,173,471
Total Net Assets	<u>5,063,410</u>	<u>4,529,982</u>
Total Liabilities and Net Assets	<u>\$ 5,822,168</u>	<u>\$ 10,360,663</u>

See the accompanying notes to financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED JUNE 30,**

	2011			Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
<b>REVENUES</b>				
Donations	\$ 3,006	\$ 656,153	\$ 415,704	\$ 1,074,863
In-kind donations				
Donated assets	19,935	-	-	19,935
Donated material	21	-	-	21
Donated services	532,137	-	-	532,137
Forgiveness of debt income	889,800	-	-	889,800
Assets released from restriction	1,833,114	(1,607,255)	(225,859)	-
<b>Total Revenues</b>	<b>3,278,013</b>	<b>(951,102)</b>	<b>189,845</b>	<b>2,516,756</b>
<b>EXPENSES</b>				
Operating expenses	753,406	-	-	753,406
Program expenses	1,767,673	-	-	1,767,673
Fundraising expenses	34,047	-	-	34,047
<b>Total Expenses</b>	<b>2,555,126</b>	<b>-</b>	<b>-</b>	<b>2,555,126</b>
<b>OTHER INCOME (EXPENSE)</b>				
Realized gain on sale of investments	814	1,755	6,475	9,044
Unrealized gain on investments	42,332	91,247	336,774	470,353
Interest and dividends income	13,540	18,254	66,522	98,316
Interest expense	(5,915)	-	-	(5,915)
Transfers	44,364	(42,951)	(1,413)	-
<b>Total Other Income (Expense)</b>	<b>95,135</b>	<b>68,305</b>	<b>408,358</b>	<b>571,798</b>
<b>CHANGE IN NET ASSETS</b>	<b>818,022</b>	<b>(882,797)</b>	<b>598,203</b>	<b>533,428</b>
<b>NET ASSETS, BEGINNING OF YEAR</b>	<b>(886,990)</b>	<b>2,243,501</b>	<b>3,173,471</b>	<b>4,529,982</b>
<b>NET ASSETS, END OF YEAR</b>	<b>\$ (68,968)</b>	<b>\$ 1,360,704</b>	<b>\$ 3,771,674</b>	<b>\$ 5,063,410</b>

See the accompanying notes to financial statements.



2010			
Unrestricted	Temporarily Restricted	Permanently Restricted	Total
\$ 152,739	\$ 5,266,787	\$ 179,980	\$ 5,599,506
161,341	-	-	161,341
28,659	-	-	28,659
475,958	-	-	475,958
5,904,347	(5,959,981)	55,634	-
-	-	-	-
<u>6,723,044</u>	<u>(693,194)</u>	<u>235,614</u>	<u>6,265,464</u>
915,608	-	-	915,608
5,876,943	-	-	5,876,943
104,685	-	-	104,685
<u>6,897,236</u>	<u>-</u>	<u>-</u>	<u>6,897,236</u>
1,626	2,693	10,891	15,210
27,621	49,372	140,775	217,768
9,700	22,309	64,987	96,996
(7,979)	-	-	(7,979)
131,188	(149,278)	18,090	-
<u>162,156</u>	<u>(74,904)</u>	<u>234,743</u>	<u>321,995</u>
(12,036)	(768,098)	470,357	(309,777)
(874,954)	3,011,599	2,703,114	4,839,759
<u><u>\$ (886,990)</u></u>	<u><u>\$ 2,243,501</u></u>	<u><u>\$ 3,173,471</u></u>	<u><u>\$ 4,529,982</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

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

	<u>2011</u>	<u>2010</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Assets	\$ 533,428	\$ (309,777)
Adjustments to Reconcile Change in Net Assets to Net Cash Flows From Operating Activities		
Unrealized gain on investments	(470,353)	(217,768)
Contribution of restricted donations	(1,071,857)	(5,446,767)
Forgiveness of debt income	(889,800)	-
Changes in Assets and Liabilities		
(Increase)/Decrease in accounts receivable	4,672	(12,205)
Increase/(decrease) in unrestricted unconditional promises to give	11,721	22,622
Increase/(Decrease) in accounts payable	(4,184,933)	4,746,766
Net Cash Flows From Operating Activities	<u>(6,067,122)</u>	<u>(1,217,129)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of investments	(147,780)	(456,631)
Proceeds from sale of investments	105,826	1,100,624
Net Cash Flows From Investing Activities	<u>(41,954)</u>	<u>643,993</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Proceeds from issuance of debt	-	90,707
(Increase)/Decrease in long term unconditional promises to give	426,226	(322,893)
Increase in notes payable	-	437,185
Collections of restricted contributions	1,498,083	5,189,550
Net Cash Flows From Financing Activities	<u>1,924,309</u>	<u>5,394,549</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	<b>(4,184,767)</b>	<b>4,821,413</b>
<b>UNRESTRICTED CASH AND CASH EQUIVALENTS,</b> <b>BEGINNING OF YEAR</b>	<u>4,821,413</u>	<u>-</u>
<b>UNRESTRICTED CASH AND CASH EQUIVALENTS,</b> <b>END OF YEAR</b>	<u>\$ 636,646</u>	<u>\$ 4,821,413</u>
<b>REQUIRED DISCLOSURE</b>		
Interest paid	<u>\$ 5,915</u>	<u>\$ 7,979</u>

See the accompanying notes to financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**STATEMENTS OF FUNCTIONAL EXPENSES**  
**FOR THE YEARS ENDED JUNE 30,**

	2011			
	Operating	Program	Fundraising	Total
In-Kind Distributions				
Donated assets	\$ -	\$ 19,935	\$ -	\$ 19,935
Donated services	532,158	-	-	532,158
Support - Instructional and student programs	-	95,065	-	95,065
Scholarships	300	603,256	-	603,556
Printing	3,295	-	27,973	31,268
Allowance for uncollected pledges	31,773	-	-	31,773
Investment fees	27,417	5,134	-	32,551
Office supplies	3,204	-	42	3,246
Postage	365	-	-	365
Aquatics complex	-	1,042,163	-	1,042,163
Other services	154,894	2,120	6,032	163,046
<b>TOTAL EXPENSES</b>	<b>\$ 753,406</b>	<b>\$ 1,767,673</b>	<b>\$ 34,047</b>	<b>\$ 2,555,126</b>

See the accompanying notes to financial statements.

2010			
Operating	Program	Fundraising	Total
\$ -	\$ 161,341	\$ -	\$ 161,341
504,617	-	-	504,617
-	121,015	-	121,015
3,250	635,383	-	638,633
5,901	-	22,102	28,003
19,398	-	-	19,398
19,161	8,296	-	27,457
4,025	-	178	4,203
810	-	-	810
-	4,950,908	-	4,950,908
358,446	-	82,405	440,851
<u>\$ 915,608</u>	<u>\$ 5,876,943</u>	<u>\$ 104,685</u>	<u>\$ 6,897,236</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

***NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES***

**Organization and Nature of Activities**

The Riverside Community College District Foundation (the Foundation) was formed as a nonprofit corporation on October 21, 1975, to solicit funds, provide support for the programs and projects of the Riverside Community College District (the District), and to account for the issuance of scholarships to the students of the District. The Foundation also serves as a link between the District and the community.

**Basis of Accounting**

The financial statements of the Foundation have been prepared in accordance with accounting principles generally accepted in the United States of America (US GAAP) on the accrual basis of accounting. The statement of activities is a statement of financial activities related to the current reporting period. Using this method, revenues are recognized when earned, and expenses are recognized when incurred.

**Financial Statement Presentation**

The Foundation prepares its financial statements on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. The financial statements include the accounts maintained by and directly under the control of the Foundation.

The Foundation reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, the Foundation is required to present a statement of cash flows. The Foundation does not use fund accounting. Revenues and expenses are recorded when incurred in accordance with the accrual basis of accounting.

The Foundation and the District are financial interrelated organizations as defined by the Financial Accounting Standards Board (FASB), Accounting Standards Codification 958-20, and *Transfers of Assets to a Nonprofit or Charitable Trust that Holds Contributions for Others* (formerly FAS 136). The Foundation reflects contributions received for the benefit of the District as revenue in its financial statements. The expenses related to these contributions are accounted for under program and supporting services.

**Fair Value Measurements**

The fair value of equity and debt securities with readily determinable fair values approximates their respective quoted market prices. The fair value of investments in partnerships and real estate held as investments is estimated using private valuations of the securities or properties held. Because of the inherent uncertainty of valuation methods, those estimated values might differ significantly from those used had a market existed. All other financial instruments' fair values approximate their carrying amounts due to the short maturities of these instruments.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

**Public Support and Revenue**

The Foundation receives substantially all of its revenue from direct donations and pledges. Revenues are reported as increases in unrestricted net assets unless use of the related asset is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Realized gains/losses and unrealized gains/losses on investments and other assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law. Expiration of restrictions on net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) is reported as assets are released from restriction between the applicable classes of net assets.

Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions of assets, other than cash, are recorded at their estimated fair value at the time of the gift.

**Comparative Financial Information**

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

**Donated Assets, Service, and Facilities**

The Foundation records the value of donated assets, services, and facilities when there is an objective basis available to measure their value. Donated facilities are reflected as support in the accompanying statements at their estimated values at date of donation and fair market value of facilities for the year. Donated assets, if received for the benefit of the foundation, are capitalized at the stated donated value and depreciated in accordance with Foundation policies, unless they are passed through to the District. During 2011 and 2010, all donated assets have been passed through to the District. Donated services are reflected in the accompanying statements when the criteria for recognition have been met and are recorded at fair value.

**Use of Estimates**

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

**Income Taxes**

The Foundation is a charitable, not-for-profit, tax-exempt organization qualified under provisions of Section 501(c)(3) of the Internal Revenue Code and corresponding California provisions. Accordingly, no provision for income taxes has been provided in the financial statements. The Foundation has also been classified as an entity that is not a private foundation within the meaning of Section 509(a). The Foundation annually files information returns, Forms 990, 199, and RRF-1, with the appropriate agencies. There were no unrelated business activities during the years ended June 30, 2011 and 2010.

**Cash Equivalents for Statements of Cash Flows**

For purposes of the statements of cash flows, the Foundation considers all highly liquid unrestricted investments available for current use purchased with an initial maturity of three months or less to be cash equivalents.

**Pledges Receivable**

Contributions are recognized when the donor makes a promise to give to the Foundation that is, in substance, unconditional. Donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

The Foundation uses the allowance method to determine uncollectible unconditional promises receivable. The allowance is based on prior years' experience and management's analysis of specific promises made. Management has determined the amount of allowance for uncollectible promises to give at June 30, 2011 and 2010, to be \$12,929 and \$19,398, respectively.

**Functional Allocation of Expenses**

The costs of providing various programs and activities have been summarized on a functional basis. Accordingly, based upon management's estimates, certain costs have been allocated among the programs, support services, and fundraising activities.

**NOTE 2 - CONCENTRATION OF RISK**

Cash accounts maintained by the Foundation are insured up to \$250,000 by the Federal Deposit Insurance Corporation. Additionally, the Foundation deposits are covered under the collateralization of governmental funds agreement which provides for collateralization of deposits with eligible securities at a rate of 110 percent of the deposit on hand. As of June 30, 2011, the balances held in financial institutions of \$1,371,209 were not fully insured, but were collateralized with securities held by the financial institution, but not in the Foundation's name. Management reviews the balances and the financial condition of these financial institutions on a periodic basis.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011 AND 2010**

**NOTE 3 - RESTRICTIONS ON NET ASSETS**

Permanently restricted net assets are gifts of cash and securities restricted by donors in ways that permit only the earnings to be used for specific programs, scholarships, and general operations of the Foundation. As restrictions on the net assets expire, due to time passing and earnings becoming available for expenditure, the funds are released to either temporarily restricted net assets or unrestricted net assets as applicable. Permanently restricted net assets consist of endowments to be held in perpetuity, the income is expendable for the donor's stated purpose.

Temporarily restricted net assets have donor-imposed restrictions that permit the Foundation to use up or expend the donated assets as specified and are satisfied either by the passage of time or by actions of the Foundation. As the restrictions expire and become available for expenditure, the funds are released to unrestricted net assets.

A description of the permanently and temporarily restricted net asset activity is included in the supplementary information to this report.

**NOTE 4 - UNCONDITIONAL PROMISES TO GIVE**

Unconditional promises to give at June 30, 2011 and 2010, consists of pledges and are due within the following schedule:

	2011	2010
Unconditional promises to give	\$ 383,544	\$ 827,960
Less: Allowance for uncollectible promises to give	(12,929)	(19,398)
Total	<u>\$ 370,615</u>	<u>\$ 808,562</u>
	2011	2010
Due within 1 year	\$ 383,544	\$ 185,062
Due within 1 to 5 years	-	642,898
Less: Allowance for uncollectible promises to give	(12,929)	(19,398)
Total	<u>\$ 370,615</u>	<u>\$ 808,562</u>
Allowance for Uncollectible Promises to Give	2011	2010
Beginning Balance	\$ 19,398	\$ 25,561
Additions	48,356	-
Deletions	(48,355)	(5,619)
Write-offs	(6,470)	(544)
Ending Balance	<u>\$ 12,929</u>	<u>\$ 19,398</u>



**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
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**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

**NOTE 5 - INVESTMENTS**

Investments are presented at fair value in the financial statements and are composed of the following at June 30, 2011:

	Adjusted Cost	Fair Market Value	Unrealized Gain
Equity	\$ 1,638,310	\$ 2,075,813	\$ 437,503
Corporate bonds	661,357	689,645	28,288
Government bonds	630,599	635,161	4,562
Interest in the California Community Colleges Scholarship Osher Endowment Fund	362,663	362,663	-
	<u>\$ 3,292,929</u>	<u>\$ 3,763,282</u>	<u>\$ 470,353</u>

Investments are presented at fair value in the financial statements and are composed of the following at June 30, 2010:

	Adjusted Cost	Fair Market Value	Unrealized Gain
Equity	\$ 1,492,770	\$ 1,630,229	\$ 137,459
Corporate bonds	588,639	651,799	63,160
Government bonds	979,588	996,737	17,149
Interest in the California Community Colleges Scholarship Osher Endowment Fund	202,667	202,667	-
	<u>\$ 3,263,664</u>	<u>\$ 3,481,432</u>	<u>\$ 217,768</u>

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended June 30, 2011:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Interest and dividends	\$ 13,540	\$ 18,254	\$ 66,522	\$ 98,316
Net realized and unrealized gains	43,146	93,002	343,249	479,397
	<u>\$ 56,686</u>	<u>\$ 111,256</u>	<u>\$ 409,771</u>	<u>\$ 577,713</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011 AND 2010**

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended June 30, 2010:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Interest and dividends	\$ 9,700	\$ 22,309	\$ 64,987	\$ 96,996
Net realized and unrealized gains	29,247	52,065	151,666	232,978
	<u>\$ 38,947</u>	<u>\$ 74,374</u>	<u>\$ 216,653</u>	<u>\$ 329,974</u>

**Market Value of Financial Assets and Liabilities**

The Foundation determines the fair market values of certain financial instruments based on the fair value hierarchy established in Statement of Financial Accounting Standards, *Fair Value Measurements*, which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value.

The following provides a summary of the hierarchical levels used to measure fair value:

Level 1 - Quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date. Level 1 asset and liabilities may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities. Level 2 assets and liabilities may include debt securities with quoted prices that are traded less frequently than exchange-traded instruments and other instruments whose value is determined using a pricing model with inputs that are observable in the market or can be derived principally from or corroborated by observable market data. This category generally includes U.S. Government and agency mortgage-backed debt securities, corporate debt securities, derivative contracts, residential mortgage, and loans held-for-sale.

Level 3 - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities. Level 3 assets and liabilities include financial instruments whose value is determined using pricing models, discounted cash flow methodologies, or similar techniques, as well as instruments for which the determination of fair value requires significant management judgment or estimation. This category generally includes certain private equity investments, where independent pricing information was not able to be obtained for a significant portion of the underlying assets.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011 AND 2010**

The table below presents the balance of assets measured at fair value for 2011. There were no liabilities outstanding and measured at fair value as of June 30, 2011.

Description of Assets	Carrying Value at			
	June 30, 2011	Level 1	Level 2	Level 3
Investments - Bonds	\$ 1,324,806	\$ 616,637	\$ 708,169	\$ -
Investments - Equity	2,075,813	1,064,132	1,011,681	-
Interest in the California Community Colleges Scholarship Osher Endowment Fund	362,663	-	-	362,663
Unconditional promises to give	370,615	-	-	370,615
<b>Total Assets</b>	<b>\$ 4,133,897</b>	<b>\$ 1,680,769</b>	<b>\$ 1,719,850</b>	<b>\$ 733,278</b>

The following table presents changes in the Foundation's assets and liabilities measured at fair value on a recurring basis for the year ending June 30, 2011:

Assets	
Level 1 Assets	
Balance, beginning of year	\$ 1,395,965
Net additions	18,890
Net realized and unrealized gains	265,914
Balance, end of year	<u>\$ 1,680,769</u>
Level 2 Assets	
Balance, beginning of year	\$ 1,882,800
Net deletions	(474,749)
Interest and dividends	98,316
Net realized and unrealized gains	213,483
Balance, end of year	<u>\$ 1,719,850</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011 AND 2010**

<u>Assets</u>		
Level 3 Assets		
Balance, beginning of year		\$ 1,011,229
Additions		159,996
Allowance for uncollectible pledges		(12,929)
Deletions		(425,018)
Balance, end of year		<u>\$ 733,278</u>
<u>Liabilities</u>		
Balance, beginning of year		\$ 794,735
Additions		95,065
Deletions		(889,800)
Balance, end of year		<u>\$ -</u>

The table below presents the balance of assets and liabilities measured at fair value for 2010.

<u>Description of Assets</u>	Carrying Value at			
	June 30, 2010	Level 1	Level 2	Level 3
Investments - Bonds	\$ 1,648,536	\$ 563,064	\$ 1,085,472	\$ -
Investments - Equity	1,630,229	832,901	797,328	-
Interest in the California Community Colleges Scholarship Osher Endowment Fund	202,667	-	-	202,667
Unconditional promises to give	808,562	-	-	808,562
Total Assets	<u>\$ 4,289,994</u>	<u>\$ 1,395,965</u>	<u>\$ 1,882,800</u>	<u>\$ 1,011,229</u>

<u>Description of Liability</u>	Carrying Value at			
	June 30, 2010	Level 1	Level 2	Level 3
Obligation to Riverside Community College District	<u>\$ 794,735</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 794,735</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011 AND 2010**

The following table presents changes in the Foundation's Level 3 assets and liabilities measured at fair value on a recurring basis for the year ending June 30, 2010:

Assets	Assets
Level 3 Assets	
Balance, Beginning of Year	\$ 565,669
Additions	5,241,500
Allowance for uncollectible pledges	(19,398)
Deletions	(4,776,542)
Balance, End of Year	\$ 1,011,229
Liabilities	Liability
Balance, Beginning of Year	\$ 704,028
Additions	90,707
Balance, End of Year	\$ 794,735

**NOTE 6 - ACCOUNTS PAYABLE**

Accounts payable for the Foundation consisted of the following:

	2011	2010
Payables to District for the Aquatics Complex	\$ -	\$ 4,831,506
Payable to District for program expenses	606,027	108,030
Vendor payables	152,731	4,155
Total	\$ 758,758	\$ 4,943,691

**NOTE 7 - FORGIVENESS OF DEBT**

In 2011, the Foundation received notice of the forgiveness in full of \$889,800 in long term debt outstanding with Riverside Community College District, which covered costs associated with the major gifts campaign. The Foundation has no future obligation related to this debt. Forgiveness of debt income is included within the Statement of Activities as unrestricted revenue of \$889,800.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

***NOTE 8 - RELATED PARTY TRANSACTIONS***

The Foundation provides various levels of monetary support and service to the District. The transactions are recorded within the financial statements as instructional and student programs and scholarship expense. The Foundation has contributed \$95,065 and \$282,356 to the District for student programs for the years ended June 30, 2011 and 2010, respectively. The Foundation has contributed \$603,256 and \$635,383 to the District for student scholarships for the years ended June 30, 2011 and 2010, respectively. Additionally, the Foundation provided a total of \$5,993,071 from donations received to the District for construction of the Aquatics Complex during the 2011 and 2010 years.

The District provides office space and other support to the Foundation. The Foundation office is currently housed in a building, which is owned by the District, and is jointly used by both the District and the Foundation. The Foundation leases the property at a cost of \$1.00 per year. This agreement expires November 30, 2018.

The Foundation received contributed employee services, other professional services, and materials valued at \$532,158 and \$504,617 from the District for the years ended June 30, 2011 and 2010, respectively.

***NOTE 9 - COMMITMENTS***

The Foundation is the fiscal agent for a scholarship component of a District Gear-Up Grant through the Department of Education. As of June 30, 2011, the Foundation has received a total of \$1,293,212 for years one through five of the five-year grant. At June 30, 2011, the funds, including interest income less a small amount expended for investment management fees, are included in the Foundation's temporarily restricted scholarship funds and total \$420,123. The Foundation began distributing the funds in the summer of 2007. During the year ended June 30, 2011, the Foundation has expended \$274,888 in scholarships and expenses related to the program.

***NOTE 10 - TRANSFERS BETWEEN FUNDS***

During the year ended June 30, 2011, management reviewed donor instructions and determined donations in the amount of \$69,572 have been classified as permanently restricted when the donor's intent was to have the funds be temporarily restricted.

***NOTE 11 - DEFICIT NET ASSETS***

The unrestricted fund of the Foundation has incurred operating deficits in past years that created a net deficit ending balance. Management has increased unrestricted fundraising efforts and has reduced operating costs to correct this deficit. During the years ended June 30, 2011 and 2010, the unrestricted fund noted deficit ending balances of (\$68,968) and (\$886,990), respectively. The Board is in the process of seeking unrestricted resources to bring the operating fund to a positive position.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011 AND 2010**

***NOTE 12 - BEQUESTS***

The Foundation received notification of a bequest which is considered to be a special kind of pledge. The bequest received generally requires compliance with terms and conditions specified in the agreement and is not collectible until the death of the donor. During the year ended June 30, 2009, the Foundation received a bequest which the donor bequeathed a life insurance policy to the Foundation which has a value of \$560,000. Under this agreement, the Foundation will pay premiums for the policy and is entitled to reimbursement by the donor. As this donation is conditional based on the terms of the bequest, it has not been recognized in the financial statements.

***NOTE 13 - SUBSEQUENT EVENTS***

The Foundation's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through October 18, 2011, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The Board of Directors  
Riverside Community College District Foundation  
Riverside, California

We have audited the financial statements of Riverside Community College District Foundation for the years ended June 30, 2011 and 2010, and have issued our report thereon dated October 18, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

The management of Riverside Community College District Foundation is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Riverside Community College District Foundation's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Riverside Community College District Foundation's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Riverside Community College District Foundation's internal control over financial reporting.

A *deficiency* in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

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



## Compliance and Other Matters

As part of obtaining reasonable assurance about whether Riverside Community College District Foundation's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of Riverside Community College District Foundation in a separate letter dated October 18, 2011.

This report is intended solely for the information and use of the Board of Directors, Audit Committee, Management, others within Riverside Community College District Foundation, and Federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

*Maureen Irene Day, C.U.P.*

Rancho Cucamonga, California  
October 18, 2011

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**Supplementary Information**

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**SCHEDULE OF UNRESTRICTED NET ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2011**

	Balance July 1, 2010	Additions/ Transfers	Expenditures/ Transfers	Balance June 30, 2011
<b>Unrestricted</b>				
Undesignated	\$ 244,469	\$ 95,695	\$ (74,554)	\$ 265,610
Major Gifts Campaign	(1,145,600)	889,800	(95,065)	(350,865)
Total Unrestricted - Undesignated	<u>(901,131)</u>	<u>985,495</u>	<u>(169,619)</u>	<u>(85,255)</u>
<b>Unrestricted - Board Designated</b>				
Powell, Berkeley Douglas Endowment	14,141	2,446	(300)	16,287
<b>Total Unrestricted</b>	<u>\$ (886,990)</u>	<u>\$ 987,941</u>	<u>\$ (169,919)</u>	<u>\$ (68,968)</u>

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
(A California Nonprofit Corporation)**

**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2011**

	Balance July 1, 2010	Additions/ Transfers	Expenditures/ Transfers	Balance June 30, 2011
<b>TEMPORARILY RESTRICTED PROGRAMS</b>				
Allied Health	\$ 95,000	\$ -	\$ -	\$ 95,000
Alumni House Bricks	(14,145)	600	13,545	-
Alumni House Library	14,559	-	(14,559)	-
Avd Technology Center Norco	10,631	-	-	10,631
Alumni House Program	65,746	19,110	(6,190)	78,666
Art Gallery	534	-	-	534
Annual Recognition Event	1,000	18,600	(13,263)	6,337
Airey, Wilfred J. Library Fund	237	-	-	237
Associates	9,713	2,969	(2,740)	9,942
Arbor Fund	5,750	5,000	-	10,750
African American Heritage Fund	4,901	-	29	4,930
Art Department Supply Fund	1,190	-	10	1,200
Aquatics Complex	542,699	96,679	(610,814)	28,564
Athletics Department	16,151	2,714	(2,235)	16,630
Baseball Program Fund	200	-	-	200
Best Technician Academy	347	-	-	347
Campus Account-Moreno Valley	4,040	200	-	4,240
Basic Skills & Readiness-Riv	3,158	130	(589)	2,699
Basic Skills & Readiness-Norco	558	-	-	558
Basic Skills & Readiness-MV	1,878	-	15	1,893
Center for Primary Educ La Sierra	1,990	-	(190)	1,800
Carpenter Foundation Grant	-	35,500	(10,500)	25,000
CAP Program	-	713	(5)	708
Chancellor Retirement	4,002	-	-	4,002
Chemistry Department Equipment	428	-	5	433
Chemistry Inst. Improv. (Bond)	306	-	-	306
College Safety & Police	98	-	-	98
Community Events	132	-	(132)	-
Construction Technology	2,000	-	-	2,000
DSP&S	209	250	-	459
Dental Assisting Program	427	-	-	427
Dental Hygiene Program	187	17,254	(18,134)	(693)
Dental Hygiene for Low-Income	20,000	25,000	(20,000)	25,000
Early Childhood Studies	6,669	258	-	6,927
Early Childhood Studies-Mo Val	369	536	(90)	815
EMS Program	2,427	-	-	2,427

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS, CONTINUED**  
**FOR THE YEAR ENDED JUNE 30, 2011**

	Balance July 1, 2010	Additions/ Transfers	Expenditures/ Transfers	Balance June 30, 2011
Faculty Association Riverside	\$ 8,849	\$ -	\$ -	\$ 8,849
Faculty Association Norco	1,249	-	-	1,249
Faculty Development - MV	1,484	-	15	1,499
Faculty Association Moreno Valley	1,666	-	-	1,666
Ford Asset	96	-	(96)	-
Forensics Program	53,141	20,493	(12,725)	60,909
Foundation Restricted	255	-	(255)	-
Friends of Dental Hygiene	-	5,925	(861)	5,064
Guthrie Insurance Policy Gift	41,117	-	(5,507)	35,610
Handicapped Students	1,164	-	-	1,164
Instructional Media Services	79	-	-	79
International Students Program	250	-	-	250
Journalism Department	1,635	-	-	1,635
Library Acquisition	8,521	10	30	8,561
Library, MV	153	-	-	153
Loma Linda Toy Project	283	-	-	283
McGaugh Building Fund	8,850	-	-	8,850
Machine Shop	604	-	-	604
Manufacturing - Norco College	1,900	-	-	1,900
Men's Tennis Program (Riv)	2,537	-	30	2,567
Model United Nations	-	1,140	(59)	1,081
Moreno Valley College Lap Top	-	21,067	(21,067)	-
Moreno Valley Outreach	60	-	(60)	-
Music Department	4,328	750	(410)	4,668
Musical Theater Conservatory	100	-	-	100
Moreno Valley College Grounds Beautification	1,934	1	16	1,951
Moreno Valley Music Dept	550	-	-	550
New Nursing Prep Program-MV	766	-	6	772
Norco Children's Playground	154	-	-	154
Norco ECS Fund	792	-	-	792
Norco College Fund	3,912	983	50	4,945
Norco Student Success	380	-	-	380
Norco Choir Fund	-	500	-	500
Off-Broadway	509	-	-	509
Okubo, Mine Memorial Fund	4,379	20	-	4,399
Passport Plus	260	-	-	260

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS, CONTINUED**  
**FOR THE YEAR ENDED JUNE 30, 2011**

	Balance July 1, 2010	Additions/ Transfers	Expenditures/ Transfers	Balance June 30, 2011
Performance Riverside City Arts Grant	\$ -	\$ 27,250	\$ (27,000)	\$ 250
Performance Riverside	40,768	122,703	(164,002)	(531)
Performance Riverside City Sponsorship	1	7,000	(6,202)	799
Physician Assistant Program	1,272	-	-	1,272
Performance Riverside Bank of America Grant	8,398	645	(9,043)	-
Planetarium Development	934	-	-	934
RCC President's Fund for Excellence	149	4,560	(485)	4,224
Professional Auto Tech Center	1,110	96	10	1,216
Public Safety & Homeland Security	1,827	-	-	1,827
Puente Alumni Fund	915	-	(250)	665
RCC Tailgates	-	16,000	(16,000)	-
Retiree Luncheon	175	-	-	175
Ribbon Cutting - Aquatics Complex	22,500	8,759	(31,259)	-
Riverside City College Fund	-	833	-	833
Riverside Master Chorale Guild	1,495	200	-	1,695
Riverside Public Art Fund	2,533	-	-	2,533
RSA Rotella Fund	5,245	-	-	5,245
School of Nursing	12,736	215	47	12,998
Showcase Singers	200	(175)	-	25
Starting Blocks Aquatic Project	-	21,988	(10,282)	11,706
Stover Fund For Music & Arts	555	100	-	655
Teacher Preparation Program	1,320	250	-	1,570
Theatre Department	135	-	-	135
Toyota T-Ten	3,097	-	-	3,097
Toyota T-Ten Books	2,999	-	-	2,999
Toyota T-Ten Regionals	518	-	-	518
Veteran's Fund	2,731	2,838	(2,322)	3,247
Wells Fargo Grant	7,270	-	-	7,270
Young at Heart	163	25,000	(24,484)	679
<b>Total Temporarily Restricted Programs</b>	<b>\$ 1,074,394</b>	<b>\$ 514,664</b>	<b>\$ (1,018,002)</b>	<b>\$ 571,056</b>

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS, CONTINUED**  
**FOR THE YEAR ENDED JUNE 30, 2011**

	Balance July 1, 2010	Additions/ Transfers	Expenditures/ Transfers	Balance June 30, 2011
<b>TEMPORARILY RESTRICTED SCHOLARSHIPS</b>				
Baxter, Agatha J. Memorial Scholarship	\$ -	\$ 12,544	\$ (12,500)	\$ 44
Aiko, Dora Katano Scholarship	-	300	(150)	150
Air Force Assoc Scholarship	1,700	1,000	(1,000)	1,700
Allied Health Scholarship	200	-	-	200
Alpha Delta Kappa Iota Chapter Scholarship	5,721	1,140	(1,000)	5,861
American Legion Scholarship	190	250	(200)	240
Applied Technology Scholarship	2,997	-	(300)	2,697
Art Club Scholarship	-	300	(300)	-
Anderberg Nursing Scholarship	2,956	1,261	(975)	3,242
Armstrong, Devonne Music Scholarship	950	50	(1,000)	-
Baum, Drs Bradley & Carla Lidner	1,000	-	-	1,000
Bigbee, Elizabeth Scholarship	25	-	(25)	-
Brodie James Smith Memorial Scholarship	6,475	1,044	(150)	7,369
Belote, Roberta Memorial Scholarship	927	10	(485)	452
Business Office Scholarship	1,935	570	(318)	2,187
Blaker, Bill Memorial Scholarship	1,220	-	-	1,220
Best, Patricia Leigh Scholarship	100	100	-	200
Boyd, Allan Memorial Scholarship	-	738	(500)	238
Catholic Charities Scholarship	2,850	1,500	(2,500)	1,850
Courbat, Thomas Citizen Activist Scholarship	1,450	950	(1,000)	1,400
Communication Dept Scholarship-Norco	1,653	30	16	1,699
Cancer Federation Award Scholarship	488	238	(250)	476
Carnes, Carl & Margaret Scholarship	250	-	-	250
Carranza, Rosalie Memorial Scholarship	530	190	(198)	522
Clark, Christopher A. Scholarship	250	-	-	250
Thomas/Vallejo Family Scholarship	3,658	25	(1,343)	2,340
Clarke, Megan E Memorial Scholarship	3,266	-	(500)	2,766
College for Kids Scholarship	3,580	370	-	3,950
Community Foundation Scholarship	14,823	37,731	(41,130)	11,424
Community Foundation Designated Scholarship	4,000	5,000	(4,500)	4,500
Community Foundation Edna Bailey Lockhart	1,456	-	(1,456)	-
Creative Writing Scholarship	4,695	300	(418)	4,577
Cunnison, Dale Memorial Scholarship	-	250	-	250
Cutter, Albert B. Memorial Scholarship	-	1,800	(1,800)	-
Deutsch, Oskar Memorial Nursing	-	250	(250)	-
Dance Department Scholarship	4,694	850	(425)	5,119
Dassow Memorial Scholarship	86	250	-	336
Dance-Dorella Anderson Scholarship	750	-	-	750

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
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**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS, CONTINUED**  
**FOR THE YEAR ENDED JUNE 30, 2011**

	Balance July 1, 2010	Additions/ Transfers	Expenditures/ Transfers	Balance June 30, 2011
Chasteen, Darrell Memorial Scholarship	\$ 276	\$ 674	\$ -	\$ 950
Dieguez, Alcira Memorial Scholarship	996	-	(246)	750
DLLRC Scholarship	488	387	(375)	500
Dyer, Bob Memorial Scholarship	1,575	-	-	1,575
Ehret, Dr. Charles F. Memorial Scholarship	2,855	115	(491)	2,479
Ellis, Robert Memorial Scholarship	50	-	(50)	-
EOPS Scholarship Fund	1,250	-	-	1,250
Eslamidoust, Pouran Memorial Scholarship	295	-	-	295
Exchange Club Scholarship	3,375	2,375	(2,500)	3,250
Faculty Memorial Scholarship	13,599	1,273	446	15,318
Farmer, William M.(Max) Memorial Scholarship	485	-	(300)	185
Foreman Scholarship	900	1,045	(1,000)	945
Gateway to College	11,266	-	(7,586)	3,680
Gear-Up Scholarship	691,199	3,812	(274,888)	420,123
Excellence Through Opportunity Scholarship	-	250	(250)	-
Gonzalez, Jesse Memorial Scholarship	190	250	(250)	190
Gospel Singers Scholarship	555	-	(250)	305
Grant, David Memorial Scholarship	549	-	(95)	454
Griffin Communities Const. Mgmt. Program	4,793	-	(4,793)	-
Guzman, Manuel F. Memorial Scholarship	1,350	-	(400)	950
History Dept Scholarship	231	2,500	(310)	2,421
Hispanic Educators Scholarship	285	-	-	285
History Day Scholarship	86	-	15	101
Honore, Annie and Raymond Scholarship	950	1,000	(1,000)	950
International Student Scholarship	553	-	-	553
Jackson, Henry Welding Scholarship	1,645	-	(440)	1,205
Jacobs, Doug Memorial Scholarship	1,512	130	(398)	1,244
Kaiser Hospital Volunteer Scholarship	450	550	(500)	500
Kinser, William M. Nursing Scholarship	7,671	1,017	(490)	8,198
Kirkpatrick, Jeanne N. Nursing Scholarship	545	-	(250)	295
Latino Network Leadership Institute Scholarship	-	300	(300)	-
Locke, Owen Memorial Scholarship	133,756	-	(73,020)	60,736
Logistics Scholarship - APICS	475	475	-	950
Maguire Family Scholarship	895	-	(70)	825
Curtin, Mary Scholarship	22,865	445	(22,000)	1,310

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
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**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS, CONTINUED  
FOR THE YEAR ENDED JUNE 30, 2011**

	Balance July 1, 2010	Additions/ Transfers	Expenditures/ Transfers	Balance June 30, 2011
Mason, Irene Re-Entry Scholarship	\$ -	\$ 300	\$ -	\$ 300
Medrano, Martin J. Memorial Scholarship	997	600	(748)	849
Mehegan, Dr. James Memorial Scholarship	4,143	1,263	(293)	5,113
Molly Adams Memorial Scholarship - Community Foundation	1	-	-	1
Mosaic Scholars Foster Youth Scholarship	475	-	(200)	275
Moors, Susen Study Abroad Scholarship	2,079	-	15	2,094
Moreno Valley Middle College High School Program	290	-	-	290
Music Dept Faculty Scholarship	1,138	-	(400)	738
Moreno Valley Math/Science Scholarship	5,277	20	(176)	5,121
Nightingales, Memorial Scholarship	760	800	(800)	760
Norco College Creative Writing Scholarship	360	260	-	620
Norco College Student Book Scholarship	3,800	-	-	3,800
Norco College Math Tutor Scholarship	1,450	-	(1,000)	450
Nursing Leadership Scholarship	1,388	175	(450)	1,113
Ogata-Sarafian Family Memorial Scholarship	95	100	(100)	95
Oksman, Dr. Linda Cosmetology	150	50	-	200
OSHER Fund	6,500	40,506	(38,000)	9,006
Pardee, Dr. Ron Scholarship	975	-	(500)	475
Panhellenic Association Scholarship	575	475	(500)	550
Parker, Chrystine Memorial Scholarship	2,647	100	(100)	2,647
Pauley, Blaga S. Memorial Scholarship	4,281	150	19	4,450
Perkic, Alex Memorial Telecom Scholarship	2,767	-	(500)	2,267
Pond, Lena T. Scholarship - Community Foundation	4	11,363	(11,105)	262
Pepsi Bottling Group Scholarship	675	750	(750)	675
Quin Piano Scholarship	730	100	(700)	130
RCCD Management Association Scholarship - Riverside	-	300	-	300
RCCD Management Association Scholarship - Norco	450	300	-	750
RCCD Management Association Scholarship - Moreno Valley	950	300	(262)	988
Reyes, Nick and Lucy Memorial Scholarship	285	415	(150)	550

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
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**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS, CONTINUED**  
**FOR THE YEAR ENDED JUNE 30, 2011**

	Balance July 1, 2010	Additions/ Transfers	Expenditures/ Transfers	Balance June 30, 2011
Moreno Valley College Student Services	\$ 4,632	\$ 105	\$ (998)	\$ 3,739
Renaissance Scholars - Moreno Valley	981	(5)	(240)	736
Rickson, Roger Memorial Scholarship	2,804	15,637	(14,114)	4,327
Richards, Regina Education Scholarship	950	950	(1,000)	900
Riverside Community Hospital Auxiliary Nursing Scholarship	-	1,500	(1,500)	-
Riverside School for the Arts	16,461	4,000	(11,600)	8,861
Riverside Scholars Scholarship--Community Foundation	35,700	15,000	(16,500)	34,200
Riverside Women's Club Scholarship	-	2,000	(2,000)	-
Roby, Paul Memorial Nursing Scholarship	1,250	488	(500)	1,238
Rotary Club of Magnolia Center Scholarship	-	1,500	(1,500)	-
Riverside Woman's Club Dental Hygiene Scholarship	475	500	(500)	475
Rotary Club of Norco Scholarship	1,395	500	(1,000)	895
Ruiz, Shawn Marie Memorial CIS Scholarship	4,170	(500)	(445)	3,225
Russell, Hazel M. Hawkins Scholarship	372	-	-	372
Ryan Memorial Scholarship	2,580	625	(300)	2,905
Scileppi, Professor Patricia Interpersonal Communication Scholarship	3,065	-	-	3,065
Schmitt, Chuck Memorial Scholarship	138	-	-	138
Smith, V.C. "Smitty" Memorial Scholarship	350	-	-	350
So Cal Restaurant Writers Scholarship	246	1,550	(750)	1,046
Spoto, Luciana Memorial Scholarship	428	100	(200)	328
Spencer, Mary Jo Memorial Scholarship	100	100	-	200
Stalder, Cecil Scholarship	1,225	500	(500)	1,225
Stalder, Evelyn RN Scholarship	475	500	(500)	475
Strickland, Dean E. Memorial Scholarship	6,638	-	(250)	6,388
Student Financial Aid Scholarship	239	-	-	239
Student Equity Scholarship	15,134	850	(395)	15,589
Slocum, Grace D. Nursing Scholarship	950	1,050	(1,000)	1,000
Semonella Scholarship	-	3,415	(3,415)	-
Student Insurance Agency	150	-	-	150
Stone-Miller Family Nursing Scholarship	-	1,000	-	1,000
Taylor, Gary & Patty Education Scholarship	1,475	-	(488)	987
Taylor, Patricia Shelton Scholarship	-	950	-	950

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
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**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS, CONTINUED  
FOR THE YEAR ENDED JUNE 30, 2011**

	Balance July 1, 2010	Additions/ Transfers	Expenditures/ Transfers	Balance June 30, 2011
Textbook Assistance	\$ 2,021	\$ -	\$ -	\$ 2,021
Thompson, Wilson Memorial Scholarship	1,450	50	(1,500)	-
Tworek, Dr R K President Scholarship	-	-	-	-
Norco College Faculty Scholarship	47	280	(250)	77
Vargas, Gina Memorial Scholarship	12,091	2,040	(235)	13,896
Veteran's - Dale Adams Scholarship	1,425	3,425	(500)	4,350
Veltum, Ann Memorial Scholarship	1,482	-	-	1,482
Victor, Lucille Book Fund	10,800	-	-	10,800
Vocational Nursing Scholarship/Loan	-	2,345	-	2,345
Villareal, Sandra Bravo Memorial Scholarship	-	925	(19)	906
Vocational/Occupational Scholarship	123	-	-	123
Voiture 394 Scholarship	2,500	2,375	(2,500)	2,375
Wills, Riley Memorial Scholarship	-	500	-	500
Wilds, Dr Dennis & Leilani Scholarship	-	500	(500)	-
Williamson, Afton Memorial Scholarship	5,892	-	-	5,892
Wright Family Scholarship	915	675	(200)	1,390
Zimmer, Don Memorial Scholarship	1,306	388	(706)	988
Zimmerman Family Scholarship	600	-	-	600
<b>Total Temporarily Restricted Scholarships</b>	<b>1,169,117</b>	<b>209,784</b>	<b>(589,253)</b>	<b>789,648</b>
<b>GRAND TOTAL TEMPORARILY RESTRICTED NET ASSETS</b>	<b>\$ 2,243,511</b>	<b>\$ 724,448</b>	<b>\$ (1,607,255)</b>	<b>\$ 1,360,704</b>

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**SCHEDULE OF PERMANENTLY RESTRICTED NET ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2011**

	Balance July 1, 2010	Additions/ Transfers*	Losses/ Transfers*	Balance June 30, 2011
Angimson, Sharon Evans Nursing Endowed	\$ 14,518	\$ 2,525	\$ (2,235)	\$ 14,808
Blakely, Marjorie C. Memorial Endowed	9,569	1,722	(191)	11,100
Brown, Bartholomew Memorial Endowed	14,212	2,510	(598)	16,124
Bushman, Fran Memorial Endowed Scholarship	15,867	2,803	(817)	17,853
Coudures, John M. Health Sciences Endowed Scholarship	49,172	8,639	(2,983)	54,828
Coudures, John M. Health Sciences Endow - OSHER	54,938	62	-	55,000
Colucci, Dr. Marie Endowed Nursing Scholarship - OSHER	2,550	23,031	(11,084)	14,497
Day, Betty Endowed Scholarship	27,492	4,872	(1,075)	31,289
Distribution Mgmt Assoc of So Cal Endowed	24,970	4,441	(749)	28,662
Distribution Management Association - OSHER	23,868	3,132	-	27,000
Fuentes/Osher-Science & Technology	-	13,988	(655)	13,333
Doss, F.M. Memorial Endowed - OSHER Scholarship	12,011	1,489	-	13,500
Fuentes/OSHER-Special Needs	-	13,988	(655)	13,333
Hawkins-Newstead Endowed Scholarship	100,625	17,886	(3,506)	115,005
Hayashi, Norio Endowed Scholarship	11,071	1,924	(511)	12,484
Hockett, Bruce Memorial Directors Choice Award	12,730	2,291	(255)	14,766
Hord, Roy Athletic Endowed Scholarship	16,155	2,839	(860)	18,134
Hunt, Debby R.N. Endowed Nursing Scholarship	23,107	4,397	(731)	26,773
Information Services Endowed Scholarship	20,158	4,118	(1,000)	23,276
Jaeger, Edmund Endowment	14,573	2,515	(891)	16,197
Kincell, Dorothy - Foreign Language Endowment	27,092	4,742	(1,263)	30,571
Kincell, Dorothy - Spanish Endowment	26,413	4,626	(1,264)	29,775
Knox, Harley Endowed Scholarship	103,409	18,645	(29,065)	92,989
Beal Anderson, Lorraine Endowed Music Scholarship - OSHER	-	13,333	-	13,333
Arlington/Riverside Gakuen Endowment	11,854	2,101	(319)	13,636
ASRCC Endowment	192,683	34,744	(1,927)	225,500
Associates Endowment	49,541	9,635	(2,495)	56,681
Barron, Paul Memorial Endowment	27,226	4,803	(1,272)	30,757
Bates, Cheri Jo Endowment	11,634	2,071	(266)	13,439
Birren, Coach Don Endowed Scholarship	13,982	3,665	(780)	16,867
Inland Valley Association of Realtors Endowed Scholarship	27,377	4,822	(1,548)	30,651
Brauti, T. Martin Memorial Endowment	16,985	2,936	(870)	19,051
Castro, Rodolpho Endowment	81,622	14,429	(2,409)	93,642

\* Transfers include intrafund transfers to segregate the corpus from accumulated earnings.

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
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**SCHEDULE OF PERMANENTLY RESTRICTED NET ASSETS, CONTINUED**  
**FOR THE YEAR ENDED JUNE 30, 2011**

	Balance July 1, 2010	Additions/ Transfers*	Losses/ Transfers*	Balance June 30, 2011
Chemistry/Allied Health Endowment	\$ 10,000	\$ 1,798	\$ (251)	\$ 11,547
Chin, Harry S.P. Endowment	14,466	2,518	(645)	16,339
Coil, Horace O. Endowment	14,034	2,458	(740)	15,752
Coil, James L. Endowment	14,953	2,588	(750)	16,791
Corona, Frank & Mary Endowment	20,372	3,667	(407)	23,632
Curtain, Mary Endowed - OSHER	-	22,445	(445)	22,000
Davis, Drs. William and Brenda Endowment	4,265	12,237	(5,067)	11,435
Daroorwalla, T. & N. Endowed - OSHER	-	29,231	(1,462)	27,769
DeAro, Steven Memorial Endowment	11,814	2,120	(318)	13,616
DeFrancisco, Nate Endowment	15,856	2,830	(159)	18,527
Diederich, Antoinette "Tavy" Endowment	14,893	2,500	(1,298)	16,095
Riverside Public Utilities Energy Tech Endowment	41,634	7,394	(1,416)	47,612
Faculty Memorial Endowment	43,350	7,803	(2,934)	48,219
Fauth, Bette Memorial Endowment	23,147	4,006	(1,231)	25,922
Finch, Vernon & Sylvia Endowment	18,485	3,291	(585)	21,191
Ford, Charles & Elaine Endowment	119,178	20,714	(5,692)	134,200
Foster, Sandra Filion Memorial Endowment	10,000	1,803	(119)	11,684
FOF- Virginia Blumenthal Endowment	10,085	1,816	(602)	11,299
Friends of Forensics Endowment	15,015	2,644	(750)	16,909
FOF- Pauw Endowment	10,774	1,943	(408)	12,309
Ferne McCoy FOF Endowment	12,032	2,170	(120)	14,082
FOF- Louise Griffin Endowment	9,899	1,786	(49)	11,636
FOF- Lionel Rentschler Endowment	10,147	1,830	(101)	11,876
FOF- John W. & Dina Stallings Endowment	11,775	2,123	(118)	13,780
FOF- Leila Vahdani Endowment	20,000	3,599	(1,252)	22,347
General Scholarship Endowment	106,076	21,545	(7,996)	119,625
General Scholarship Endowment-Riverside	61,539	11,225	(2,668)	70,096
General Scholarship Endowment-Moreno Valley	50,114	9,042	(1,044)	58,112
General Scholarship Endowment-Norco	34,636	6,079	(1,754)	38,961
Griffin, Dale and Theresa Endowment	44,487	13,666	(890)	57,263
Grindstaff, Leonard Memorial Endowment	11,054	1,951	(511)	12,494
Groves, Eleanore Endowed Nursing Scholarship	14,966	2,575	(959)	16,582
Heers, John C. Memorial Endowment	16,939	2,964	(669)	19,234
Holmes, Clifford W., Jr. Endowment	20,812	3,918	(1,208)	23,522
Holmes, Dale S. Endowment	21,907	3,788	(1,119)	24,576
Hunt, Glenn Endowment	9,783	4,939	(696)	14,026
Johnson, Tom Memorial Endowed Scholarship	13,111	2,468	(629)	14,950
Kaiser Allied Health Endowment	27,082	4,837	(542)	31,377
Kaiser Permanente Nursing Endowment	86,495	14,964	(4,365)	97,094

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
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**SCHEDULE OF PERMANENTLY RESTRICTED NET ASSETS, CONTINUED**  
**FOR THE YEAR ENDED JUNE 30, 2011**

	Balance July 1, 2010	Additions/ Transfers*	Losses/ Transfers*	Balance June 30, 2011
Kane, Charles A. Endowment	\$ 26,038	\$ 4,476	\$ (1,581)	\$ 28,933
Kinnear, Ellen Ed.D. Endowed Scholarship	13,239	2,383	(265)	15,357
Kipper, Daniel J. Memorial Civil Engineering Endowment	29,636	5,254	(796)	34,094
Kiwanis Club of Riverside Endowment	33,812	5,894	(1,238)	38,468
Knopf, Arthur C. Memorial Endowment	41,868	7,443	(1,419)	47,892
Knopf, Dorothy Memorial Endowment	27,961	4,997	(530)	32,428
Lamar, Margaret Farr Endowment	13,787	2,414	(538)	15,663
Leonard, John L. Memorial Endowment	22,182	3,855	(822)	25,215
L.E.T. Endowed Scholarship	12,982	2,288	(630)	14,640
Locke Family Endowed	12,927	2,290	(859)	14,358
MacDonald Family Endowed Scholarship	14,985	4,084	(1,300)	17,769
Management Association Endowment	15,452	2,716	(815)	17,353
Marsh, Jack and Jean Endowment	18,837	3,312	(988)	21,161
McCoy, Ferne Future Teachers Endowment	16,593	2,992	(166)	19,419
McCroskey, Alyssa Rayne "Aly" Memorial Endowment	14,190	2,598	(534)	16,254
Moeller, Karen/Harold Memorial Endowment	142,250	24,985	(8,845)	158,390
Moore, Jennie Bell Memorial Endowed - OSHER	-	14,002	(669)	13,333
Moors/Goodwill Memorial Endowment	12,500	2,254	(125)	14,629
Moreno Valley Associated Students Endowed - OSHER	-	13,333	-	13,333
Moreno Valley Community Partners Endowment	3,097	10,558	(10,010)	3,645
Moreno Valley Community Health Fnd Endowment	3,837	25,600	(25,577)	3,860
Moreno Valley Community Health Fnd Endowment - OSHER	46,123	(1,123)	-	45,000
School of Nursing Endowed Scholarship	20,306	5,746	(1,244)	24,808
Patterson, Lewis/Jessie Memorial Endowment	14,343	2,456	(743)	16,056
Pauw, Alan and Jan Endowment	67,928	12,047	(2,679)	77,296
Performance Riverside Endowment	5,462	10,983	(10,109)	6,336
Playday for Women Endowed Scholarship	21,259	3,745	(888)	24,116
Poison Garden Endowment	11,577	2,084	(232)	13,429
Puente/Kathy Gonzales Memorial Book Scholarship	15,646	2,954	(1,063)	17,537
Ramirez Family Endowed Scholarship	10,885	1,943	(109)	12,719
Rickson, Roger Endowed Scholarship - OSHER	-	13,333	-	13,333
Riemer, Judith Endowed Scholarship	10,718	2,330	(714)	12,334
Riverside Sunrise Rotary Endowment	16,256	2,814	(813)	18,257
Roberts, Dell Endowed Scholarship	22,495	3,978	(625)	25,848

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
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**SCHEDULE OF PERMANENTLY RESTRICTED NET ASSETS, CONTINUED  
FOR THE YEAR ENDED JUNE 30, 2011**

	Balance July 1, 2010	Additions/ Transfers*	Losses/ Transfers*	Balance June 30, 2011
Rotary Club of Riverside Endowment	\$ 14,619	\$ 2,528	\$ (746)	\$ 16,401
Schlein, David & Sadie Memorial Endowment	10,571	1,924	(406)	12,089
Semonella, Gary Memorial Endowed - OSHER	-	13,333	-	13,333
Sherman, Arnie Memorial Endowed Scholarship	-	1,150	-	1,150
Singletery Family Endowment	17,576	3,079	(676)	19,979
Southern California Edison - OSHER Scholarship	24,493	2,174	-	26,667
Soroptimist Intl Corona/Norco Endowment	15,569	2,744	(756)	17,557
Stover Fellowship Endowment	45,908	8,278	(459)	53,727
Swoffer, Betty J. & Gordon N. Endowment	10,000	1,803	(120)	11,683
Taber Family Endowment	17,994	3,118	(880)	20,232
Tegley, Coral Ann Memorial Endowment	9,301	1,806	(486)	10,621
Thompson and Colegate Endowment	14,259	2,463	(743)	15,979
Thonis Family Endowed Scholarship	11,712	2,473	(1,234)	12,951
Toro Company Endowment	14,849	2,569	(148)	17,270
Tworek, Dr Richard K. Health Services Endowment	14,729	1,041	(732)	15,038
Wadding, Richard Nursing Endowment	12,066	2,085	(621)	13,530
Waite, Martha/Ernest K. Endowment	24,101	4,233	(991)	27,343
Wecksler, Becky Endowment	15,048	4,799	(150)	19,697
Western Community Bank Endowment	15,320	2,753	(453)	17,620
Williams, Clarence R. Memorial Endowment	4,956	10,886	(10,299)	5,543
Willmon, David C., Jr. Endowment	14,848	2,614	(748)	16,714
Wilson, Dorcas B. Nursing Endowment	23,835	4,149	(1,328)	26,656
Woodruff, Timilie Endowment	11,486	2,038	(396)	13,128
Wright, Martha Jane, Art and Design Endowment - OSHER	12,011	1,489	-	13,500
Wright, Ralph Endowed - OSHER	-	13,333	-	13,333
Ybarra, Cecil and Mildred Endowment	12,185	2,107	(622)	13,670
Young, Arthur Edward Memorial Endowment	11,219	2,481	(1,224)	12,476
Yount, Gwen Endowment	13,066	2,351	(131)	15,286
Zimmer, Don Memorial Endowed - OSHER	-	13,428	(90)	13,338
Zonta Club of Riverside Endowment	10,000	2,816	(251)	12,565
Total Permanently Restricted	<u>\$ 3,173,471</u>	<u>\$ 824,062</u>	<u>\$(225,859)</u>	<u>\$ 3,771,674</u>

\* Transfers include intrafund transfers to segregate the corpus from accumulated earnings.

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
(A California Nonprofit Corporation)**

**NOTE TO SUPPLEMENTARY INFORMATION  
JUNE 30, 2011**

***NOTE 1 - SCHEDULES OF UNRESTRICTED, TEMPORARILY RESTRICTED, AND PERMANENTLY RESTRICTED NET ASSETS***

These schedules are presented as optional schedules at the request of management. The schedules show the changes under the various funds within the larger classifications. These schedules are prepared on the same basis as the financial statements.





To the Board of Directors  
Riverside Community College District Foundation  
Riverside, California

We have audited the financial statements of the Riverside Community College District Foundation (the Foundation) for the years ended June 30, 2011 and 2010, and have issued our report thereon dated October 18, 2011. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter for the June 30, 2011, year-end audit. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Foundation are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the 2011 fiscal year. We noted no transactions entered into by the Foundation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

The calculation of the allowance for uncollectible promises to give is described in Note 4 to the financial statements. This estimate is provided by management to determine the collectability and valuation of long-term promises to give. We have reviewed management's calculations and analysis in determining the fair presentation of these balances in the financial statements.

The unrealized gains as described in Note 5 to the financial statements are based upon market analysis as of June 30, 2011. We have obtained information from the investment managers in determining the fair presentation of these amounts and have verified individual investment values through third party analysis such as quoted market prices within The Wall Street Journal.

To the Board of Directors  
Riverside Community College District Foundation  
Page 2

*Difficulties Encountered in Performing the Audit*

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

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has reviewed all proposed audit adjustments noted during the audit and has corrected the entries in the financial records of the Foundation.

*Disagreements with Management*

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

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 18, 2011. Management has reviewed this letter, signed it, and returned it to our office.


*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Foundation's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Foundation's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

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

  
Rancho Cucamonga, California  
October 18, 2011



To the Board of Directors and Management of  
Riverside Community College District Foundation  
Riverside, CA

In planning and performing our audit of the financial statements of Riverside Community College District Foundation as of and for the year ended June 30, 2011, in accordance with auditing standards generally accepted in the United States of America, we considered Riverside Community College District Foundation's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in Riverside Community College District Foundation's internal control to be significant deficiencies:

#### ***Deficit Net Assets***

As noted in our prior year communications with the Board and Management, the Unrestricted Net Asset Balance has ended the year in a deficit position. During the 2010-11 fiscal year the Riverside Community College District provided a donation to the Foundation which essentially forgave a significant debt related to the Major Gift Campaign undertaken by the Foundation. As a result of this donation and other donations and fundraising efforts, the ending balance was increased by over \$800,000. However, there remains an unrestricted deficit at June 30, 2011 of \$68,968.

#### ***Recommendation***

The Foundation must continue to work to address the unrestricted operating requirements of the Foundation, and provide for a plan to raise unrestricted resources which will allow the Foundation to continue operations without utilizing temporarily or restricted resources.

Board of Directors and Management of  
Riverside Community College District Foundation

***Management Response***

The Riverside Community College District Foundation Board of Directors has established policies that allow for a five percent stewardship fee on all new gifts to the Foundation, as well as one to two percent annual fees on its endowed Funds. These fees provide unrestricted revenue for the Riverside Community College District Foundation.

In September, 2011, the Riverside Community College District Foundation initiated Invest in Excellence, a comprehensive fundraising initiative that will culminate at the 100<sup>th</sup> anniversary of Riverside Community College District in 2016. We project significant fundraising will occur as part of this Campaign. In addition, as part of the Campaign, in January, 2012, the Riverside Community College District Foundation will announce the establishment of the Century Club, which will recognize donors who make annual unrestricted gifts of \$1,000 or more. This is expected to generate significant ongoing unrestricted income.

In addition, we have received notification of a bequest that will be a minimum of \$1 million that is completing probate and that we should receive no later than January, 2012. The allocation to our unrestricted fund for this gift will be a minimum of \$50,000.

The following comment represents an opportunity for strengthening the operational efficiencies and enhancing the internal controls of the Foundation.

***Temporarily Restricted Account Balances***

The Foundation manages a significant number of individual scholarship and departmental program accounts. A number of these accounts have been inactive for several years, or the balances have fallen below \$100. The maintenance of these accounts is a time consuming process, and the small balances do not create a sufficient amount to use for the stated purposes.

***Recommendation***

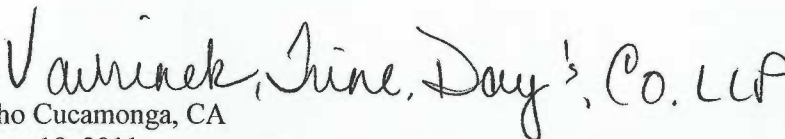
The Foundation management and Board should analyze these small account balances. By setting a floor for an individual account to be maintained, or a period of time with no activity, the Foundation can better utilize the resources to fund scholarships to students or provide resources to college departments and programs which are in need of funding. We recommend a policy be set to allow management to make decisions as to the floor for account balances, or a length of time for inactivity to provide better allocations of the Foundation's time and funding.

***Management Response***

Management has already taken action to adopt new policies that require a larger minimum balance to open a new account, and has begun a comprehensive review of inactive accounts, and those with small account balances, to streamline our account listings.

We will review the status of these comments during our next audit engagement. We have already discussed comments and recommendations with Foundation personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

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

  
Rancho Cucamonga, CA  
October 18, 2011



## Agenda Item (VIII-E-3)

Meeting	12/13/2011 - Regular
Agenda Item	Committee - Resources (VIII-E-3)
Subject	2010-2011 Independent Audit Report for the Riverside Community College District
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees receive the Riverside Community College District's independent audit report for the year ended June 30, 2011 for the permanent file of the District.

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### Background Narrative:

See the attached background information relative to the 2010-2011 Independent Audit Report for the Riverside Community College District.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance  
Aaron Brown, Associate Vice Chancellor, Finance  
Bill Bogle, Controller

### Attachments:

[2010-2011 Independent Audit Report for RCCD Background Information - December 13, 2011](#)

**2010-2011 Independent Audit Report  
For the Riverside Community College District  
December 13, 2011**

In accordance with Education Code Section 84040(b), an independent audit of the District's 2010-2011 financial statements was performed by Vavrinek, Trine, Day & Co., LLP Certified Public Accountants (VTD). A representative of the firm will be available to present the report. Results of the audit are summarized below.

Auditor's Opinion

The auditor has issued an unqualified opinion for the financial audit; an excerpt of which follows:

*Financial Audit* - "In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of Riverside Community College District and its discretely presented component unit as of June 30, 2011 and 2010, and the respective changes in financial position and cash flows, for the years then ended in conformity with accounting principles generally accepted in the United States of America."

Current Year Audit Findings

Current year audit finding are shown on pages 82 through 94 of the accompanying audit report.

Prior Year Audit Findings

The recommendations for the prior year audit findings have been implemented as discussed on pages 95 through 97.

Adjustments to the Financial Statements

One audit adjustment to the District's financial statement has been recommended as follows:

- A reduction in accounts payable regarding apportionment funding (\$125,235).

Auditor's Required Communication - Audit Completion

In accordance with Statement on Auditing Standards No. 114, at the conclusion of the audit engagement VTD is required to communicate information to the Board of Trustees regarding their responsibility under United States Generally Accepted Auditing Standards and OMB Circular A-133, significant accounting policies, accounting estimates, significant audit adjustments and uncorrected misstatements, disagreements with management, consultation with other independent accountants, issues discussed prior to retention of independent auditors and difficulties encountered in performing the audit. Attached for your information is the required communication issued by VTD.

Management Recommendations

Management recommendations for fiscal year 2010-2011 are shown in the attached letter.



RIVERSIDE COMMUNITY  
COLLEGE DISTRICT

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ANNUAL FINANCIAL REPORT

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**JUNE 30, 2011 AND 2010**

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

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***FINANCIAL SECTION***

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**INDEPENDENT AUDITORS' REPORT**

Board of Trustees  
Riverside Community College District  
Riverside, California

We have audited the accompanying basic financial statements of Riverside Community College District (the District) as of and for the years ended June 30, 2011 and 2010, and its discretely presented component unit, Riverside Community College District Foundation (the Foundation), as listed in the Table of Contents. These basic financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. We believe that our audits provide a reasonable basis for our opinions.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of Riverside Community College District and its discretely presented component unit as of June 30, 2011 and 2010, and the respective changes in financial position and cash flows, for the years then ended in conformity with accounting principles generally accepted in the United States of America.

As discussed in Note 16 to the financial statements, the State of California continues to suffer the effects of a recessionary economy, which directly impacts the funding allocations and cash flows of Riverside Community College District.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 28, 2011, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and is important for assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 4 through 11 and the Schedule of Other Postemployment Benefits (OPEB) Funding Progress on page 60 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

*Varvarek, June, Day & Co. LLP*

Rancho Cucamonga, California  
November 28, 2011

### ***USING THIS ANNUAL REPORT***

The purpose of this annual report is to provide readers with information about the activities, programs, and financial condition of the Riverside Community College District (the District) as of June 30, 2011. The report consists of three basic financial statements: the Statement of Net Assets; Statement of Revenues, Expenses, and Changes in Net Assets; and Statement of Cash Flows and provides information about the District as a whole. This section of the annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on June 30, 2011. Please read it in conjunction with the District's financial statements, which immediately follow this section. Responsibility for the completeness and accuracy of this information rests with District management.

### ***OVERVIEW OF THE FINANCIAL STATEMENTS***

The Riverside Community College District's financial statements are presented in accordance with Governmental Accounting Standards Board Statements (GASB) No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, and No. 35, *Basic Financial Statements - and Management Discussion and Analysis - for Public College and Universities*. These statements allow for the presentation of financial activity and results of operations which focuses on the District as a whole. The entity-wide financial statements present the overall results of operations whereby all of the District's activities are consolidated into one total versus the traditional presentation by fund type. The focus of the Statement of Net Assets is designed to be similar to the bottom line results of the District. This statement combines and consolidates current financial resources with capital assets and long-term obligations. The Statement of Revenues, Expenses, and Changes in Net Assets focuses on the costs of the District's operational activities with revenues and expenses categorized as operating and nonoperating, and expenses are reported by natural classification. The Statement of Cash Flows provides an analysis of the sources and uses of cash within the operations of the District.

The California Community Colleges Chancellor's Office has recommended that all State community colleges follow the Business-Type Activity (BTA) model for financial statement reporting purposes.

### ***FINANCIAL HIGHLIGHTS***

- The District's primary funding source is from apportionment received from the State of California. The primary basis of this apportionment is the calculation of Full-Time Equivalent Students (FTES). During the 2010-2011 fiscal year, total reported resident FTES were 29,149 as compared to 31,185 in the 2009-2010 fiscal year. Total unfunded credit FTES was 2,258 for fiscal year 2010-2011 and 4,940 for fiscal year 2009-2010.
- Several construction and modernization projects at the District's three colleges resulted in completed buildings, building improvements, and improvements to sites totaling \$29,086,441 in the 2010-2011 fiscal year. The projects, listed below, are funded both through State construction revenues and through the District's voter approved General Obligation Bond, Measure C.

Remodel and Relocation Economic Development – District  
Food Service Remodel – Moreno Valley  
Student Support Center – Norco  
Aquatic Complex – Riverside

Library Learning Center – Moreno Valley  
Nursing Portables – Moreno Valley  
Central Plant Boiler Replacement – Norco  
Various Roofing Projects – Riverside

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### MANAGEMENT'S DISCUSSION AND ANALYSIS (REQUIRED SUPPLEMENTARY INFORMATION)

JUNE 30, 2011 AND 2010

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- Employee salaries decreased by 1.47 percent or \$1.7 million from the 2009-2010 fiscal year and employee benefits increased by 16.34 percent or \$4.5 million. The decrease in salaries is primarily due to a District-wide hiring freeze for full-time employees and a supplementary retirement plan (SRP) offer enacted in fiscal year 2010-2011. In addition, the use of part-time faculty decreased because of an apportionment reduction which resulted in fewer class section offerings during the academic year. The increase in benefit costs is primarily due to the aforementioned supplementary retirement plan (SRP) offer and an increase in health and welfare benefits.
- During the 2010-2011 fiscal year, the District provided over \$63.0 million in financial aid to students attending classes at the three colleges. This aid was provided in the form of grants, scholarships, loans, and tuition reductions funded through the Federal government, State Chancellor's Office, and local funding as shown below.

Federal Pell Grants (PELL)	\$ 44,330,578
Federal Supplement Education Opportunity Grant (FSEOG)	559,463
Federal Direct Student Loans (Direct Loans)	4,357,631
Federal Work Study Program (FWS)	600,021
Federal Academic Competitiveness Grant (ACG)	39,673
State of California Cal Grant B (CALG-B)	1,845,332
State of California Cal Grant C (CALG-C)	98,943
California Community College Board of Governor's Fee Wavier	11,174,056
Total Financial Aid Provided to Students	<u>\$ 63,005,697</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (REQUIRED SUPPLEMENTARY INFORMATION)  
JUNE 30, 2011 AND 2010**

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***THE DISTRICT AS A WHOLE***

**Net Assets**

**Table 1**

(Amounts in thousands)

	<u>2011</u>	<u>2010</u>	<u>Change</u>	<u>2009</u>	<u>Change</u>
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash and investments	\$ 161,776	\$ 85,170	\$ 76,606	\$ 114,452	\$ 47,324
Accounts receivable (net)	52,590	45,126	7,464	36,394	16,196
Other current assets	236	298	(62)	222	14
Total Current Assets	<u>214,602</u>	<u>130,594</u>	<u>84,008</u>	<u>151,068</u>	<u>63,534</u>
Other noncurrent assets	1,623	814	809	881	742
Capital assets (net)	301,606	247,976	53,630	215,168	86,438
Total Assets	<u>517,831</u>	<u>379,384</u>	<u>138,447</u>	<u>367,117</u>	<u>150,714</u>
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Accounts payable and accrued liabilities	42,785	36,753	6,032	29,234	13,551
Current portion of long-term obligations	7,498	9,523	(2,025)	7,836	(338)
Total Current Liabilities	<u>50,283</u>	<u>46,276</u>	<u>4,007</u>	<u>37,070</u>	<u>13,213</u>
Long-Term Obligations	<u>250,562</u>	<u>137,554</u>	<u>113,008</u>	<u>143,500</u>	<u>107,062</u>
Total Liabilities	<u>300,845</u>	<u>183,830</u>	<u>117,015</u>	<u>180,570</u>	<u>120,275</u>
<b>NET ASSETS</b>					
Invested in capital assets	188,298	154,937	33,361	149,616	38,682
Restricted	20,751	35,121	(14,370)	26,209	(5,458)
Unrestricted	7,937	5,496	2,441	10,722	(2,785)
Total Net Assets	<u>\$ 216,986</u>	<u>\$ 195,554</u>	<u>\$ 21,432</u>	<u>\$ 186,547</u>	<u>\$ 30,439</u>

The District's components of assets, liabilities, and net assets are noted on page 13.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (REQUIRED SUPPLEMENTARY INFORMATION)  
JUNE 30, 2011 AND 2010**

**Operating Results for the Year**

The results of this year's operations for the District as a whole are reported in the Statement of Revenues, Expenses, and Changes in Net Assets on page 14.

**Table 2**

(Amounts in thousands)

	2011	2010	Change	2009	Change
<b>Operating Revenues</b>					
Tuition and fees (net)	\$ 14,248	\$ 15,133	\$ (885)	\$ 13,776	\$ 472
Other operating revenues	2	54	(52)	22	(20)
Total Operating Revenues	<u>14,250</u>	<u>15,187</u>	<u>(937)</u>	<u>13,798</u>	<u>452</u>
<b>Operating Expenses</b>					
Salaries and benefits	146,574	143,753	2,821	144,101	2,473
Supplies and maintenance	31,623	31,635	(12)	43,770	(12,147)
Student financial aid	51,888	36,424	15,464	24,837	27,051
Depreciation	11,095	8,481	2,614	8,242	2,853
Total Operating Expenses	<u>241,180</u>	<u>220,293</u>	<u>20,887</u>	<u>220,950</u>	<u>20,230</u>
Loss on Operations	<u>(226,930)</u>	<u>(205,106)</u>	<u>(21,824)</u>	<u>(207,152)</u>	<u>(19,778)</u>
<b>Nonoperating Revenues</b>					
State apportionments	100,149	93,478	6,671	92,108	8,041
Property taxes	36,033	37,963	(1,930)	43,095	(7,062)
State revenues	5,078	4,901	177	4,072	1,006
Federal and State grants and contracts	74,535	57,468	17,067	52,038	22,497
Net investment income	1,622	2,133	(511)	3,899	(2,277)
Net interest expense	(12,287)	(7,313)	(4,974)	(7,499)	(4,788)
Other nonoperating revenues	12,877	15,632	(2,755)	12,282	595
Loss on disposal of assets	(22)	-	(22)	-	(22)
Total Nonoperating Revenue	<u>217,985</u>	<u>204,262</u>	<u>13,723</u>	<u>199,995</u>	<u>17,990</u>
<b>Other Revenues</b>					
State and local capital income	30,377	9,851	20,526	13,148	17,229
Net Increase in Net Assets	<u>\$ 21,432</u>	<u>\$ 9,007</u>	<u>\$ 12,425</u>	<u>\$ 5,991</u>	<u>\$ 15,441</u>

The District's primary revenue sources are local property taxes, student enrollment fees, and State apportionment. Property taxes levied and received from property within the District's boundaries decreased during the year. State apportionments increased due to allocated growth funding.

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (REQUIRED SUPPLEMENTARY INFORMATION)  
 JUNE 30, 2011 AND 2010**

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During 2010-2011, the District's interest income was \$1.6 million and interest expense was \$12.3 million. Interest income is primarily derived from cash held in the Riverside County Treasury. Interest income has decreased approximately \$0.5 million from the 2009-2010 fiscal year due to significantly lower interest rates and the State's apportionment deferral strategy passed along to community colleges. An increase in the General Obligation Bond principal resulting from the Series 2011 D-1 issuance in November 2010 has resulted in increased interest expense for the year.

In accordance with requirements set forth by the California Community Colleges Chancellor's Office, the District reports operating expenses by object code. Operating expenses by functional classification are as follows:

**Table 3**

Year ended June 30, 2011:

(Amounts in thousands)

	Salaries and Employee Benefits	Supplies, Material, and Other Expenses and Services	Student Financial Aid	Depreciation	Total
Instructional activities	\$ 68,846	\$ 5,445	\$ -	\$ -	\$ 74,291
Academic support	40,622	13,651	-	-	54,273
Student services	16,593	1,947	-	-	18,540
Plant operations and maintenance	7,067	4,194	-	-	11,261
Instructional support services	5,193	580	-	-	5,773
Community services and economic development	1,435	526	-	-	1,961
Ancillary services and auxiliary operations	6,438	3,254	-	-	9,692
Student aid	-	-	51,887	-	51,887
Physical property and related acquisitions	380	2,027	-	-	2,407
Unallocated depreciation	-	-	-	11,095	11,095
<b>Total</b>	<b>\$ 146,574</b>	<b>\$ 31,624</b>	<b>\$ 51,887</b>	<b>\$ 11,095</b>	<b>\$ 241,180</b>



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (REQUIRED SUPPLEMENTARY INFORMATION)  
JUNE 30, 2011 AND 2010**

Year ended June 30, 2010:

	Salaries and Employee Benefits	Supplies, Material, and Other Expenses and Services	Student Financial Aid	Depreciation	Total
Instructional activities	\$ 67,137	\$ 3,579	\$ -	\$ -	\$ 70,716
Academic support	39,257	16,360	-	-	55,617
Student services	16,070	1,586	-	-	17,656
Plant operations and maintenance	7,007	4,040	-	-	11,047
Instructional support services	4,962	391	-	-	5,353
Community services and economic development	1,686	586	-	-	2,272
Ancillary services and auxiliary operations	7,339	2,987	-	-	10,326
Student aid	-	-	36,425	-	36,425
Physical property and related acquisitions	295	2,105	-	-	2,400
Unallocated depreciation	-	-	-	8,481	8,481
<b>Total</b>	<b>\$ 143,753</b>	<b>\$ 31,634</b>	<b>\$ 36,425</b>	<b>\$ 8,481</b>	<b>\$ 220,293</b>

**Changes in Cash Position**

**Table 4**

(Amounts in thousands)

	2011	2010	Change	2009	Change
Cash Provided by (Used in)					
Operating activities	\$ (210,238)	\$ (182,881)	\$ (27,357)	\$ (195,963)	\$ (14,275)
Noncapital financing activities	212,464	186,206	26,258	178,313	34,151
Capital financing activities	72,875	(34,796)	107,671	(20,268)	93,143
Investing activities	1,505	2,190	(685)	4,325	(2,820)
Net Increase (Decrease) in Cash	76,606	(29,281)	105,887	(33,593)	110,199
Cash, Beginning of Year	85,170	114,451	(29,281)	148,044	(62,874)
Cash, End of Year	<u>\$ 161,776</u>	<u>\$ 85,170</u>	<u>\$ 76,606</u>	<u>\$ 114,451</u>	<u>\$ 47,325</u>

The Statement of Cash Flows on pages 15 and 16 provides information about our cash receipts and payments during the year. This statement also assists users in assessing the District's ability to meet its obligations as they come due and its need for external financing. The District's primary operating receipts are student tuition and fees and Federal, State, and local grants and contracts. The primary operating expense of the District is the payment of salaries and benefits to faculty, administrators, and classified staff.

While State apportionment revenues and property taxes are the primary source of noncapital related revenue, the GASB accounting standards require that this source of revenue is shown as nonoperating revenue as it comes from the general resources of the State and not from the primary users of the college's programs and services, the students. The District depends upon this funding to continue the current level of operations.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (REQUIRED SUPPLEMENTARY INFORMATION)  
JUNE 30, 2011 AND 2010**

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***CAPITAL ASSET AND DEBT ADMINISTRATION***

**Capital Assets**

At June 30, 2011, the District had \$377.5 million in a broad range of capital assets, including land, buildings, and furniture and equipment. At June 30, 2011, the District's net capital assets were \$301.6 million. Major capital improvement projects are ongoing throughout the college campuses. These projects are primarily funded through State Construction Revenues and District General Obligation Bonds. Projects are accounted for within our Construction in Progress account until the project is completed at which time the cost of the buildings and/or improvements will be recorded to the depreciable Buildings and Improvement category.

**Table 5**

(Amounts in thousands)

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
Land and construction in progress	\$ 78,364	\$ 58,949	\$ (25,798)	\$ 111,515
Buildings and land improvements	205,904	29,086	-	234,990
Equipment and vehicles	28,772	2,509	(234)	31,047
Subtotal	313,040	90,544	(26,032)	377,552
Accumulated depreciation	(65,064)	(11,094)	212	(75,946)
	<u>\$ 247,976</u>	<u>\$ 79,450</u>	<u>\$ (25,820)</u>	<u>\$ 301,606</u>

**Obligations**

At the end of the 2010-2011 fiscal year, the District had \$244.4 million in General Obligation Bonds outstanding. These bonds are repaid in annual installments, in accordance with the obligation requirements, by way of property tax assessments on property within the Riverside Community College District's boundaries.

The District issued approximately \$110.1 million of General Obligation Bonds, Series 2011 D/D-1 in November 2010. The proceeds will be used for capital facility projects.

The District is also obligated to employees of the District for vacation, load banking benefits, and retirement payments.

Lease purchase agreements for equipment have been entered into to finance certain capital assets.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (REQUIRED SUPPLEMENTARY INFORMATION)  
JUNE 30, 2011 AND 2010**

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**Table 6**

(Amounts in thousands)

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
General obligation bonds	\$ 139,052	\$ 112,686	\$ (7,298)	\$ 244,440
Other liabilities	8,024	5,194	(1,755)	11,463
Total Long-Term Obligations	<u>\$ 147,076</u>	<u>\$ 117,880</u>	<u>\$ (9,053)</u>	<u>\$ 255,903</u>
Amount due within one year				<u>\$ 5,341</u>

***GENERAL FUND BUDGETARY HIGHLIGHTS***

Over the course of the year, the District revises its budget to provide for unanticipated changes in revenues and expenditures. The Board of Trustees adopted the final amendment to the budget for the 2010-2011 fiscal year on June 21, 2011.

The District's final revised budget for the unrestricted General Fund anticipated that expenditures would exceed revenue by \$2.4 million. The actual results for the year showed revenues exceeded expenditures by \$2.0 million.

***ECONOMIC FACTORS AFFECTING THE FUTURE OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT***

The financial position of the District is closely tied to the economic position of the State of California since the District's largest source of general unrestricted revenue is State apportionment at 68.44 percent. The District reported a slight decrease in total reported FTES during fiscal year 2010-2011. Due to significant declines in State apportionment funding in fiscal years 2010-2011 and 2011-2012, the District offered fewer sections to reduce costs and the number of unfunded FTES. The District's fiscal year 2011-2012 adopted budget incorporated budget strategies to mitigate projected budget shortfall totaling \$18.4 million. The District continues to monitor enrollment and operating costs of the District to ensure ongoing financial stability and retain the reserve levels required by Board Policy and the State Chancellor's Office.

***CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT***

This financial report is designed to provide the District's citizens, taxpayers, students, and investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need any additional financial information, contact the Riverside Community College District at 4800 Magnolia Avenue, Riverside, California 92506.

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***BASIC FINANCIAL STATEMENTS***

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENTS OF NET ASSETS - PRIMARY GOVERNMENT  
JUNE 30, 2011 AND 2010**

	<u>2011</u>	<u>2010</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash and cash equivalents	\$ 499,351	\$ 509,788
Investments - unrestricted	9,314,247	17,338,820
Investments - restricted	151,962,589	67,321,881
Accounts receivable	52,224,808	44,720,953
Student accounts receivable, net	365,368	373,975
Due from fiduciary funds	29,519	30,905
Prepaid expenses	73,350	208,070
Deferred cost on issuance	101,551	67,802
Inventories	31,336	22,182
<b>Total Current Assets</b>	<u>214,602,119</u>	<u>130,594,376</u>
<b>Noncurrent Assets</b>		
Deferred cost on issuance - noncurrent portion	1,623,318	813,623
Nondepreciable capital assets	111,514,319	78,363,016
Depreciable capital assets, net of depreciation	190,091,534	169,612,747
<b>Total Noncurrent Assets</b>	<u>303,229,171</u>	<u>248,789,386</u>
<b>TOTAL ASSETS</b>	<u>517,831,290</u>	<u>379,383,762</u>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accounts payable	19,986,265	12,827,717
Short-term borrowing	11,710,000	11,020,000
Accrued interest payable	5,922,703	2,583,115
Due to fiduciary funds	48,154	53,738
Deferred revenue	5,118,264	4,949,066
Claims liability	2,156,829	5,319,851
Compensated absences payable - current portion	1,206,283	1,329,711
Bonds payable - current portion	2,330,000	6,925,000
Net debt premium - current portion	397,073	338,897
Lease obligations - current portion	44,576	14,674
Other long-term obligations - current portion	1,363,515	914,179
<b>Total Current Liabilities</b>	<u>50,283,662</u>	<u>46,275,948</u>
<b>Noncurrent Liabilities</b>		
Compensated absences payable - noncurrent portion	1,408,075	1,144,304
Bonds payable - noncurrent portion	234,088,275	125,457,992
Net debt premium - noncurrent portion	7,624,866	6,329,988
Lease obligations - noncurrent portion	140,412	12,228
Other long-term obligations - noncurrent portion	7,299,880	4,609,350
<b>Total Noncurrent Liabilities</b>	<u>250,561,508</u>	<u>137,553,862</u>
<b>TOTAL LIABILITIES</b>	<u>300,845,170</u>	<u>183,829,810</u>
<b>NET ASSETS</b>		
Invested in capital assets, net of related debt	188,298,439	154,937,491
Restricted for:		
Debt service	5,940,516	11,451,392
Capital projects	2,482,288	11,976,608
Educational programs	12,327,354	11,692,467
Unrestricted	7,937,523	5,495,994
<b>TOTAL NET ASSETS</b>	<u>\$ 216,986,120</u>	<u>\$ 195,553,952</u>

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENTS OF REVENUES, EXPENSES,  
AND CHANGES IN NET ASSETS - PRIMARY GOVERNMENT  
FOR THE YEARS ENDED JUNE 30, 2011 AND 2010**

	<u>2011</u>	<u>2010</u>
<b>OPERATING REVENUES</b>		
Student Tuition and Fees	\$ 25,422,048	\$ 25,287,574
Less: Scholarship discount and allowance	(11,174,056)	(10,154,399)
Net tuition and fees	14,247,992	15,133,175
Other Operating Revenues	1,941	53,357
<b>TOTAL OPERATING REVENUES</b>	<u>14,249,933</u>	<u>15,186,532</u>
<b>OPERATING EXPENSES</b>		
Salaries	114,372,496	116,073,026
Employee benefits	32,201,817	27,680,221
Supplies, materials, and other operating expenses and services	30,321,355	29,532,675
Student financial aid	51,887,584	36,424,698
Equipment, maintenance, and repairs	1,301,734	2,100,884
Depreciation	11,094,650	8,481,150
<b>TOTAL OPERATING EXPENSES</b>	<u>241,179,636</u>	<u>220,292,654</u>
<b>OPERATING LOSS</b>	<u>(226,929,703)</u>	<u>(205,106,122)</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>		
State apportionments, noncapital	100,148,696	93,478,402
Federal grants	64,571,078	47,991,459
State grants	9,963,513	9,476,664
Local property taxes levied for general purposes	25,217,503	28,277,296
Local property taxes levied for capital debt	10,815,265	9,685,568
State taxes and other revenues	5,078,096	4,901,096
Investment income	1,552,553	1,976,617
Interest expense on capital related debt	(12,287,170)	(7,313,415)
Investment income on capital asset-related debt, net	69,374	156,053
Loss of capital assets	(21,909)	-
Other nonoperating revenue	12,877,617	15,631,813
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<u>217,984,616</u>	<u>204,261,553</u>
<b>LOSS BEFORE OTHER REVENUES</b>	<u>(8,945,087)</u>	<u>(844,569)</u>
State revenues, capital	30,377,255	9,851,149
<b>TOTAL OTHER REVENUES</b>	<u>30,377,255</u>	<u>9,851,149</u>
<b>CHANGE IN NET ASSETS</b>	21,432,168	9,006,580
<b>NET ASSETS, BEGINNING OF YEAR</b>	195,553,952	186,547,372
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 216,986,120</u>	<u>\$ 195,553,952</u>

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENTS OF CASH FLOWS - PRIMARY GOVERNMENT  
FOR THE YEARS ENDED JUNE 30, 2011 AND 2010**

	<b>2011</b>	<b>2010</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Tuition and fees	\$ 14,130,640	\$ 15,963,379
Short-term borrowings	690,000	11,020,000
Payments to vendors for supplies and services	(29,975,138)	(30,810,128)
Payments to or on behalf of employees	(143,197,856)	(142,682,457)
Payments to students for Federal direct student aid	(49,943,309)	(34,698,063)
Payments to students for State direct student aid	(1,944,275)	(1,726,635)
Other operating receipts	1,941	53,357
<b>Net Cash Flows From Operating Activities</b>	<b>(210,237,997)</b>	<b>(182,880,547)</b>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>		
State apportionments	97,308,958	85,758,143
Federal grants and contracts	63,345,722	44,496,987
State grants and contracts	10,221,544	8,440,959
Property taxes - nondebt related	25,385,465	28,855,899
State taxes and other apportionments	(396,424)	7,009,438
Other nonoperating	16,599,056	11,644,992
<b>Net Cash Flows From Noncapital Financing Activities</b>	<b>212,464,321</b>	<b>186,206,418</b>
<b>CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES</b>		
Purchase of capital assets	(60,803,033)	(40,983,841)
Proceeds from sale of general obligation bonds	111,844,693	-
Proceeds from issuance of capital leases	176,088	-
State revenue, capital projects	30,377,255	9,851,149
Property taxes - related to capital debt	10,815,265	9,685,568
Principal paid on capital debt	(7,315,835)	(7,008,571)
Interest paid on capital debt	(12,287,170)	(7,313,415)
Interest received on capital asset-related debt	69,374	156,053
Accreted interest on general obligation bonds	841,477	748,915
Deferred cost on issuance	(843,444)	67,802
<b>Net Cash Flows From Capital Financing Activities</b>	<b>72,874,670</b>	<b>(34,796,340)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Interest received from investments	1,504,704	2,189,995
<b>Net Cash Flows From Investing Activities</b>	<b>1,504,704</b>	<b>2,189,995</b>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	76,605,698	(29,280,474)
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	85,170,489	114,450,963
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<b>\$ 161,776,187</b>	<b>\$ 85,170,489</b>

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENTS OF CASH FLOWS - PRIMARY GOVERNMENT, Continued  
FOR THE YEARS ENDED JUNE 30, 2011 AND 2010**

	<u>2011</u>	<u>2010</u>
<b>RECONCILIATION OF NET OPERATING LOSS TO NET CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Operating Loss	<u>\$ (226,929,703)</u>	<u>\$ (205,106,122)</u>
Adjustments to Reconcile Operating Loss to Net Cash Flows From Operating Activities:		
Depreciation and amortization expense	11,094,650	8,481,150
Changes in Operating Assets and Liabilities:		
Student receivables, net	8,607	385,411
Inventories	(9,154)	6,869
Prepaid expenses	134,720	(83,030)
Accounts payable and other accrued liabilities	1,581,508	212,681
Deferred revenue	(88,834)	202,331
Compensated absences	195,858	(437,808)
Supplementary Retirement Plan (SRP)	1,399,113	1,741,606
Other postemployment benefits (OPEB)	1,685,238	696,365
Short-term borrowings	690,000	11,020,000
Total Adjustments	<u>16,691,706</u>	<u>22,225,575</u>
<b>Net Cash Flows From Operating Activities</b>	<u><u>\$ (210,237,997)</u></u>	<u><u>\$ (182,880,547)</u></u>
 <b>CASH AND CASH EQUIVALENTS CONSIST OF THE FOLLOWING:</b>		
Cash in banks	\$ 499,351	\$ 509,788
Unrestricted cash in county treasury	9,314,247	17,338,820
Restricted cash in county treasury	151,962,589	67,321,881
<b>Total Cash and Cash Equivalents</b>	<u><u>\$ 161,776,187</u></u>	<u><u>\$ 85,170,489</u></u>
 <b>NON CASH TRANSACTIONS</b>		
On behalf payments for benefits	\$ 2,721,709	\$ 2,741,776
Loss of capital assets	21,909	-
	<u><u>\$ 2,743,618</u></u>	<u><u>\$ 2,741,776</u></u>

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



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENTS OF FIDUCIARY NET ASSETS  
 JUNE 30, 2011 AND 2010**

	<u>2011</u>	<u>2010</u>
	<u>Trust</u>	<u>Trust</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 2,000,087	\$ 2,039,336
Accounts receivable, net	12,557	4,820
Due from primary government funds	48,154	53,738
<b>Total Assets</b>	<u>2,060,798</u>	<u>2,097,894</u>
<b>LIABILITIES</b>		
Accounts payable	65,210	25,172
Due to primary government funds	29,519	30,905
Due to student groups	971,508	1,111,782
<b>Total Liabilities</b>	<u>1,066,237</u>	<u>1,167,859</u>
<b>NET ASSETS</b>		
Unreserved	994,561	930,035
<b>Total Net Assets</b>	<u>\$ 994,561</u>	<u>\$ 930,035</u>

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENTS OF CHANGES IN FIDUCIARY NET ASSETS  
FOR THE YEARS ENDED JUNE 30, 2011 AND 2010**

	<u>2011</u>	<u>2010</u>
	<u>Trust</u>	<u>Trust</u>
<b>ADDITIONS</b>		
Local revenues	\$ 688,812	\$ 709,781
<b>Total Additions</b>	<u>688,812</u>	<u>709,781</u>
<b>DEDUCTIONS</b>		
Books and supplies	334,707	318,839
Services and operating expenditures	270,635	308,439
Capital outlay	-	55,172
<b>Total Deductions</b>	<u>605,342</u>	<u>682,450</u>
<b>OTHER FINANCING SOURCES (USES)</b>		
Other sources (uses)	(18,944)	4,570
<b>Total Other Financing Sources (Uses)</b>	<u>(18,944)</u>	<u>4,570</u>
<b>Change in Net Assets</b>	64,526	31,901
<b>Net Assets - Beginning</b>	930,035	898,134
<b>Net Assets - Ending</b>	<u>\$ 994,561</u>	<u>\$ 930,035</u>

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

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

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**DISCRETELY PRESENTED COMPONENT UNIT  
RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2011 AND 2010**

	<u>2011</u>	<u>2010</u>
<b>ASSETS</b>		
Current Assets		
Cash and Cash Equivalents		
Unrestricted	\$ 636,646	\$ 4,821,413
Restricted	1,041,547	1,142,251
Accounts receivable	10,078	14,750
Receivable due from unrestricted funds	-	92,255
Unconditional promises to give	370,615	185,062
Total Current Assets	<u>2,058,886</u>	<u>6,255,731</u>
Noncurrent Assets		
Investments - restricted	3,763,282	3,481,432
Long-term unconditional promises to give, net of allowance	-	623,500
Total Noncurrent Assets	<u>3,763,282</u>	<u>4,104,932</u>
Total Assets	<u>\$ 5,822,168</u>	<u>\$ 10,360,663</u>
 <b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts payable	\$ 758,758	\$ 4,943,691
Borrowing from restricted funds	-	92,255
Total Current Liabilities	<u>758,758</u>	<u>5,035,946</u>
Long-Term Obligations		
Long-term obligation to Riverside Community College District	-	794,735
Total Long-Term Obligations	<u>-</u>	<u>794,735</u>
Total Liabilities	<u>758,758</u>	<u>5,830,681</u>
 <b>NET ASSETS</b>		
Unrestricted		
Undesignated	(85,255)	(901,131)
Board designated	16,287	14,141
Total Unrestricted	<u>(68,968)</u>	<u>(886,990)</u>
Temporarily restricted	1,360,704	2,243,501
Permanently restricted	3,771,674	3,173,471
Total Net Assets	<u>5,063,410</u>	<u>4,529,982</u>
Total Liabilities and Net Assets	<u>\$ 5,822,168</u>	<u>\$ 10,360,663</u>

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**DISCRETELY PRESENTED COMPONENT UNIT  
RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED JUNE 30, 2011 AND 2010**

	<b>2011</b>			<b>Total</b>
	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>Permanently Restricted</b>	
<b>REVENUES</b>				
Donations	\$ 3,006	\$ 656,153	\$ 415,704	\$ 1,074,863
In-kind donations				
Donated assets	19,935	-	-	19,935
Donated material	21	-	-	21
Donated services	532,137	-	-	532,137
Forgiveness of debt income	889,800	-	-	889,800
Assets released from restrictions	1,833,114	(1,607,255)	(225,859)	-
Total Revenues	<u>3,278,013</u>	<u>(951,102)</u>	<u>189,845</u>	<u>2,516,756</u>
<b>EXPENSES</b>				
Operating expenses	753,406	-	-	753,406
Program expenses	1,767,673	-	-	1,767,673
Fundraising expenses	34,047	-	-	34,047
Total Expenses	<u>2,555,126</u>	<u>-</u>	<u>-</u>	<u>2,555,126</u>
<b>OTHER INCOME (EXPENSE)</b>				
Realized gain on sale of investments	814	1,755	6,475	9,044
Unrealized gain on investments	42,332	91,247	336,774	470,353
Interest and dividends income	13,540	18,254	66,522	98,316
Interest expense	(5,915)	-	-	(5,915)
Transfers	44,364	(42,951)	(1,413)	-
Total Other Income (Expense)	<u>95,135</u>	<u>68,305</u>	<u>408,358</u>	<u>571,798</u>
CHANGE IN NET ASSETS	818,022	(882,797)	598,203	533,428
NET ASSETS, BEGINNING OF YEAR	(886,990)	2,243,501	3,173,471	4,529,982
NET ASSETS, END OF YEAR	<u>\$ (68,968)</u>	<u>\$ 1,360,704</u>	<u>\$ 3,771,674</u>	<u>\$ 5,063,410</u>

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

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<b>2010</b>			
Unrestricted	Temporarily Restricted	Permanently Restricted	Total
\$ 152,739	\$ 5,266,787	\$ 179,980	\$ 5,599,506
161,341	-	-	161,341
28,659	-	-	28,659
475,958	-	-	475,958
-	-	-	-
5,904,347	(5,959,981)	55,634	-
<u>6,723,044</u>	<u>(693,194)</u>	<u>235,614</u>	<u>6,265,464</u>
410,991	-	-	410,991
6,381,560	-	-	6,381,560
104,685	-	-	104,685
<u>6,897,236</u>	<u>-</u>	<u>-</u>	<u>6,897,236</u>
1,626	2,693	10,891	15,210
27,621	49,372	140,775	217,768
9,700	22,309	64,987	96,996
(7,979)	-	-	(7,979)
131,188	(149,278)	18,090	-
<u>162,156</u>	<u>(74,904)</u>	<u>234,743</u>	<u>321,995</u>
(12,036)	(768,098)	470,357	(309,777)
(874,954)	3,011,599	2,703,114	4,839,759
<u>\$ (886,990)</u>	<u>\$ 2,243,501</u>	<u>\$ 3,173,471</u>	<u>\$ 4,529,982</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**DISCRETELY PRESENTED COMPONENT UNIT  
RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2011 AND 2010**

	<u>2011</u>	<u>2010</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Assets	\$ 533,428	\$ (309,777)
Adjustments to Reconcile Change in Net Assets to Net Cash Flows From Operating Activities		
Unrealized gain on investments	(470,353)	(217,768)
Contributions of long-term investments	(1,071,857)	(5,446,767)
Forgiveness of debt income	(889,800)	-
Changes in Assets and Liabilities		
(Increase) decrease in accounts receivable	4,672	(12,205)
Decrease in unrestricted unconditional promises to give	11,721	22,622
Increase (decrease) in accounts payable	(4,184,933)	4,746,766
Net Cash Flows From Operating Activities	<u>(6,067,122)</u>	<u>(1,217,129)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of investments	(147,780)	(456,631)
Proceeds from sale of investments	105,826	1,100,624
Net Cash Flows From Investing Activities	<u>(41,954)</u>	<u>643,993</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Proceeds from issuance of debt	-	90,707
(Increase) decrease long-term unconditional promises to give	426,226	(322,893)
Increase (decrease) in notes payable	-	437,185
Collections of contributions restricted for long-term purposes	1,498,083	5,189,550
Net Cash Flows From Financing Activities	<u>1,924,309</u>	<u>5,394,549</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	(4,184,767)	4,821,413
<b>UNRESTRICTED CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>4,821,413</u>	<u>-</u>
<b>UNRESTRICTED CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>\$ 636,646</u>	<u>\$ 4,821,413</u>
<b>REQUIRED DISCLOSURE</b>		
Interest paid	<u>\$ 5,915</u>	<u>\$ 7,979</u>

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

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***NOTES TO FINANCIAL STATEMENTS***

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## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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#### ***NOTE 1 - ORGANIZATION***

The Riverside Community College District (the District) was established in 1916 as a political subdivision of the State of California and provides educational services to residents of the surrounding area. The District operates under a locally elected five-member Board of Trustees form of government, which establishes the policies and procedures by which the District operates. The Board must approve the annual budgets for the General Fund, special revenue funds, capital project funds, and proprietary funds, but these budgets are managed at the department level. Currently, the District operates three colleges located within western Riverside County. While the District is a political subdivision of the State of California, it is legally separate and is independent of other State and local governments, and it is not a component unit of the State in accordance with the provisions of Governmental Accounting Standards Board (GASB) Statement No. 39.

#### ***NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES***

##### **Financial Reporting Entity**

The District has adopted GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units*. This statement amends GASB Statement No. 14, *The Financial Reporting Entity*, to provide additional guidance to determine whether certain organizations, for which the District is not financially accountable, should be reported as component units based on the nature and significance of their relationship with the District. The three components used to determine the presentation are: providing a "direct benefit", the "environment and ability to access/influence reporting", and the "significance" criterion. As defined by accounting principles generally accepted in the United States of America and established by the Governmental Accounting Standards Board, the financial reporting entity consists of the primary government, the District, and the following component units:

- **Riverside Community College District Foundation**

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

The Foundation is a not-for-profit organization under Internal Revenue Code (IRC) Section 501(c)(3) that reports its financial results in accordance with Financial Accounting Standards Codifications. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundation's financial information in the District's financial reporting entity for these differences.

Audited financial statements for the Foundation can be obtained from the Foundation's Business Office at 4800 Magnolia Avenue, Riverside, California 92506.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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- **Riverside Community College District Development Corporation**

The Riverside Community College District Development Corporation (the Corporation) is a legally separate organization and a component unit of the District. The Corporation was formed to provide financing and acquire assets for the District. A majority of the Corporation's Board of Directors either serves by reason of their position in the District or is appointed by the District's Board of Trustees. The financial activity has been "blended" or consolidated within the financial statements as the District as if the activity was the District's. Within the other supplementary information section of the report, the activity is included as the Riverside Community College District Development Corporation Fund as a Special Revenue Fund of the District. Individually prepared financial statements are not prepared for the Corporation.

#### **Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

For financial reporting purposes, the District is considered a special-purpose government engaged only in business-type activities as defined by GASB Statements No. 34 and No. 35 as amended by GASB Statements No. 37, No. 38, and No. 39. This presentation provides a comprehensive entity-wide perspective of the District's assets, liabilities, activities, and cash flows and replaces the fund group perspective previously required. Accordingly, the District's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All material intra-agency and intra-fund transactions have been eliminated.

Revenues resulting from exchange transactions, in which each party gives and receives essentially equal value, are classified as operating revenues. These transactions are recorded on the accrual basis when the exchange takes place. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, operating revenues consist primarily of student fees and auxiliary activities through the bookstore and cafeteria.

Nonexchange transactions, in which the District receives value without directly giving equal value in return, include State apportionments, property taxes, certain Federal and State grants, entitlements, and donations. Property tax revenue is recognized in the fiscal year received. State apportionment revenue is earned based upon criteria set forth from the Community Colleges Chancellor's Office and includes reporting of full-time equivalent student (FTES) attendance. The corresponding apportionment revenue is recognized in the period the FTES are generated. Revenue from Federal and State grants and entitlements are recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements may include time and/or purpose requirements.

Operating expenses are incurred to provide instructional services including support costs, auxiliary services, and depreciation of capital assets. All other expenses not meeting this definition are reported as nonoperating. Expenses are recorded on the accrual basis as they are incurred; when goods are received or services are rendered.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS

#### JUNE 30, 2011 AND 2010

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The accounting policies of the District conform to accounting principles generally accepted in the United States of America (US GAAP) as applicable to colleges and universities, as well as those prescribed by the California Community Colleges Chancellor's Office. The District reports are based on all applicable GASB pronouncements, as well as applicable Financial Accounting Standards Board (FASB) pronouncements issued on or before November 30, 1989, unless those pronouncements conflict or contradict GASB pronouncements. The District has not elected to apply FASB pronouncements after that date. When applicable, certain prior year amounts have been reclassified to conform to current year presentation. The budgetary and financial accounts of the District are maintained in accordance with the State Chancellor's Office *Budget and Accounting Manual*.

The financial statements are presented in accordance with the reporting model as prescribed in GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, and GASB Statement No. 35, *Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities*, as amended by GASB Statements No. 37 and No. 38. The business-type activities model followed by the District requires the following components of the District's financial statements:

- Management's Discussion and Analysis
- Basic Financial Statements for the District as a whole including:
  - Statements of Net Assets - Primary Government
  - Statements of Revenues, Expenses, and Changes in Net Assets - Primary Government
  - Statements of Cash Flows - Primary Government
  - Financial Statements for the Fiduciary Funds including:
    - Statements of Fiduciary Net Assets
    - Statements of Changes in Fiduciary Net Assets
- Notes to the Financial Statements

#### **Cash and Cash Equivalents**

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Cash equivalents also include unrestricted cash with county treasury balances for purposes of the Statement of Cash Flows. Restricted cash and cash equivalents represent balances restricted by external sources such as grants and contracts or specifically restricted for the repayment of capital debt.

#### **Investments**

Investments held at June 30, 2011 and 2010, with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost. Fair values of investments in the County investment pool are determined by the program sponsor.

#### **Restricted Assets**

Restricted assets arise when restrictions on their use change the normal understanding of the availability of the asset. Such constraints are either imposed by creditors, contributors, grantors, or laws of other governments or imposed by enabling legislation. Restricted assets are classified on the Statement of Net Assets because their use is limited by enabling legislation, applicable bond covenants, and other laws of other governments. Also, resources have been set aside to satisfy certain requirements of the bonded debt issuance and to fund certain capital asset projects.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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#### **Accounts Receivable**

Accounts receivable include amounts due from the Federal, State and/or local governments, or private sources, in connection with reimbursement of allowable expenditures made pursuant to the District's grants and contracts. Accounts receivable also consist of tuition and fee charges to students and auxiliary enterprise services provided to students, faculty, and staff, the majority of each residing in the State of California. The District provides for an allowance for uncollectible accounts as an estimation of amounts that may not be received. This allowance is based upon management's estimates and analysis. The allowance was estimated at \$91,342 and \$93,494 for the years ended June 30, 2011 and 2010, respectively.

#### **Prepaid Expenses**

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

#### **Inventories**

Inventories consist primarily of cafeteria food and supplies held for resale to the students and faculty of the college. Inventories are stated at cost, utilizing the weighted average method. The cost is recorded as an expense as the inventory is consumed.

#### **Capital Assets and Depreciation**

Capital assets are long-lived assets of the District as a whole and include land, construction-in-progress, buildings, leasehold improvements, and equipment. The District maintains an initial unit cost capitalization threshold of \$5,000. Assets are recorded at historical cost, or estimated historical cost, when purchased or constructed. The District does not possess any infrastructure. Donated capital assets are recorded at estimated fair market value at the date of donation. Improvements to buildings and land that significantly increase the value or extend the useful life of the asset are capitalized; the costs of routine maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are charged as an operating expense in the year in which the expense was incurred. Major outlays for capital improvements are capitalized as construction-in-progress as the projects are constructed.

Depreciation of capital assets is computed and recorded utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows: buildings, 15 to 50 years; improvements, 10 years; equipment, 3 to 8 years; vehicles, 5 to 10 years.

#### **Accrued Liabilities and Long-term Obligations**

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

#### **Deferred Issuance Costs, Premiums, and Discounts**

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

Deferred amount on refunding is amortized using the straight line method over the remaining life of the new debt.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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#### Compensated Absences

Accumulated unpaid employee vacation benefits are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the entity-wide financial statements. The amounts have been recorded in the fund from which the employees, who have accumulated the leave, are paid. The District also participates in "load-banking" with eligible academic employees whereby the employee may teach extra courses in one period in exchange for time off in another period.

Sick leave is accumulated without limit for each employee based upon negotiated contracts. Leave with pay is provided when employees are absent for health reasons; however, the employees do not gain a vested right to accumulated sick leave. Employees are never paid for any sick leave balance at termination of employment or any other time. Therefore, the value of accumulated sick leave is not recognized as a liability in the District's financial statements. However, retirement credit for unused sick leave is applicable to all classified school members who retire after January 1, 1999. At retirement, each member will receive .004 year of service credit for each day of unused sick leave. Retirement credit for unused sick leave is available to all full-time employees based on the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement Systems (CalPERS) criteria.

#### Deferred Revenue

Deferred revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the District prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized. Deferred revenues include (1) amounts received for tuition and fees prior to the end of the fiscal year that are related to the subsequent fiscal year and (2) amounts received from Federal and State grants received before the eligibility requirements are met are recorded as deferred revenue.

#### Noncurrent Liabilities

Noncurrent liabilities include bonds and notes payable, compensated absences, claims payable, capital lease obligations, and OPEB obligations with maturities greater than one year.

#### Net Assets

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

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

**Restricted - Expendable:** Net assets whose use by the District is subject to externally imposed constraints that can be fulfilled by actions of the District pursuant to those constraints or by the passage of time. Net assets may be restricted for capital projects, debt repayment, and/or educational programs.

None of the District's restricted net assets have resulted from enabling legislation adopted by the District.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS

#### JUNE 30, 2011 AND 2010

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

When both restricted and unrestricted resources are available for use, it is the District's practice to use restricted resources first and the unrestricted resources when they are needed. The entity-wide financial statements report \$20,750,158 of restricted net assets.

#### **State Apportionments**

Certain current year apportionments from the State are based on financial and statistical information of the previous year. Any corrections due to the recalculation of the apportionment are made in February of the subsequent year. When known and measurable, these recalculations and corrections are accrued in the year in which the FTES are generated.

#### **Property Taxes**

Secured property taxes attach as an enforceable lien on property as of January 1. The County of Riverside Assessor is responsible for assessment of all taxable real property. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County of Riverside bills and collects the taxes on behalf of the District. Local property tax revenues are recorded when the County notifies the District of the availability of the revenues.

The voters of the District passed a General Obligation Bond in 2004 for the acquisition, construction, and remodeling of certain District property. As a result of the passage of the Bond, property taxes are assessed on the property within the District specifically for the repayment of the debt incurred. The taxes are billed and collected as noted above and remitted to the District when collected.

#### **Scholarship Discounts and Allowances**

Student tuition and fee revenue is reported net of scholarship discounts and allowances in the Statement of Revenues, Expenditures, and Changes in Net Assets. Scholarship discounts and allowances represent the difference between stated charges for enrollment fees and the amount that is paid by students or third parties making payments on the students' behalf. To the extent that fee waivers and discounts have been used to satisfy tuition and fee charges, the District has recorded a scholarship discount and allowance.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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#### **Federal Financial Assistance Programs**

The District participates in federally funded Pell Grants, FSEOG Grants, Federal Work-Study, Academic Competitiveness Grants, and Federal Direct Student Loan programs, as well as other programs funded by the Federal government. Financial aid to students is either reported as operating expenses or scholarship allowances, which reduce revenues. The amount reported as operating expense represents the portion of aid that was provided to the student in the form of cash. These programs are audited in accordance with the Single Audit Act Amendments of 1996, and the U.S. Office of Management and Budget's revised Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, and the related *Compliance Supplement*. During the years ended June 30, 2011 and 2010, the District distributed \$4,357,631 and \$4,425,366, respectively, in direct lending through the U.S. Department of Education. As of July 1, 2010, the Federal Family Education Loan program ended and was replaced by the Federal Direct Student Loan program. As of June 30, 2011, the \$4,357,631 of direct lending have been included as revenues and expenses within the accompanying financial statements as the amounts are passed directly to the District and then to qualifying students. These amounts are also included on the Schedule of Expenditures of Federal Awards.

#### **On Behalf Payments**

GASB Statement No. 24 requires direct on behalf payments for fringe benefits and salaries made by one entity to a third party recipient for the employees for another legally separate entity be recognized as revenues and expenditures by the employer entity. The State of California makes direct on behalf payments to CalSTRS and CalPERS on behalf of all community colleges in California.

#### **Estimates**

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

#### **Interfund Activity**

Interfund transfers and interfund receivables and payables are eliminated within the primary government funds during the consolidation process in the entity-wide financial statements.

#### **Foundation Presentation**

The Riverside Community College District Foundation presents its financial statements in accordance with Statement of Financial Accounting Codifications. Under these reporting requirements, the Foundation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. As permitted by the codification, the Foundation does not use fund accounting.

**Permanently Restricted Net Assets** - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Foundation. Generally, the donors of these assets permit the Foundation to use all or part of the income earned on related investments for general or specific purposes.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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

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

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

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

Investments are reported at fair value in accordance with FASB Topic ASC 820, *Fair Value Measurements and Disclosures*.

#### **New Accounting Pronouncements**

In November 2010, the GASB issued Statement No. 61, *The Financial Reporting Entity: Omnibus - an amendment of GASB Statements No. 14 and No. 34*. The objective of this Statement is to improve financial reporting for a governmental financial reporting entity. The requirements of Statement No. 14, *The Financial Reporting Entity*, and the related financial reporting requirements of Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, were amended to better meet user needs and to address reporting entity issues that have arisen since the issuance of those Statements.

This Statement modifies certain requirements for inclusion of component units in the financial reporting entity. For organizations that previously were required to be included as component units by meeting the fiscal dependency criterion, a financial benefit or burden relationship also would need to be present between the primary government and that organization for it to be included in the reporting entity as a component unit. Further, for organizations that do not meet the financial accountability criteria for inclusion as component units but that, nevertheless, should be included because the primary government's management determines that it would be misleading to exclude them, this Statement clarifies the manner in which that determination should be made and the types of relationships that generally should be considered in making the determination.



## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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This Statement also amends the criteria for reporting component units as if they were part of the primary government (that is, blending) in certain circumstances. For component units that currently are blended based on the "substantively the same governing body" criterion, it additionally requires that (1) the primary government and the component unit have a financial benefit or burden relationship or (2) management (below the level of the elected officials) of the primary government have operational responsibility (as defined in paragraph 8a) for the activities of the component unit. New criteria also are added to require blending of component units whose total debt outstanding is expected to be repaid entirely or almost entirely with resources of the primary government. The blending provisions are amended to clarify that funds of a blended component unit have the same financial reporting requirements as a fund of the primary government. Lastly, additional reporting guidance is provided for blending a component unit if the primary government is a business-type activity that uses a single column presentation for financial reporting.

This Statement also clarifies the reporting of equity interests in legally separate organizations. It requires a primary government to report its equity interest in a component unit as an asset. The provisions of this Statement are effective for financial statements for periods beginning after June 15, 2012. Early implementation is encouraged.

#### **Comparative Financial Information**

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

#### **NOTE 3 - DEPOSITS AND INVESTMENTS**

##### **Policies and Practices**

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

**Investment in County Treasury** - The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (*Education Code* Section 41001). The fair value of the District's investment in the pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis. The County Treasurer also holds investments in a separate investment agreement account other than the County Pooled Investment noted above on behalf of the District. Funds in this investment agreement are strictly related to the District's general obligation bonds.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

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**General Authorizations**

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

**Summary of Deposits and Investments**

Deposits and investments as of June 30, 2011, consist of the following:

Cash on hand and in banks	<u>Primary Government</u> \$ 449,351
Cash in revolving	50,000
Investments	161,276,836
Total Deposits and Investments	<u>\$ 161,776,187</u>
Cash on hand and in banks	<u>Fiduciary Funds</u> \$ 2,000,087

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2011 AND 2010**

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**Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Pool and County Pooled Investment Fund.

**Specific Identification**

Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuation is provided by the following schedule that shows the distribution of the District's investment by maturity:

<u>Investment Type</u>	<u>Fair Market Value</u>	<u>Maturity Date</u>
County Pooled Investment	<u>\$ 161,450,174</u>	1.31*

\*Weighted average of maturity in years.

**Credit Risk**

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investments in the County pool are rated AAA by Fitch Ratings Ltd. as of June 30, 2011.

<u>Investment Type</u>	<u>Minimum Legal Rating</u>	<u>Rating June 30, 2011</u>	<u>Fair Market Value</u>
County Pooled Investment	Not Required	AAA	<u>\$ 161,450,174</u>

**Custodial Credit Risk - Deposits**

This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk. However, the California Government Code requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agency. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2011, the District and fiduciary funds had bank balances of \$1,179,356 and \$2,036,133, respectively, totaling \$3,215,489 of which \$2,264,339 was exposed to custodial credit risk because it was uninsured and collateralized at 110 percent of balance over \$250,000 with securities held by the pledging financial institution's trust department or agent, but not in the name of the District.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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Section 343 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (DFA) provides temporary unlimited deposit insurance coverage for noninterest-bearing transaction accounts at all FDIC-insured depository institutions (the Dodd-Frank Deposit Insurance Provision).

All funds in a "noninterest-bearing transaction account" are insured in full by the Federal Deposit Insurance Corporation from December 31, 2010 through December 31, 2012. This temporary unlimited coverage is in addition to, and separate from, the coverage of at least \$250,000 available to depositors under the FDIC's general deposit insurance rules. However, as of June 30, 2011, all deposits of the District are in interest-bearing transaction accounts which are limited to coverage up to \$250,000.

#### **Custodial Credit Risk - Investments**

This is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. The cash held in the County Treasury is uncategorized and the fair value approximates carrying value are shown above in the credit risk schedule. Deposits with the County Treasury are not categories because they do not represent securities which exist in physical or book entry form. The deposits with the County Treasury are valued using the amortized cost method (which approximates fair value). The fair values are provided by the County Treasurer. As of June 30, 2011, \$161,276,836 is invested in the Riverside County Treasurer's Pooled Investment Fund. The Pooled Investment Fund is currently rated AAA by Fitch Ratings Ltd.

#### **Discretely Presented Component Unit**

The Foundation's deposits and investments consist primarily of cash in banks and investments within equity funds and corporate and government bonds. As of June 30, 2011, the balances held in financial institutions of \$1,371,209 were not fully insured, but were collateralized with securities held by the financial institution, but not in the Foundation's name.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

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**NOTE 4 - ACCOUNTS RECEIVABLE**

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

The accounts receivable are as follows:

	Primary Government	
	2011	2010
Federal Government		
Categorical aid	\$ 6,868,214	\$ 5,817,700
FEMA	174,843	-
State Government		
Apportionment	24,203,536	19,559,392
Categorical aid	2,197,640	2,345,281
Other State sources	12,777,841	7,155,680
Local Sources		
Interest	247,424	199,575
Property taxes	1,316,835	1,484,797
Riverside Community College District Foundation	155,782	794,934
Riverside County Redevelopment Agency	1,208,503	1,237,097
Contributions from Foundation for Aquatics Complex	556,929	4,831,506
Other local sources	2,517,261	1,294,991
Total	\$ 52,224,808	\$ 44,720,953
Student receivables	\$ 456,710	\$ 467,469
Less allowance for bad debt	(91,342)	(93,494)
Student receivables, net	\$ 365,368	\$ 373,975
Total Receivables, Net	\$ 52,590,176	\$ 45,094,928

**Discretely Presented Component Unit**

The Foundation's accounts receivables consist primarily of donations and unconditional promises to give. The Foundation routinely analyzes the collectability of the outstanding balance and has provided for the determined valuation.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

**NOTE 5 - CAPITAL ASSETS**

Capital asset activity for the District for the fiscal year ended June 30, 2011, was as follows:

	Balance Beginning of Year	Additions	Deductions	Balance End of Year
Capital Assets Not Being Depreciated				
Land	\$ 32,502,697	\$ -	\$ -	\$ 32,502,697
Construction in progress	45,860,319	58,949,478	25,798,175	79,011,622
Total Capital Assets Not Being Depreciated	<u>78,363,016</u>	<u>58,949,478</u>	<u>25,798,175</u>	<u>111,514,319</u>
Capital Assets Being Depreciated				
Land improvements	11,287,106	311,660	-	11,598,766
Buildings and improvements	194,617,048	28,774,782	-	223,391,830
Furniture and equipment	28,772,543	2,508,904	234,452	31,046,995
Total Capital Assets Being Depreciated	<u>234,676,697</u>	<u>31,595,346</u>	<u>234,452</u>	<u>266,037,591</u>
Total Capital Assets	<u>313,039,713</u>	<u>90,544,824</u>	<u>26,032,627</u>	<u>377,551,910</u>
Less Accumulated Depreciation				
Land improvements	5,362,378	411,392	-	5,773,770
Buildings and improvements	38,311,015	6,940,960	-	45,251,975
Furniture and equipment	21,390,557	3,742,298	212,543	24,920,312
Total Accumulated Depreciation	<u>65,063,950</u>	<u>11,094,650</u>	<u>212,543</u>	<u>75,946,057</u>
Net Capital Assets	<u>\$247,975,763</u>	<u>\$ 79,450,174</u>	<u>\$ 25,820,084</u>	<u>\$301,605,853</u>

Depreciation expense for the year was \$11,094,650.

The District was the beneficiary of an extensive bequest of Mine Okubo's estate, a Japanese-American artist, inclusive of paintings, works of art, reference materials, photographs, books, writings, letters, and printed material. The District took possession of the materials bequeathed from the estate of Ms. Okubo as of June 30, 2009. The District has included the collection and materials as priceless in the District's capital assets (non-depreciable assets). During the course of the next several years and as the District learns the collection's long-term historical value, the values will be added to the District's capital assets. As of June 30, 2011, the District has not recorded a value for the collection in the financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

Capital asset activity for the District for the fiscal year ended June 30, 2010, was as follows:

	Balance Beginning of Year	Additions	Deductions	Balance End of Year
<b>Capital Assets Not Being Depreciated</b>				
Land	\$ 32,502,697	\$ -	\$ -	\$ 32,502,697
Construction in progress	13,577,065	34,677,699	2,394,445	45,860,319
Total Capital Assets Not Being Depreciated	<u>46,079,762</u>	<u>34,677,699</u>	<u>2,394,445</u>	<u>78,363,016</u>
<b>Capital Assets Being Depreciated</b>				
Land improvements	9,297,856	1,989,250	-	11,287,106
Buildings and improvements	190,858,397	3,758,651	-	194,617,048
Furniture and equipment	25,836,575	3,257,947	321,979	28,772,543
Total Capital Assets Being Depreciated	<u>225,992,828</u>	<u>9,005,848</u>	<u>321,979</u>	<u>234,676,697</u>
Total Capital Assets	<u>272,072,590</u>	<u>43,683,547</u>	<u>2,716,424</u>	<u>313,039,713</u>
<b>Less Accumulated Depreciation</b>				
Land improvements	4,933,640	428,738	-	5,362,378
Buildings and improvements	33,650,536	4,660,479	-	38,311,015
Furniture and equipment	18,320,603	3,391,933	321,979	21,390,557
Total Accumulated Depreciation	<u>56,904,779</u>	<u>8,481,150</u>	<u>321,979</u>	<u>65,063,950</u>
<b>Net Capital Assets</b>	<u>\$215,167,811</u>	<u>\$ 35,202,397</u>	<u>\$ 2,394,445</u>	<u>\$247,975,763</u>

Depreciation expense for the year was \$8,481,150.

**NOTE 6 - ACCOUNTS PAYABLE**

Accounts payable for the District consisted of the following:

	Primary Government	
	2011	2010
Accrued payroll and benefits	\$ 924,063	\$ 827,815
Apportionment	1,804,406	-
Student financial aid grants	2,377,808	2,734,538
State categorical programs	336,469	121,293
Construction payables	11,444,871	7,501,255
Vendor payables	3,098,648	1,642,816
Total	<u>\$ 19,986,265</u>	<u>\$ 12,827,717</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

	Fiduciary Funds	
	2011	2010
Vendor payables	\$ 65,210	\$ 25,172

**Discretely Presented Component Unit**

The accounts payable of the Foundation consist primarily of amounts owed to the District for the Aquatics Complex construction.

**NOTE 7 - SHORT-TERM BORROWING**

At June 30, 2011, the District had outstanding Tax and Revenue Anticipation Notes in the amount of \$11,710,000 bearing interest of 2.50 percent. The notes were sold to supplement cash flow. Repayment requires that a percentage of principal and interest be deposited with the fiscal agent in July 2011 until 100 percent of the total principal and interest is due at maturity in October 31, 2011. The total outstanding Tax and Revenue Anticipation Notes of \$11,710,000 was paid in full to the fiscal agent on July 29, 2011.

	Outstanding Beginning of Year	Additions	Deletions	Outstanding End of Year
2009-2010 2.50% TRANS, Series B	\$ 11,020,000	\$ -	\$ 11,020,000	\$ -
2010-2011 2.50% TRANS, Series L	-	11,710,000	-	11,710,000
Total	<u>\$ 11,020,000</u>	<u>\$ 11,710,000</u>	<u>\$ 11,020,000</u>	<u>\$ 11,710,000</u>

**NOTE 8 - DEFERRED REVENUE**

Deferred revenue consisted of the following:

	Primary Government	
	2011	2010
State categorical aid	\$ 1,315,735	\$ 1,745,945
Other State aid	130,000	202,402
Enrollment fees	1,369,008	1,393,680
Theater subscriptions	259,682	252,371
Health and liability self-insurance	1,095,057	1,172,937
Community Learning in Partnership	758,546	-
Summer community education fees	23,500	132,098
Other local	166,736	49,633
Total	<u>\$ 5,118,264</u>	<u>\$ 4,949,066</u>



## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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#### *NOTE 9 - INTERFUND TRANSACTIONS*

##### **Interfund Receivables and Payables (Due To/Due From)**

Interfund receivable and payable balances arise from interfund transactions and are recorded by all funds affected in the period in which transactions are executed. Interfund activity within the governmental funds and fiduciary funds has been eliminated respectively in the consolidation process of the basic financial statements. Balances owing between the primary government and the fiduciary funds are not eliminated in the consolidation process. As of June 30, 2011, the amount owed between the government and the fiduciary funds were \$29,519 and \$48,154, respectively.

##### **Interfund Operating Transfers**

Operating transfers between funds of the District are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use restricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations. Operating transfers within the funds of the District have been eliminated in the consolidation process. Transfers between the primary government and the fiduciary funds are not eliminated in the consolidation process.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

**NOTE 10 - LONG-TERM OBLIGATIONS**

**Long-Term Obligations Summary**

The changes in the District's long-term obligations during the 2011 fiscal year consisted of the following:

	Balance Beginning of Year	Additions	Deductions	Balance End of Year	Due in One Year
<b>Bonds Payable</b>					
General obligation bonds, Series A	\$ 3,475,000	\$ -	\$ -	\$ 3,475,000	\$ 500,000
General obligation bonds, Refunding Bond 2005	55,212,992	841,477	1,740,000	54,314,469	1,830,000
Net unamortized debt premium	4,380,099	-	162,837	4,217,262	162,837
General obligation bonds, Series 2007 C	73,695,000	-	5,185,000	68,510,000	-
Net unamortized debt premium	2,288,786	-	176,060	2,112,726	176,060
General obligation bonds, Series 2010 D/D-1	-	110,118,806	-	110,118,806	-
Net unamortized debt premium	-	1,725,887	33,936	1,691,951	58,176
<b>Total Bonds Payable</b>	<b>139,051,877</b>	<b>112,686,170</b>	<b>7,297,833</b>	<b>244,440,214</b>	<b>2,727,073</b>
<b>Other Liabilities</b>					
Compensated absences	2,474,015	140,343	-	2,614,358	1,206,283
Capital leases	26,902	176,088	18,002	184,988	44,576
Supplementary Retirement Plan (SRP)	3,098,734	2,290,285	891,172	4,497,847	1,349,229
Load banking	771,705	325,010	269,495	827,220	14,286
Other postemployment benefits (OPEB)	1,653,090	2,262,462	577,224	3,338,328	-
<b>Total Other Liabilities</b>	<b>8,024,446</b>	<b>5,194,188</b>	<b>1,755,893</b>	<b>11,462,741</b>	<b>2,614,374</b>
<b>Total Long-Term Obligations</b>	<b>\$147,076,323</b>	<b>\$117,880,358</b>	<b>\$9,053,726</b>	<b>\$255,902,955</b>	<b>\$5,341,447</b>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

The changes in the District's long-term obligations during the 2010 fiscal year consisted of the following:

	Balance Beginning of Year	Additions	Deductions	Balance End of Year	Due in One Year
<b>Bonds Payable</b>					
General obligation bonds, Series A	\$ 3,475,000	\$ -	\$ -	\$ 3,475,000	\$ -
General obligation bonds, Refunding Bond 2005	55,959,077	748,915	1,495,000	55,212,992	1,740,000
Net unamortized debt premium	4,542,936	-	162,837	4,380,099	162,837
General obligation bonds, Series 2007 C	78,855,000	-	5,160,000	73,695,000	5,185,000
Net unamortized debt premium	2,464,846	-	176,060	2,288,786	176,060
<b>Total Bonds Payable</b>	<b>145,296,859</b>	<b>748,915</b>	<b>6,993,897</b>	<b>139,051,877</b>	<b>7,263,897</b>
<b>Other Liabilities</b>					
Compensated absences	2,854,793	-	380,778	2,474,015	1,329,711
Capital leases	41,576	-	14,674	26,902	14,674
Supplementary Retirement Plan (SRP)	1,357,128	2,193,982	452,376	3,098,734	891,172
Load banking	828,735	311,177	368,207	771,705	23,007
Other postemployment benefits (OPEB)	956,725	1,462,715	766,350	1,653,090	-
<b>Total Other Liabilities</b>	<b>6,038,957</b>	<b>3,967,874</b>	<b>1,982,385</b>	<b>8,024,446</b>	<b>2,258,564</b>
<b>Total Long-Term Obligations</b>	<b>\$151,335,816</b>	<b>\$ 4,716,789</b>	<b>\$8,976,282</b>	<b>\$147,076,323</b>	<b>\$9,522,461</b>

**Description of Debt**

Payments on the general obligation bonds are made by the Bond Interest and Redemption Fund with local property tax collections. The capital lease payments are made by the General Fund. The compensated absences are paid by the fund for which the employees' salaries are paid from. The District's General Fund makes payments for the postemployment benefits, Supplemental Retirement Plan, and load banking obligations.

**Bonded Debt**

**2004 General Obligation Bonds**

During March 2004, voters of the District authorized the issuance and sale of general obligation bonds in the amount of \$350,000,000. As a result of the authorization, General Obligation Bonds Series 2004A "Series A Bonds" and Series 2004B (federally taxable) "Series B Bonds" were issued in August 2004. At June 30, 2011, the principal outstanding was \$3,475,000.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2011 AND 2010**

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Series A Bonds were issued in the aggregate principal amount of \$55,205,000 with interest rates ranging from 4.00 to 5.25 percent. Series A Bonds were used to finance the acquisition, construction, and modernization of property and school facilities, to refund outstanding certificates of participation (COPs), and to pay certain costs of the bond issue. The refunded COPs are considered defeased. This current refunding was undertaken to decrease total debt service payments by \$2,762,260. The Series A Bonds are subject to optional and mandatory sinking fund redemption prior to maturity.

Series B Bonds were issued to advance refund the District's outstanding certificates of participation. The refunded COPs are considered defeased. This advance refunding was undertaken to reduce total debt service payments by \$2,298,036 and to obtain an economic gain of \$237,565. The Series B Bonds have been paid in full.

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

**2005 General Obligation Refunding Bonds**

During May 2005, the District issued 2005 General Obligation Refunding Bonds in the amount of \$58,386,109 with interest rates ranging from 3.00 to 5.00 percent. The bonds issued included \$54,425,000 of current interest bonds and \$3,961,109 of capital appreciation bonds, with the value of the capital appreciation bonds maturing to a principal balance of \$10,555,000. The bonds mature through August 1, 2024. Principal and interest on the refunded debt will be paid until such time as they can be redeemed on August 1, 2014. At June 30, 2011, the principal outstanding was \$54,314,469, and net unamortized debt premium was \$4,217,262.

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

Net debt premium consists of the following:

	<u>June 30, 2011</u>
Deferred loss on refunding	\$ (2,368,905)
Debt issue costs	(629,653)
Debt premium	7,215,820
Net unamortized debt premium	<u>\$ 4,217,262</u>

**2007 General Obligation Bonds**

During June 2007, the District issued the 2007 General Obligation Bonds in the amount of \$90,000,000. The bonds mature beginning on August 1, 2007 through August 1, 2032, with interest yields ranging from 3.62 to 4.47 percent. At June 30, 2011, the principal outstanding was \$68,510,000 and unamortized premium and issuance costs of \$2,112,726 and \$813,623, respectively. Premium and issuance costs are amortized over the life of the bonds as a component of interest expense on the bonds.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS

#### JUNE 30, 2011 AND 2010

The bonds are being used for the purposes of financing the repair, acquisition, construction, and equipping of certain District facilities, and to pay all legal, financial, and contingent costs in connection with the issuance of the bonds. The bonds are general obligations of the District payable solely from the proceeds of ad valorem property taxes. Interest with respect of the bonds accrues from the date of their delivery and is payable semiannually on February 1 and August 1 of each year, commencing August 1, 2007.

#### 2010 General Obligation Bonds

During December 2010, the District issued the 2010 General Obligation Bonds in the amount of \$109,999,278. The bonds mature beginning on August 1, 2015 through August 1, 2040, with interest yields ranging from 2.36 to 5.53 percent. The bonds issued included \$102,300,000 of current interest Build America Bonds (Series 2010D-1 Bonds) and \$7,699,278 of capital appreciation tax-exempt bonds (Series 2010D Bonds), with the value of the capital appreciation bonds maturing to a principal balance of \$15,920,000. At June 30, 2011, the principal balance outstanding was \$110,118,806 and unamortized premium and issuance cost of \$1,691,951 and \$926,415, respectively. Premium and issuance costs are amortized over the life of the bonds as a component of interest expense on the bonds.

The District has designated the Series 2010D-1 Bonds as "Build America Bonds" for purposes of the American Recovery and Reinvestment Act of 2009 (the Stimulus Act), the interest on which is not excluded from gross income for Federal income tax purposes, but is exempt from State of California personal income taxes. The District expects to receive a cash subsidy from the United States Treasury equal to 35 percent of the interest payable on such Series 2010D-1 Bonds. The District is obligated to make all payments of principal and interest on the Series 2010D-1 Bonds from the sources described in the official statement whether or not it receives cash subsidy payments pursuant to the Stimulus Act.

The bonds are being used for the purposes of financing the repair, acquisition, construction, and equipping of certain District facilities, and to pay all legal, financial, and contingent costs in connection with the issuance of the bonds. The bonds are general obligations of the District payable solely from the proceeds of ad valorem property taxes. Interest with respect of the bonds accrues from the date of their delivery and is payable semiannually on February 1 and August 1 of each year, commencing August 1, 2015.

The outstanding general obligation bonded debt is as follows:

Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds	Issued	Accreted	Redeemed	Bonds
				Outstanding July 1, 2010		Interest Addition		Outstanding June 30, 2011
2004	2030	4.00%-5.25%	\$ 55,205,000	\$ 3,475,000	\$ -	\$ -	\$ -	\$ 3,475,000
2005	2025	3.00%-5.00%	58,386,109	55,212,992	-	841,477	1,740,000	54,314,469
2007	2033	3.62%-4.47%	90,000,000	73,695,000	-	-	5,185,000	68,510,000
2010	2041	2.36%-5.53%	109,999,278	-	109,999,278	119,528	-	110,118,806
				<u>\$ 132,382,992</u>	<u>\$ 109,999,278</u>	<u>\$ 961,005</u>	<u>\$ 6,925,000</u>	<u>\$ 236,418,275</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

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

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest to Maturity</u>	<u>Total</u>
2012	\$ 500,000	\$ 136,075	\$ 636,075
2013	620,000	113,675	733,675
2014	795,000	85,375	880,375
2015	1,000,000	49,475	1,049,475
2016	15,000	29,156	44,156
2017-2021	105,000	132,314	237,314
2022-2026	195,000	94,443	289,443
2027-2030	245,000	28,675	273,675
Total	<u>\$ 3,475,000</u>	<u>\$ 669,188</u>	<u>\$ 4,144,188</u>

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

<u>Fiscal Year</u>	<u>Principal (Including accreted interest to date)</u>	<u>Accreted Interest</u>	<u>Current Interest to Maturity</u>	<u>Total</u>
2012	\$ 1,766,031	\$ 63,969	\$ 2,310,500	\$ 4,140,500
2013	1,691,814	323,186	2,298,250	4,313,250
2014	1,617,796	547,204	2,298,250	4,463,250
2015	1,539,590	775,410	2,298,250	4,613,250
2016	1,734,238	1,195,762	2,298,250	5,228,250
2017-2021	20,195,000	-	9,193,625	29,388,625
2022-2025	25,770,000	-	2,733,750	28,503,750
Total	<u>\$ 54,314,469</u>	<u>\$ 2,905,531</u>	<u>\$ 23,430,875</u>	<u>\$ 80,650,875</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

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

Fiscal Year	Principal	Interest to Maturity	Total
2012	\$ -	\$ 3,425,500	\$ 3,425,500
2013	-	3,425,500	3,425,500
2014	-	3,425,500	3,425,500
2015	-	3,425,500	3,425,500
2016	-	3,425,500	3,425,500
2017-2021	-	17,127,500	17,127,500
2022-2026	7,325,000	16,944,375	24,269,375
2027-2031	47,935,000	9,714,375	57,649,375
2032-2033	13,250,000	381,250	13,631,250
Total	<u>\$ 68,510,000</u>	<u>\$ 61,295,000</u>	<u>\$ 129,805,000</u>

The General Obligation Bonds, Series 2010 D/D1 mature through 2041 as follows:

Fiscal Year	Principal (Including accreted interest to date)	Accreted Interest	Current Interest to Maturity	Total
2012	\$ -	\$ -	\$ 7,164,193	\$ 7,164,193
2013	-	-	7,164,193	7,164,193
2014	-	-	7,164,193	7,164,193
2015	-	-	7,164,193	7,164,193
2016	221,959	153,041	7,322,979	7,697,979
2017-2021	2,050,524	2,789,476	38,660,925	43,500,925
2022-2026	5,546,323	5,158,677	41,042,940	51,747,940
2027-2031	-	-	35,820,965	35,820,965
2032-2036	36,580,000	-	30,916,867	67,496,867
2037-2041	65,720,000	-	12,252,348	77,972,348
Total	<u>\$ 110,118,806</u>	<u>\$ 8,101,194</u>	<u>\$ 194,673,796</u>	<u>\$ 312,893,796</u>

**Capital Leases**

The District has utilized capital leases purchase agreements to primarily purchase equipment. The current lease purchase agreement in the amount of \$184,988 will be paid through 2016.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

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

<u>Year Ending June 30,</u>	<u>Lease Payment</u>
2012	\$ 52,165
2013	39,936
2014	39,937
2015	39,937
2016	36,609
Total	<u>208,584</u>
Less: Amount Representing Interest	23,596
Present Value of Minimum Lease Payments	<u><u>\$ 184,988</u></u>

The equipment purchased through capital lease arrangements has been capitalized and is being depreciated over the estimated useful lives.

Equipment	\$ 314,533
Less: Accumulated depreciation	<u>(102,610)</u>
Total	<u><u>\$ 211,923</u></u>

Amortization of the leased equipment under capital lease is included with depreciation expense.

**Supplementary Retirement Plan**

The District has adopted the Public Agency Retirement System (PARS) 403(b) Supplementary Retirement Plan (SRP), a retirement incentive program. As of June 30, 2011, the outstanding balance was \$4,497,847. See Note 14 for additional information regarding the SRP obligation.

<u>Fiscal Year</u>	<u>SRP Payment</u>
2012	\$ 1,349,229
2013	896,854
2014	896,853
2015	896,854
2016	458,057
Total	<u><u>\$ 4,497,847</u></u>

**Compensated Absences**

Compensated absence obligations for the District at June 30, 2011, amounted to \$2,614,358 of which \$1,206,283 is considered current.



## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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#### **Other Postemployment Benefits Obligation**

The District's annual required contribution for the year ended June 30, 2011, was \$2,282,222, and contributions made by the District during the year were \$577,224. Interest on the net OPEB obligation and adjustments to the annual required contribution were \$82,655 and \$(102,415), respectively, which resulted in an increase to the net OPEB obligation of \$1,685,238. As of June 30, 2011, the net OPEB obligation was \$3,338,328. See Note 11 for additional information regarding the OPEB obligation and the postemployment benefits plan.

#### **Load Banking**

The load banking obligation for the District at June 30, 2011, amounted to \$827,220 of which \$14,286 is considered current.

#### ***NOTE 11 - POSTEMPLOYMENT HEALTH CARE PLAN AND OTHER POSTEMPLOYMENT BENEFITS (OPEB) OBLIGATION***

The District provides postemployment health care benefits for retired employees in accordance with approved Board policy.

#### **Plan Description**

The Riverside Community College District Plan (the Plan) is a single-employer defined benefit healthcare plan administered by the District. The Plan provides medical and dental insurance benefits to eligible retirees and their spouses. Membership of the Plan consists of 69 retirees and beneficiaries currently receiving benefits and 1,015 active Plan members.

#### **Funding Policy**

The contribution requirements of Plan members and the District are established and may be amended by the District and the District's bargaining units. The required contribution is based on projected pay-as-you-go financing requirements with an additional amount to prefund benefits as determined annually through agreements between the District and the bargaining units. For fiscal year 2010-2011, the District contributed \$577,224 to the Plan, all of which was used for current premiums.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

**Annual OPEB Cost and Net OPEB Obligation**

The District's annual OPEB cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the payments of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial accrued liabilities (UAAL) (or funding costs) over a period not to exceed 30 years. The following table shows the components of the District's annual OPEB cost for the year, the amount actually contributed to the Plan, and changes in the District's net OPEB obligation to the Plan:

Annual required contribution	\$ 2,282,222
Interest on net OPEB obligation	82,655
Adjustment to annual required contribution	<u>(102,415)</u>
Annual OPEB cost (expense)	2,262,462
Contributions made	<u>(577,224)</u>
Increase in net OPEB obligation	1,685,238
Net OPEB obligation, beginning of year	<u>1,653,090</u>
Net OPEB obligation, end of year	<u><u>\$ 3,338,328</u></u>

**Trend Information**

Trend information for the annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan, and the net OPEB obligation is as follows:

Year Ended June 30,	Annual OPEB Cost	Actual Contribution	Percentage Contributed	Net OPEB Obligation
2009	\$ 1,474,187	\$ 517,462	35%	\$ 956,725
2010	1,462,715	766,350	52%	1,653,090
2011	2,262,462	577,224	26%	3,338,328

**Funding Status and Funding Progress**

The schedule of funding progress as of the most recent actuarial valuation is as follows:

Actuarial Accrued Liability (AAL)	\$ 15,799,353
Actuarial Value of Plan Assets	<u>-</u>
Unfunded Actuarial Accrued Liability (UAAL)	<u><u>\$ 15,799,353</u></u>
Funded Ratio (Actuarial Value of Plan Assets/AAL)	0.00%
Covered Payroll	<u>N/A</u>
UAAL as Percentage of Covered Payroll	<u><u>N/A</u></u>

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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The above noted actuarial accrued liability was based on the July 1, 2009, actuarial valuation. Actuarial valuation of an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the Plan and the annual required contribution of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information, follows the notes to the financial statements and presents multi-year trend information about whether the actuarial value of Plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

#### **Actuarial Methods and Assumptions**

Projections of benefits for financial reporting purposes are based on the substantive Plan (the Plan as understood by the employer and the Plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and the Plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial values of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2009, actuarial valuation, the unit credit cost method was used. Under this method, there are no liabilities dependent on salary, therefore, no salary increase rate is assumed. The actuarial assumptions include healthcare cost trend rates ranged from an initial eight percent to an ultimate rate of five percent. The UAAL is being amortized at a level dollar method. The remaining amortization period at July 1, 2011, was 27 years. The actuarial value of assets was not determined in this actuarial valuation. As of June 30, 2011, the District finances its OPEB contributions using a pay-as-you-go method. The District has not established a plan or equivalent arrangement that contains an irrevocable trust.

#### ***NOTE 12 - RISK MANAGEMENT***

##### **Insurance Coverages**

The District is exposed to various risks of loss related to torts and liability; theft of, damage to and destruction of assets; errors and omissions and injuries to employees. The District obtains coverage for these risks as a member of various joint powers authorities or through the purchase of coverage from a risk retention group. The District has coverage up to \$20,000,000 for liability and tort risks. This coverage is subject to a \$100,000 self-insured retention. The District carries replacement coverage on its buildings and furniture and equipment with limits of \$295,277,000 and a \$100,000 deductible. Employee health benefits are covered by the employees enrolling in either one of two health maintenance organizations or in the District's self-insured health plan. The District's self-insured limit for the self-insured plan is \$100,000, and it purchases insurance coverage for the excess claims. The District purchases coverage for the dental benefits from a joint powers authority.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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#### Joint Powers Authority Risk Pools

During fiscal year ending June 30, 2011, the District contracted with the Alliance of Schools for Cooperative Insurance Program Joint Powers Authority for property and liability insurance coverage. Settled claims have not exceeded this commercial coverage in any of the past three years. There has not been a significant reduction in coverage from the prior year.

#### Workers' Compensation

For fiscal year 2010-2011, the District participated in the Schools Excess Liability Fund Joint Powers Authority (JPA), an insurance purchasing pool. The District is self insured for the first \$350,000 of each workers' compensation claim. The intent of the JPA is to achieve the benefit of a reduced premium for the District by virtue of its grouping and representation with other participants in the JPA. The workers' compensation experience of the participating districts is calculated as one experience, and a common premium rate is applied to all districts in the JPA. Each participant pays its workers' compensation premium based on its individual rate. Total savings are then calculated and each participant's individual performance is compared to the overall saving. A participant will then either receive money from or be required to contribute to the "equity-pooling fund." This "equity pooling" arrangement ensures that each participant shares equally in the overall performance of the JPA. Participation in the JPA is limited to K-12 and community college districts that can meet the JPA's selection criteria.

<u>Insurance Program / JPA Name</u>	<u>Type of Coverage</u>	<u>Limits</u>
Schools Excess Liability Fund (SELF)	Workers' Compensation	\$ 2,000,000
Schools Excess Liability Fund (SELF)	Excess Liability	\$ 20,000,000
Alliance of Schools for Cooperative Insurance Program (ASCIP)	Property and Liability	\$ 1,000,000

#### Employee Medical Benefits

The District has contracted with Kaiser Permanente, Health Net, and the RCCD Plan to provide employee medical benefits. The District provides health and welfare benefits to all full-time and permanent part-time employees (20 hours or more) and their dependents. Those employees working less than full-time will receive a pro-rata share of the benefit package. Employees in positions less than 20 hours per week do not receive any fringe benefits.

If the employee elects not to enroll for health insurance coverage from one of the carriers provided by the District, such employee must provide evidence of other health insurance coverage.

- Medical - The employee has a choice of Kaiser Permanente, Health Net, or the RCCD Plan. The employee may elect to change carriers once per year during open enrollment. Normally, such election shall be effective October 1 of each year.
- Dental - Delta insurance coverage for employees and dependents shall be provided by the District. All employees shall participate in the program.
- Life Insurance - The District provides a \$50,000 life insurance policy by a carrier designated by the District. All employees shall participate in this life insurance program.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010**

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Rates are set through an annual calculation process. The District pays a monthly contribution which is placed in a common fund from which claim payments are made for all participating districts. Claims are paid for all participants regardless of the claim's flow. The Board of Directors has the right to return monies to a district subsequent to the settlement of all expenses and claims if a district withdraws from the pool.

The District records an estimated liability for indemnity torts and other claims against the District. Claims liabilities are based on estimates of the ultimate costs of reported claims (including future claim adjustment expenses) and an estimate for claims incurred, but not reported based on historical experience. The estimated liabilities are calculated using historical experience and internal actuarial analysis.

**Claims Liabilities**

The District establishes a liability for both reported and unreported events, which includes estimates of both future payments of losses and related claim adjustment expenses. The following represent the changes in approximate aggregate liabilities for the District from July 1, 2009 to June 30, 2011:

	Self- Insurance
Liability Balance, July 1, 2009	\$ 5,364,973
Claims and changes in estimates	6,020,427
Claims payments	<u>(6,065,549)</u>
Liability Balance, June 30, 2010	5,319,851
Claims and changes in estimates	273,257
Claims payments	<u>(3,436,279)</u>
Liability Balance, June 30, 2011	<u>\$ 2,156,829</u>
Assets available to pay claims at June 30, 2011	<u><u>\$ 7,488,482</u></u>

The District records an estimated liability for indemnity health care, workers' compensation, torts, and other claims against the District. Claims liabilities are based on estimates of the ultimate cost of the reported claims including future claim adjustment expenses and an estimate for claims incurred, but not reported based on historical experience. The estimated liabilities are calculated using an actuarial valuation of its self-insured medical benefits, workers' compensation, and general liability programs.

**NOTE 13 - EMPLOYEE RETIREMENT SYSTEMS**

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

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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#### CalSTRS

##### Plan Description

The District contributes to CalSTRS, a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalSTRS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalSTRS annual financial report may be obtained from CalSTRS, 7919 Folsom Blvd., Sacramento, CA 95826.

##### Funding Policy

Active members of the DB Plan are required to contribute 8.0 percent of their salary while the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalSTRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2010-2011 was 8.25 percent of annual payroll. The contribution requirements of the plan members are established by State statute. The District's total contributions to CalSTRS for the fiscal years ended June 30, 2011, 2010, and 2009, were \$5,263,423, \$5,301,072, and \$5,560,357, respectively, and equal 100 percent of the required contributions for each year.

#### CalPERS

##### Plan Description

The District contributes to the School Employer Pool under CalPERS, a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and survivor benefits to plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Laws. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS' annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95811.

##### Funding Policy

Active plan members are required to contribute 7.0 percent of their salary (7.0 percent of monthly salary over \$133.33 if the member participates in Social Security), and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The District's contribution rate to CalPERS for fiscal year 2010-2011 was 10.707 percent of covered payroll. The District's contributions to CalPERS for fiscal years ending June 30, 2011, 2010, and 2009, were \$3,960,411, \$3,606,582, and \$3,263,162, respectively, and equaled 100 percent of the required contributions for each year.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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#### **On Behalf Payments**

The State of California makes contributions to CalSTRS on behalf of the District. These payments consist of State General Fund contributions to CalSTRS which amounted to \$2,721,709, \$2,741,776, and \$3,029,760, (4.267 percent) of salaries subject to CalSTRS for the years ending June 30, 2011, 2010, and 2009, respectively. These amounts have been reflected in the basic financial statements as a component of nonoperating revenue and employee benefit expense.

#### **Deferred Compensation**

The District offers its employees deferred compensation plans created in accordance with Internal Revenue Code Section 403(b) and Section 457. The plans, available to all District employees, permit them to defer a portion of their salary until future years. The deferred compensation is not available to the employees until termination, retirement, death, or an unforeseeable emergency.

All amounts of compensation deferred under the plans, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are solely the property and rights of the Financial Agent, until paid or made available to the employee or other beneficiary.

The CalSTRS 403b Comply is the Financial Agent for the District.

#### **Public Agency Retirement System (PARS) - Alternate Retirement System**

The Omnibus Budget Reconciliation Act of 1990 [Internal Revenue Code Section 3121 (b) (7) (F)] requires State and local public agencies to provide a retirement plan for all employees not covered under existing employer pension plans and/or Social Security.

The District is a member of the Public Agency Retirement System (PARS), a multiple-employer retirement trust established in 1990 by a coalition of public employers. The plan covers the District's part-time, temporary, and other employees not covered under CalPERS or CalSTRS, but whose salaries would otherwise be subject to Social Security tax. Benefit provisions and other requirements are established by District management based on agreements with various bargaining units. PARS is a defined contribution qualified retirement plan under Section 401 (a) of the Internal Revenue Code.

The minimum total contribution is 7.5 percent of employees' salaries, of which the employee contributes the total 7.5 percent. District employees are covered under PARS Plan #763 as of June 30, 2011. Total contributions to the plan amounted to \$610,188.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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#### ***NOTE 14 - PUBLIC AGENCY RETIREMENT SYSTEM (PARS) SUPPLEMENTARY RETIREMENT PLAN (SRP)***

The District has adopted the Public Agency Retirement System (PARS) 403(b) Supplementary Retirement Plan (SRP). This SRP is designed to meet the requirements of Section 403(b) of the Internal Revenue Code of 1986, as amended, and, to the extent applicable, the Employee Retirement Income Security Act of 1974, as amended. Employees eligible to receive retirement benefits under the SRP must be a Faculty, Academic, Classified Management, Classified Non-Management, or Confidential Employee, is at least age fifty-five (55) with eight (8) or more years of full-time equivalent District service from the date of the formal action taken by the District (retire during the window period in the formal action taken by the District's Governing Board of Trustees). In order for the District to reach fiscal goals, a minimum number of participants were required to enroll in the SRP during the fiscal years June 30, 2011, 2010, and 2009, which amounted to 32, 33, and 35, respectively. The benefits provided under the SRP are funded in five (5) annual contributions. (See Note 10.)

#### ***NOTE 15 - PARTICIPATION IN PUBLIC ENTITY RISK POOLS AND JOINT POWERS AUTHORITIES***

The District is a member of the School Excess Liability Fund (SELF), the Riverside Community College - County Superintendent Self-Insurance Program for Employees (RCCCSSIPE), the Riverside Employers/Employees Plan (REEP), and the Alliance of Schools for Cooperative Insurance Programs (ASCIP) Joint Powers Authorities (JPAs). The District pays annual premiums for its property liability, health, and workers' compensation coverage. The relationship between the District and the JPAs is such that they are not component units of the District for financial reporting purposes.

The JPAs have budgeting and financial reporting requirements independent of member units and their financial statements are not presented in these financial statements; however, transactions between the JPAs and the District are included in these statements. Audited financial statements are available from the respective entities.

The District's share of year-end assets, liabilities, or fund equity has not been calculated.

During the year ended June 30, 2011, the District made payments of \$37,392, \$9,865, \$1,505,668, and \$574,648 to SELF, RCCCSSIPE, REEP, and ASCIP, respectively.

#### ***NOTE 16 - COMMITMENTS AND CONTINGENCIES***

##### **Grants**

The District receives financial assistance from Federal and State agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the District. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the District at June 30, 2011.



## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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#### Litigation

The District is involved in various actions arising from the normal course of business. In these actions, the District is both the plaintiff and defendant. Legal claims are settled throughout the year, and management has reviewed all such settlements through the date of this report. While an action has been settled in the District's favor during this period of time, the disposition of the final settlement will take place over a four year period of time and, in the opinion of management, will not have a material impact on the overall financial statements of the District as of June 30, 2011. In the opinion of management, other action that is ongoing and has not reached a settlement as of the date of this report is not anticipated to have a material adverse effect on the overall financial statements of the District.

#### Operating Leases

The District has entered into various operating leases for buildings and equipment with lease terms in excess of one year. None of these agreements contain purchase options. All agreements contain a termination clause providing for cancellation after a specified number of days written notice to lessors, but it is unlikely that the District will cancel any of the agreements prior to the expiration date. Future minimum lease payments under these agreements are as follows:

Year Ending June 30,	Lease Payment
2012	\$ 2,671,203
2013	37,116
2014	37,116
2015	32,757
Total	<u>\$ 2,778,192</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2011 AND 2010**

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**Construction Commitments**

As of June 30, 2011, the District had the following budgetary commitments with respect to the unfinished capital projects:

<u>Project</u>	<u>Estimated Cost to Complete</u>	<u>Percent Complete</u>	<u>Estimated Completion</u>
District - Citrus Street Savings and Loan Gallery - Market Street	\$ 3,331,991	16.70%	FY 11/12
Moreno Valley - Allied Health Redistribution	3,417,996	25.92%	FY 12/13
Moreno Valley - Learning Gateway Building	26,826,231	15.64%	FY 13/14
Moreno Valley - March Dental Education Center	5,765,377	46.12%	FY 11/12
Norco - Secondary Effects Projects	12,746,238	20.38%	FY 12/13
Riverside - Nursing/Science Building	14,818,364	75.75%	FY 11/12
Riverside - Phase II Wheelock Gymnasium Seismic Retrofit	10,804,313	49.34%	FY 11/12
Riverside - Quad Basement Remodel	398,836	14.69%	FY 11/12
	<u>\$ 78,109,346</u>	<u>47.94%</u>	

The projects are funded through a combination of general obligation bonds and capital project apportionments from the State Chancellor's Office, as well as private donations and Redevelopment Agency funding.

**Deferral of State Apportionments**

The State legislature has enacted a budget as of June 30, 2011. As a result, certain apportionments owed to the Community College District System and Riverside Community College District for funding of FTES, categorical programs, and construction reimbursements which are attributable to the 2010-2011 fiscal year have been deferred to the 2011-2012 fiscal year. The total amount of funding deferred into the 2011-2012 fiscal year was \$24,203,536. As of July 8, 2011, this amount has been received. These deferrals of apportionment are considered permanent with future funding also being subject to deferral into future years.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2011 AND 2010

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#### **Fiscal Issues Relating to State-Wide Funding Reductions**

The State of California economy is continuing through a four-year recessionary economy. The California Community College System is reliant on the State of California to appropriate the funding necessary to provide for the educational services and student support programs that are mandated for the Colleges. The State-wide budget for the 2011-2012 fiscal year was adopted as of June 30, 2011. As a result of the 2011-2012 enacted budget, the California Community College System and Riverside Community College District will face a \$313 million and \$7.6 million net reduction to general apportionment, respectively. In addition, the enacted budget adds \$129 million in deferrals for a total of \$961 million for California community colleges. For Riverside Community College District, this is approximately \$27.8 million of which January 2012 through June 30, 2012, apportionments will be deferred until July and October of 2012.

The District has continued to serve students in excess of the State funded level which has resulted in approximately \$11.5 million of lost revenue. Significant reductions in funding for other categorical programs and services have also impacted the ability of the District to provide programs and services to the students attending Riverside Community College District.

The District has implemented budgetary reductions to counter the reductions in apportionment and program funding and has issued short-term borrowings to cover the cash shortfalls. However, continued reductions and deferral of cash payments will ultimately impact the District's ability to meet the educational program goals.

#### ***NOTE 17 - SUBSEQUENT EVENT***

##### **Tax and Revenue Anticipation Notes**

The District issued \$15,940,000 of Tax and Revenue Anticipation Notes dated July 1, 2011. The notes mature on March 1, 2012, with an interest rate of 2.0 percent, and yield of .65 percent interest. The notes were sold to supplement cash flow.

Repayment requirements are that a percentage of principal and interest be deposited with the fiscal agent each month beginning January 2012 until 100 percent of principal and interest due is on account on February 29, 2012.

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***REQUIRED SUPPLEMENTARY INFORMATION***

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF OTHER POSTEMPLOYMENT BENEFITS (OPEB) FUNDING  
 PROGRESS  
 FOR THE YEAR ENDED JUNE 30, 2011**

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<b>Actuarial Valuation Date</b>	<b>Actuarial Value of Assets (a)</b>	<b>Actuarial Accrued Liability (AAL) - Unit Credit Cost Method (b)</b>	<b>Unfunded AAL (UAAL) (b - a)</b>	<b>Funded Ratio (a / b)</b>	<b>Covered Payroll (c)</b>	<b>UAAL as a Percentage of Covered Payroll ([b - a] / c)</b>
July 1, 2007	\$ -	\$ 9,766,024	\$ 9,766,024	0.00%	N/A	N/A
July 1, 2009	\$ -	\$ 15,799,353	\$ 15,799,353	0.00%	N/A	N/A

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***SUPPLEMENTARY INFORMATION***

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## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### DISTRICT ORGANIZATION JUNE 30, 2011

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The Riverside Community College District was founded in 1916 and is comprised of an area of approximately 440 square miles located in the western portion of Riverside County. There were no changes in the boundaries of the District during the current year. The District's colleges are accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC, WASC), which is one of six regional associations that accredit public and private schools, colleges, and universities in the United States.

The District is currently comprised of three Colleges: Riverside City, Norco, and Moreno Valley Colleges.

#### BOARD OF TRUSTEES

<u>MEMBER</u>	<u>OFFICE</u>	<u>TERM EXPIRES</u>
Janet Green	President	December 2014
Mark A. Takano	Vice President	December 2012
Mary Figueroa	Secretary	December 2012
Virginia Blumenthal	Member	December 2014
Samuel Davis	Member	December 2014

#### DISTRICT ADMINISTRATION

Dr. Gregory Gray	Chancellor
Dr. James L. Buysse	Vice Chancellor, Administration and Finance
Dr. Ray Maghroori	Provost/Vice Chancellor, Educational Services
Ms. Melissa Kane	Vice Chancellor, Diversity and Human Resources

#### COLLEGE ADMINISTRATION

Dr. Cynthia Azari	President, Riverside City College
Dr. Brenda Davis	President, Norco College
Dr. Tom Harris	Interim President, Moreno Valley College

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2011**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Pass-Through Identifying Number	Federal Expenditures
<b>U.S. DEPARTMENT OF AGRICULTURE</b>			
Water Quality Research	10.223		\$ 11,679
Pass through from University of California, Riverside (UCR) GS-5 Certified: Increasing Soil Science Education	10.223	S-000440	1,600
Pass through from California Department of Education (CDE) Child and Adult Care Food Program	10.558	[1]	11,789
Total U.S. Department of Agriculture			<u>25,068</u>
<b>U.S. DEPARTMENT OF DEFENSE</b>			
Procurement Assistance Center (PAC)	12.002	SP4800-09-2-0848	109,416
Procurement Assistance Center (PAC)	12.002	SP4800-11-2-1148	129,075
Total U.S. Department of Defense			<u>238,491</u>
<b>U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</b>			
Economic Development Initiative - Special Project Grant	14.246		545,400
<b>U.S. DEPARTMENT OF JUSTICE</b>			
Bulletproof Vest Partnership	16.607		1,516
<b>U.S. DEPARTMENT OF LABOR</b>			
<b>WORKFORCE INVESTMENT ACT</b>			
<b>WIA Cluster</b>			
Pass through from California Community College Chancellor's Office			
Governor's 15% WIA Funds for Allied Health Programs	17.258	08-115-14	313,611
Governor's 15% WIA Funds for Allied Health Programs	17.258	09-115-14	198,476
ARRA - Allied Health Program Stimulus Phase II Expansion	17.258	09-127-01	247,810
Pass through from Riverside County (EDA)			
ARRA - Community College Class Size Training	17.258/17.260	2009/2011-179-201-501	635,118
ARRA - Summer Work Experience Program	17.259	SWEP 2010-179-107-R-RCCD	346,188
Subtotal WIA Cluster			<u>1,741,203</u>
Pass through from San Bernardino Community College District			
ARRA - Southern California Logistics Tech Collaborative	17.275	[1]	235,496
Total U.S. Department of Labor			<u>1,976,699</u>
<b>U.S. DEPARTMENT OF STATE BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS</b>			
Pass through from Foundation for California Community College (FCCC) Community College Initiative for Egypt Phase II	19.009	S-ECAAS-09-CA-178(TG)	15,038
<b>NATIONAL SCIENCE FOUNDATION</b>			
Logistics Technicians: Goods to Go	47.076		256,274
<b>SMALL BUSINESS ADMINISTRATION</b>			
Pass through from California State University, Fullerton			
Auxiliary Services Corporation			
Tri-Tech Small Business Development Center	59.037	S-5133-TriTech	72,608
Tri-Tech Small Business Development Center	59.037	S-4872-TriTech-2010	192,080
Total Small Business Administration			<u>264,688</u>

[1] Pass-Through Identifying Number not available.

(Continued)

See accompanying note to supplementary information.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2011**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Pass-Through Identifying Number	Federal Expenditures
U.S. DEPARTMENT OF VETERANS AFFAIRS			
Veteran Outreach Program - Administration	64.000		\$ 5,649
U.S. DEPARTMENT OF EDUCATION			
TRIO Cluster			
Student Support Services Program	84.042A		513,607
Upward Bound Program	84.047A		769,086
Subtotal TRIO Cluster			1,282,693
Success by Design: A Demonstration Model for Institutional			
Partnerships Serving Out-of-School Youth	84.353A		197,685
Student Financial Assistance Cluster			
Federal Supplement Education Opportunity Grant (FSEOG)	84.007		559,463
FSEOG Administrative	84.007		37,282
Federal Work Study Program (FWS)	84.033		600,021
Federal Work Study Administrative	84.033		36,981
Federal Pell Grants (PELL)	84.063		44,330,578
Federal Pell Administrative	84.063		140,304
Federal Direct Student Loans (Direct Loans)	84.268		4,357,631
Academic Competitiveness Grant (ACG)	84.375		39,673
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			
Scholarships for Disadvantaged Students	93.925		200,251
ARRA - Scholarships for Disadvantaged Students	93.407		125,118
Subtotal Student Financial Assistance Cluster			50,427,302
U.S. DEPARTMENT OF EDUCATION			
HIGHER EDUCATION ACT			
Higher Education - Institutional Aid	84.031		741,365
Higher Education - Institutional Aid	84.031		421,934
Higher Education - Institutional Aid	84.031		691,022
Higher Education - Institutional Aid	84.031		447,049
COLLEGE COST REDUCTION AND ACCESS ACT			
CCRAA - Access to Success	84.031		695,865
CCRAA - Project Success Program	84.031		546,897
CCRAA - Step up to Success Cooperative	84.031		720,301
Subtotal Higher Education - Institutional Aid			4,264,433
Fund for Improvement of Post-Secondary Education (FIPSE)	84.116Z		114,546
CAREER AND TECHNICAL EDUCATION ACT			
Pass through from California Community College Chancellor's Office			
Career and Technical Education, Title I-B Regional Consortia Desert	84.048	10-342-007	154,935
Career and Technical Education, Title I-C	84.048	10-C01-045	1,005,549
Technical Preparation	84.243	10-139-960	335,129

[1] Pass-Through Identifying Number not available.

(Continued)

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2011**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Pass-Through Identifying Number	Federal Expenditures
<b>REHABILITATION ACT</b>			
Pass through from California Department of Rehabilitation (DOR)			
Vocational Rehabilitation Cluster			
Workability	84.126A	26958	\$ 230,409
ARRA - Workability	84.390A	27785A	37,327
Subtotal Vocational Rehabilitation Cluster			<u>267,736</u>
<b>ELEMENTARY AND SECONDARY EDUCATION ACT</b>			
FIE Earmark Grant Awards	84.215K		8,356
Pass through from California Community College Chancellor's Office			
ARRA State Fiscal Stabilization Funds (SFSF)	84.394	[1]	58,361
Total U.S. Department of Education			<u>58,116,725</u>
<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>			
Nurse Education, Practice and Retention	93.359		258,045
ARRA - Equipment to Enhance Training for Health Professionals	93.411		215,461
Health Care and Other Facilities - HRSA	93.887		19,720
Pass through from California Community College Chancellor's Office			
TANF Cluster			
Temporary Assistance to Needy Families (TANF)	93.558	[1]	136,689
Pass through from Riverside County, Workforce Development Center			
ARRA Subsidized Time-Limited Employment Program (STEP)	93.714	PY2009/2010-098-179	69,137
Subtotal TANF Cluster			<u>205,826</u>
Pass through from California Community College Chancellor's Office			
Foster Care Education Program	93.658	[1]	49,421
Pass through from Yosemite Community College District			
Early Childhood Study - Consortium Grant	93.575	10-11-4165	17,475
Pass through from Foundation for California Community College (FCCC)			
Child Development Careers (WORKs!) Program	93.575	1012-35	55,513
Youth Empowerment Strategies for Success - (YESS-ILP)	93.674	[1]	1,482
Pass through from Riverside County Department of Public Social Services			
Foster Care Education Program	93.658	CS-01692	67,772
Independent Living Skills - Emancipation Services	93.674	CS-3989-00	80,144
Independent Living Skills - Emancipation Services	93.674	CS-01175-01	1,096,888
Pass through from Riverside County, Community Action Partnership			
ARRA CAP of Riverside County Culinary	93.710	CAP-09-033	87,390
Pass through from California Department of Health Services			
Medical Assistance Program (MAA)	93.778	[1]	138,506
Total U.S. Department of Health and Human Services			<u>2,293,643</u>
<b>COOPERATION FOR NATIONAL AND COMMUNITY SERVICE</b>			
Pass through from San Francisco State University			
Social Innovation Generation: Student Leadership Initiative	94.005	S10-0036	4,878
<b>U.S. DEPARTMENT OF HOMELAND SECURITY</b>			
Disaster Grants - Public Assistance	97.036		262,826
Total Expenditures of Federal Awards			<u>\$ 64,006,895</u>

[1] Pass-Through Identifying Number not available.

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF STATE AWARDS  
FOR THE YEAR ENDED JUNE 30, 2011**

Program	Program Entitlements		
	Current Year	Prior Year	Total Entitlement
<b>GENERAL FUND</b>			
Board Financial Assistance Program (BFAP) - unrestricted	\$ 164,710	\$ -	\$ 164,710
Part Time Faculty Insurance	7,794	-	7,794
Part Time Faculty Office Hours	54,269	(886)	53,383
Part Time Faculty Compensation	568,878	-	568,878
Homeowner Property Tax Relief	467,466	-	467,466
State Tax Subventions	573	-	573
State Lottery - Non-Proposition 20	3,343,454	-	3,343,454
State Mandated Cost	548,390	-	548,390
Awareness	10,000	-	10,000
Board Financial Assistance Program (BFAP) - restricted	1,134,568	38,576	1,173,144
Basic Skills/ESL 2008-2009	-	135,849	135,849
Basic Skills/ESL 2009-2010	-	266,066	266,066
Basic Skills/ESL 2010-2011	368,274	-	368,274
CARE	135,718	-	135,718
CSUSB Bridges Stem Cell Research	24,900	-	24,900
CTE Community Collaborative Project 2008-2009	-	143,453	143,453
CTE Community Collaborative Project 2009-2010	-	309,958	309,958
CTE Community Collaborative Project Supplement 2008-2009	-	31,335	31,335
CTE Community Collaborative Project Supplement 2009-2010	-	77,169	77,169
CTE Community Collaborative Project Supplement 2010-2011	400,000	-	400,000
CTE Enrollment Growth and Retention AND-RN	-	61,653	61,653
CTE Enrollment Growth and Retention AND-RN 2009-2010	-	510,050	510,050
CTE Enrollment Growth and Retention AND-RN 2010-2011	260,687	-	260,687
CTE Workforce Innovation Partnership	-	150,000	150,000
Disabled Student Program and Services - DSPS	1,621,057	-	1,621,057
Extended Opportunity Program and Service - (EOPS)	1,180,445	-	1,180,445
Instructional Equipment and Library Materials	-	26,003	26,003
Matriculation Grant	867,175	-	867,175
Physician's Assistant Base	100,000	-	100,000
Song Brown Nursing 2009-2011	-	101,325	101,325
Song Brown Nursing 2010-2012	200,000	-	200,000
Song Brown RN Special Programs	-	1,209	1,209
Song Brown RN Special Programs 2010-2012	124,358	-	124,358

See accompanying note to supplementary information.

Program Revenues					
Cash Received	Accounts Receivable	Accounts Payable	Deferred Revenue	Total Revenue	Program Expenditures
\$ 164,710	\$ -	\$ -	\$ -	\$ 164,710	\$ 164,710
7,794	-	-	-	7,794	7,794
53,383	-	-	-	53,383	53,383
568,878	-	-	-	568,878	568,878
467,464	2	-	-	467,466	467,466
-	573	-	-	573	573
2,014,046	1,374,582	-	-	3,388,628	3,388,628
548,390	-	-	-	548,390	548,390
-	1,967	-	-	1,967	1,967
1,173,144	-	-	106,717	1,066,427	1,066,427
135,849	-	759	-	135,090	135,090
266,066	-	-	28,327	237,739	237,739
368,274	-	-	108,100	260,174	260,174
135,717	-	561	-	135,156	135,156
-	2,822	-	-	2,822	2,822
140,467	-	-	-	140,467	140,467
309,958	-	-	163,338	146,620	146,620
31,211	-	-	-	31,211	31,211
77,169	-	-	37,860	39,309	39,309
400,000	-	-	400,000	-	-
61,653	-	-	-	61,653	61,653
415,100	-	-	58,842	356,258	356,258
218,977	-	-	216,215	2,762	2,762
150,000	-	-	131,264	18,736	18,736
1,621,057	-	-	-	1,621,057	1,621,057
1,180,445	-	46,244	-	1,134,201	1,134,201
26,003	-	-	-	26,003	26,003
867,175	-	-	-	867,175	867,175
71,230	28,766	-	-	99,996	99,996
76,305	12,214	-	-	88,519	88,519
74,980	32,989	-	-	107,969	107,969
1,209	-	-	-	1,209	1,209
37,461	15,175	-	-	52,636	52,636

(Continued)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF STATE AWARDS  
FOR THE YEAR ENDED JUNE 30, 2011**

Program	Program Entitlements		
	Current Year	Prior Year	Total Entitlement
CalWORKS	\$ 491,645	\$ -	\$ 491,645
CalWORKS Community College Set-Aside	80,000	-	80,000
CACT HUB FP3	-	1,000	1,000
Compet Tech (CACT)	-	80	80
Economic Development - CITD State Leadership	172,500	-	172,500
ECP - CITD Leadership	-	49,932	49,932
Faculty Entrepreneurship Project	5,000	-	5,000
Foster Care Education Program	65,508	-	65,508
Middle College High School	99,454	-	99,454
Nursing Faculty Recruitment and Retention	-	136,364	136,364
RCOE Zenith Mentoring Foster Youth/ILP	-	(720)	(720)
Small Business Development Center State CCCCCO	160,000	-	160,000
Staff Development	-	9,685	9,685
Staff Diversity	11,079	44,801	55,880
State Lottery - Proposition 20	508,000	-	508,000
State Transition to Nursing Practice	10,000	-	10,000
<b>CHILD DEVELOPMENT FUND</b>			
Campus Child Care Tax Bailout	70,348	-	70,348
Child Nutrition Program	-	-	-
<b>STUDENT FINANCIAL AID FUND</b>			
Cal Grant B and C	2,009,576	-	2,009,576
Total State Programs			

See accompanying note to supplementary information.

Program Revenues					
Cash Received	Accounts Receivable	Accounts Payable	Deferred Revenue	Total Revenue	Program Expenditures
\$ 491,645	\$ -	\$ 54,616	\$ -	\$ 437,029	\$ 437,029
80,000	-	20,114	-	59,886	59,886
1,000	-	-	-	1,000	1,000
80	-	-	-	80	80
103,500	47,861	-	-	151,361	151,361
49,932	-	-	6,237	43,695	43,695
-	4,975	-	-	4,975	4,975
52,153	25,144	-	-	77,297	77,297
39,782	59,672	-	-	99,454	99,454
136,364	-	106,374	-	29,990	29,990
(720)	-	-	-	(720)	(720)
85,813	74,187	-	-	160,000	160,000
9,685	-	-	8,220	1,465	1,465
55,880	-	-	41,422	14,458	14,458
37,736	507,753	-	-	545,489	545,489
10,000	-	-	9,193	807	807
70,348	-	-	-	70,348	70,348
498	94	-	-	592	592
2,043,212	8,864	107,801	-	1,944,275	1,944,275
<u>\$ 14,931,023</u>	<u>\$ 2,197,640</u>	<u>\$ 336,469</u>	<u>\$ 1,315,735</u>	<u>\$ 15,476,459</u>	<u>\$ 15,476,459</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF WORKLOAD MEASURES FOR STATE  
GENERAL APPORTIONMENT  
AS OF JUNE 30, 2011**

<b>CATEGORIES</b>	<u>*(Revised) Reported Data</u>	<u>Audit Adjustments</u>	<u>Revised Audited Data</u>
<b>Credit Full-Time Equivalent Student (FTES)</b>			
A. Summer Intersession (Summer 2010 only)			
1. Credit	2,489	-	2,489
B. Summer Intersession (Summer 2011 - Prior to July 1, 2011)			
1. Credit	-	-	-
C. Primary Terms (Exclusive of Summer Intersession)			
1. Census Procedure			
(a) - Weekly Census Contact Hours	18,287	-	18,287
(b) - Daily Census Contact Hours	2,494	-	2,494
2. Actual Hours of Attendance			
(a) - Credit	1,811	-	1,811
3. Alternative Attendance Accounting Procedure			
(a) - Weekly Census Procedure Courses	2,561	-	2,561
(b) - Daily Census Procedure Courses	1,391	-	1,391
Subtotal	<u>29,033</u>	<u>-</u>	<u>29,033</u>
<b>Noncredit FTES</b>			
A. Summer Intersession (Summer 2010 only)			
1. Noncredit	18	-	18
B. Summer Intersession (Summer 2011 - Prior to July 1, 2011)			
1. Noncredit	-	-	-
C. Primary Terms (Exclusive of Summer Intersession)			
1. Actual Hours of Attendance			
(a) - Noncredit	98	-	98
2. Alternative Attendance Accounting Procedure			
(a) - Noncredit Independent Study	-	-	-
Subtotal	<u>116</u>	<u>-</u>	<u>116</u>
Total FTES	<u>29,149</u>	<u>-</u>	<u>29,149</u>
<b>Supplemental Information (subset of above information)</b>			
In-Service Training Courses (FTES)			643
<b>Basic Skills Courses</b>			
1. Noncredit			41
2. Credit			2,146
Total Basic Skills FTES			<u>2,187</u>

\* Annual report revised on November 1, 2011.

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT (CCFS-311)  
WITH FUND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2011**

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

	<u>General Fund</u>
June 30, 2011, Annual Financial and Budget Report (CCFS-311)	
Reported Fund Balance	<u>\$ 24,778,003</u>
Adjustments in Fund Balance	
Reduction in accounts payable	<u>125,235</u>
Audited Fund Balance	<u><u>\$ 24,903,238</u></u>

See accompanying note to supplementary information.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**RECONCILIATION OF GOVERNMENTAL FUNDS TO THE  
 STATEMENT OF NET ASSETS  
 JUNE 30, 2011**

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

**Total Fund Balance and Retained Earnings:**

General Funds	\$ 24,903,238	
Special Revenue Funds	101,456	
Capital Outlay Projects	132,075,207	
Debt Service Funds	11,863,219	
Proprietary Fund	5,331,653	
	<hr/>	
<b>Total Fund Balances - All District Funds</b>		<b>\$ 174,274,773</b>

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in governmental funds.

The cost of capital assets is	377,551,910	
Accumulated depreciation is	<u>(75,946,057)</u>	301,605,853

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

(5,922,703)

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

Cost of issuance at year end amounted to:		1,724,869
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Long-term obligations at year end consist of:

Bonds payable	244,440,214	
Capital leases payable	184,988	
Compensated absences	2,614,358	
Load banking	827,220	
Supplementary retirement plan (SRP)	4,497,847	
Other postemployment benefits (OPEB)	3,338,328	
Less compensated absences already recorded in funds	<u>(1,206,283)</u>	<u>(254,696,672)</u>
<b>Total Net Assets</b>		<b><u><u>\$ 216,986,120</u></u></b>

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTE TO SUPPLEMENTARY INFORMATION  
JUNE 30, 2011**

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**NOTE 1 - PURPOSE OF SCHEDULES**

**District Organization**

This schedule provides information about the District's organization, governing board members, and administration members.

**Schedule of Expenditures of Federal Awards**

The accompanying Schedule of Expenditures of Federal Awards includes the Federal grant activity of the District and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the United States Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

The following schedule provides reconciliation between revenues reported on the Statement of Revenues, Expenses, and Changes in Net Assets - Primary Government and the related expenditures reported on the Schedule of Expenditures of Federal Awards. The reconciling amounts consist primarily of Build America Bond funds that have been recorded as revenues, but not reported on the Schedule of Expenditures of Federal Awards. Build America Bonds are not subject to OMB Circular A-133 audit, therefore, are not required to be reported on the Schedule of Expenditures of Federal Awards.

Description	CFDA Number	Amount
Total Federal Revenues From the Statement of Revenues, Expenses, and Changes in Net Assets:		
Build America Bonds	N/A	\$ 64,571,078
Other Federal programs	N/A	(564,180)
Total Expenditures of Federal Awards		<u>\$ 64,006,895</u>

**Subrecipients**

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

Federal Grantor/Pass-Through Grantor/Program	CFDA Number	Amount Provided to Subrecipients
GS-5 Certified: Increasing Soil Science Education	10.223	\$ 11,679
Logistics Technicians: Goods to Go	47.076	126,868
Higher Education - Institutional Aid	84.031	203,895
CCRAA - Step Up to Success Cooperative	84.031	35,526
Independent Living Skills - Emancipation Services	93.674	68,561
Total Pass-Through		<u>\$ 446,529</u>

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

### **NOTE TO SUPPLEMENTARY INFORMATION JUNE 30, 2011**

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#### **Schedule of Expenditures of State Awards**

The accompanying Schedule of Expenditures of State Awards includes the State grant activity of the District and is presented on the modified accrual basis of accounting. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements. The information in this schedule is presented to comply with reporting requirements of the California State Chancellor's Office.

#### **Schedule of Workload Measures for State General Apportionment**

Full-Time Equivalent Students (FTES) is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds, including restricted categorical funding, are made to community college districts. This schedule provides information regarding the annual attendance measurements of students throughout the District.

#### **Reconciliation of Annual Financial and Budget Report (CCFS-311) With Fund Financial Statements**

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

#### **Reconciliation of Governmental Funds to the Statement of Net Assets**

This schedule provides a reconciliation of the adjustments necessary to bring the District's internal fund financial statements, prepared on a modified accrual basis, to the entity-wide full accrual basis financial statements required under GASB Statements No. 34 and No. 35 business-type activities reporting model.

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***INDEPENDENT AUDITORS' REPORTS***

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Trustees  
Riverside Community College District  
Riverside, California

We have audited the basic financial statements and the discretely presented component unit of Riverside Community College District (the District) for the years ended June 30, 2011 and 2010, and have issued our report thereon dated November 28, 2011. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

The management of Riverside Community College District is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audits, we considered Riverside Community College District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Riverside Community College District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Riverside Community College District's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether Riverside Community College District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audits and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of Riverside Community College District in a separate letter dated November 28, 2011.

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

*Vaurinek, June Day & Co. LLP*

Rancho Cucamonga, California  
November 28, 2011



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH  
REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT  
ON EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER  
COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Trustees  
Riverside Community College District  
Riverside, California

**Compliance**

We have audited Riverside Community College District's (the District) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Riverside Community College District's major Federal programs for the year ended June 30, 2011. Riverside Community College District's major Federal programs are identified in the summary of auditors' results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major Federal programs is the responsibility of Riverside Community College District's management. Our responsibility is to express an opinion on Riverside Community College District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major Federal program occurred. An audit includes examining, on a test basis, evidence about Riverside Community College District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of Riverside Community College District's compliance with those requirements.

In our opinion, Riverside Community College District complied, in all material respects, with the compliance requirements referred to above could have a direct and material effect on each of its major Federal programs for the year ended June 30, 2011. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying Schedule of Findings and Questioned Costs as items 2011-1 through 2011-3.

## Internal Control Over Compliance

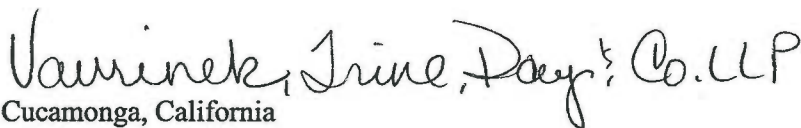
The management of Riverside Community College District is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to Federal programs. In planning and performing our audit, we considered Riverside Community College District's internal control over compliance with the requirements that could have a direct and material effect on a major Federal program to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Riverside Community College District's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a Federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a Federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over compliance that we consider to be significant deficiencies as described in the accompanying Schedule of Findings and Questioned Costs as items 2011-1 through 2011-3. *A significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a Federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Riverside Community College District's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. We did not audit Riverside Community College District's responses and, accordingly, we express no opinion on the responses.

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



Rancho Cucamonga, California  
November 28, 2011





**REPORT ON STATE COMPLIANCE**

Board of Trustees  
Riverside Community College District  
Riverside, California

We have audited the basic financial statements of Riverside Community College District (the District), as of and for the year ended June 30, 2011, and have issued our report thereon dated November 28, 2011.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

Compliance with the requirements of laws, regulations, contracts, and grants listed below is the responsibility of Riverside Community College District's management. In connection with the audit referred to above, we selected and tested transactions and records to determine the Riverside Community College District's compliance with the State laws and regulations applicable to the following items:

- Section 421 Salaries of Classroom Instructors: 50 Percent Law
- Section 423 Apportionment for Instructional Service Agreements/Contracts
- Section 424 State General Apportionment Required Data Elements
- Section 425 Residency Determination for Credit Courses
- Section 426 Students Actively Enrolled
- Section 427 Concurrent Enrollment of K-12 Students in Community College Credit Courses
- Section 431 Gann Limit Calculation
- Section 432 Enrollment Fee
- Section 433 CalWORKS – Use of State and Federal TANF Funding
- Section 435 Open Enrollment
- Section 437 Student Fee – Instructional Materials and Health Fees
- Section 473 Economic and Workforce Development (EWD)
- Section 474 Extended Opportunity Programs and Services (EOPS)
- Section 475 Disabled Student Programs and Services (DSPS)
- Section 477 Cooperative Agencies Resources for Education (CARE)
- Section 478 Preference for Veterans and Qualified Spouses for Federally Funded Qualified Training Programs
- Section 479 To Be Arranged (TBA) Hours

Based on our audit, we found that for the items tested, the Riverside Community College District complied with the State laws and regulations referred to above, except as described in the Schedule of State Awards Findings and Questioned Costs section of the accompanying Schedule of Findings and Questioned Costs as items 2011-4 through 2011-7. Our audit does not provide a legal determination on Riverside Community College District's compliance with the State laws and regulations referred to above.

Riverside Community College District's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. We did not audit Riverside Community College District's responses and, accordingly, we express no opinion on the responses.

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

*Vannineh, June Day, Co. LLP*

Rancho Cucamonga, California  
November 28, 2011

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***SCHEDULE OF FINDINGS AND QUESTIONED COSTS***

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SUMMARY OF AUDITORS' RESULTS  
FOR THE YEAR ENDED JUNE 30, 2011**

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**FINANCIAL STATEMENTS**

Type of auditors' report issued:	<u>Unqualified</u>
Internal control over financial reporting:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

**FEDERAL AWARDS**

Internal control over major programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified?	<u>Yes</u>
Type of auditors' report issued on compliance for major programs:	<u>Unqualified</u>
Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a)	<u>Yes</u>
Identification of major program:	

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
<u>14.246</u>	<u>Economic Development Initiative - Special Project Grant</u>
<u>17.258, 17.258 (ARRA), 17.259 (ARRA), and 17.260 (ARRA)</u>	<u>WIA Cluster (includes ARRA)</u>
<u>17.275 (ARRA)</u>	<u>Southern California Logistics Technology Collaborative (includes ARRA)</u>
<u>84.007, 84.033, 84.063, 84.268, 84.375, 93.925, and 93.407</u>	<u>Student Financial Assistance Cluster</u>
<u>84.031</u>	<u>Higher Education - Institutional Aid</u>
<u>84.048</u>	<u>Career and Technical Education, Title I-B and Title I-C</u>
<u>93.674</u>	<u>Independent Living Programs</u>

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 407,388</u>
Auditee qualified as low-risk auditee?	<u>Yes</u>

**STATE AWARDS**

Internal control over State programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified?	<u>Yes</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**FINANCIAL STATEMENT FINDINGS AND RECOMMENDATIONS  
FOR THE YEAR ENDED JUNE 30, 2011**

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None reported.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2011

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

#### **2011-1 Finding - Reporting**

**Program Affected:** WIA Cluster  
**CFDA #:** 17.258, 17.259, 17.260  
**Fiscal Year:** 2010-2011  
**Compliance Requirement:** Reporting  
**Questioned Costs:** None

#### **Criteria or Specific Requirement**

Quarterly "Year-to-Date Expenditure and Progress Reports" are required to be filed with the Career Technical Education Program. The Riverside County, Economic Development Agency (EDA) provides additional WIA funding and requires invoicing and documentation to be submitted each month by the 10<sup>th</sup> calendar day.

#### **Condition**

In our sample of quarterly Year-to-Date Expenditure and Progress Reports submitted to the California Community College Chancellor's Office, we noted that one quarterly report for the Allied Health Program, Contract #09-127-01 was not submitted within the specified time frame as noted in the Program-Specific Legal Terms and Conditions.

In our sample of monthly invoice reports submitted to Riverside County, we noted three invoices were not submitted within the specified time frame as noted in the contract agreements. The WIA programs affected were the Community College Class Size Training Program Contract #2009/2011-179-201-501 and the Summer Work Experience Program (ARRA) Contract #SWEP 2010-179-171-R-RCCD.

#### **Isolated Instance or Systemic**

Isolated Instance - The District has monitoring procedures in place for reporting of grant activity; however, for the reports noted above, the review process was not properly implemented, and the reporting timelines were missed.

#### **Effect**

The District is at risk of not complying with the grant reporting requirements established by the Federal and County granting agencies.

#### **Recommendation**

We recommend that the District review the reporting requirements by the granting agencies to ensure all expenditure and progress reports can be submitted to the funding agency within the specified timelines.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2011

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#### Management Response and Planned Corrective Action

##### Riverside City College

The Community College Class Size Training Contract #2009/2011-179-201-501, ARRA - Summer Work Experience Program Contract #SWEP 2010-179-107-R-RCCD and ARRA - Summer Work Experience Program contracts require monthly invoices to be submitted by the tenth of the following month. Year-end reports will continue to be problematic during the duration of the grant period since the final invoice is not available until August. We entered into discussions with the granting agency to extend the due date for monthly and year-end invoices to accommodate the time to prepare, review, and submit reports. The granting agency was unable to accommodate our request. We continue to work with granting agencies to construct contract parameters that are realistic and achievable. We have created a grant reporting matrix that is reviewed weekly so grant reports and submission dates are identified. Workload is structured so that the reports are completed and submitted as specified in the respective contracts.

##### Moreno Valley College

The "delay of three days of a quarterly year-to-date expenditure and progress report" was filed late because a budget augmentation was needed and had to be approved by the California Community Colleges Chancellor's Office, significantly delaying the certification of the report.

The District has a continuing WIA grant with the Chancellor's Office. The District will enhance oversight procedures to ensure quarterly year-to-date-expenditure, and progress reports and monthly invoices are submitted to each funding agency within the contract agreement terms, and needed budget revisions will be requested and completed well ahead of time.

#### 2011-2 Finding - Compensation for Personnel Services

**Programs Affected:** Southern California Logistics Tech Collaborative and Title V: Hispanics Serving Institutions (HSI)

**CFDA #:** 17.275, 84.013

**Fiscal Year:** 2010-2011

**Compliance Requirement:** Allowable Cost/Cost Principles

**Questioned Costs:** \$17,575 related to CFDA #84.013

##### **Criteria**

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

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2011

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#### Condition

Documentation to support the salary charges for the Southern California Logistics Tech Collaborative through the Office of Economic Development was not provided until after a request was made for the signed documents. The final documents met reporting requirements, but had not been prepared during the year.

Personnel activity reports related to individuals charged to the Title V: Hispanics Serving Institutions did not match the documentation for distribution of charges for personnel services. The variances are noted below under questioned costs.

#### Questioned Costs

Award Number: P031S060080 Administered at the Moreno Valley College - \$8,072

- Two time accounting reports certified an individual was funded 50 percent by Title V: Hispanic Serving Institutions and 50 percent by TRIO; however, the general ledger noted that the individual was charged 90 percent to Title V: Hispanic Serving Institutions.

Award Number: P031C080046 Administered at the Riverside College Campus - \$9,503

- It was noted the District made the appropriate adjustments to the general ledger to reflect only 50 percent of the individual's salary was charged to the CCRAA grant. However, one month's time accounting report was not prepared to support the charges to the CCRAA grant.

#### Isolated Instance or Systemic

Systemic - Written guidance provided by Cost Allocation OMB Circulars describing appropriate methodologies for allocation of time have not been consistently followed within the program grants. Review and monitoring of actual time certified to what is recorded within the general ledger has not been performed consistently.

#### Effect

Without consistent application and monitoring of the requirements of OMB Circular A-21, the District and the various Federal programs are at risk of misapplying the payroll costs for employees working within multiple Federal programs.

#### Recommendation

The District should review the requirements of the OMB Circular A-21 and develop specific written procedures that will provide for an acceptable method for documenting the distribution of charges for personal services. Program directors should review and monitor the actual personnel activity reports to ensure that charges to the general ledger are appropriate for the actual work performed.



## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2011

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#### **Management Response and Planned Corrective Action**

##### **Department of Economic Development**

Per the auditor's recommendations, the Grant Director and appropriate staff have attended the District's training workshops defining policies and procedures for maintaining grant documentation in support of compensation of personnel services in accordance with OMB Circular A-21.

Written procedures are being developed that will provide methods of documentation of the distribution of charges for personnel services. This documentation will be prepared and maintained in grant records as soon as changes are made to compensation of personnel services and reviewed monthly to ensure proper reporting.

##### **Moreno Valley College**

We agree with the auditor's findings that specific time allocation reports and the general ledger differed in the instances noted. However, the annual statements are correct and completed for both the District fiscal year and the U.S. Department of Education's Title V HSI fiscal year.

To strengthen control procedures over its activities allowed and ensure time accounting reports adequately reflect an after-the-fact distribution of the actual activity of each employee as required in OMB Circular A-21, we will:

- Improve the time allocation reporting system by ensuring time allocation reports and assignments will be appropriately updated and revised to reflect correct funding and time allocations for all grant assigned professional, academic, and classified personnel.
- Grant assignments will be reviewed, at a minimum, each academic term to ensure the accuracy of percentages assignments related to position funding and time allocation to specific projects and programs.
- Increased time monitoring will occur at the Project Director level on a monthly basis and throughout the fiscal year at the request of the Vice President of Business Services.
- Additionally, the detailed reports for all positions funded out of grants under our unit will be reviewed quarterly, if not monthly, to ensure accuracy.

##### **Riverside City College**

The percentage charged to the CCRAA grant for one individual was incorrectly reported in the Fall 2010 semester. The error was corrected at a later date to reflect the proper percentage and charges to the program. To prevent this from occurring in the future, time and effort reporting will be completed on a monthly basis and compared to payroll information. If an error is discovered, it will be reported immediately.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2011

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#### 2011-3 Finding - Subrecipient Monitoring

**Programs Affected:** Higher Education - Institutional Aid  
**CFDA #:** 84.031  
**Award Year:** 2010-2011  
**Compliance Requirement:** Subrecipient Monitoring  
**Questioned Costs:** None

#### Programs Affected

Title V: Hispanic Serving Institution Cooperative, U.S. Department of Education (CFDA #84.031)  
Award Number: P031S100123

#### Criteria or Specific Requirement

OMB Circular A-133 Compliance Supplement, Audits of State and Local Governments and Not-for-Profit Organizations, subpart D - Federal agencies and pass-through entities states the following regarding pass-through entity responsibilities:

*A pass-through entity is responsible for identifying and notifying the Subrecipient of the Federal Award information including the proper CFDA title and number, the award name and number, the Federal awarding agency, and all applicable compliance requirements.*

#### Condition

In our sample of Subrecipient contracts, we noted one contract provided through the Norco College reflected inaccurate award information. The information provided to the Subrecipient included the incorrect CFDA number of 10.223 which is administered under the provisions of the U.S. Department of Agriculture. The correct CFDA number for this subaward is 84.031 which is administered under the provisions of the U.S. Department of Education.

#### Isolated Instance or a Systemic

Isolated Instance - Of the two grants passed through to a Subrecipient, one was noted to have incorrectly identified the awarding agency's CFDA number.

#### Effect

By not providing the accurate award information to the Subrecipient, there is the possibility that the program will not be administered within the appropriate compliance requirements.

#### Recommendation

Control procedures over the contracts with Subrecipients should be enhanced to include a secondary monitoring of the grant requirements to reduce the possibility that inaccurate information is included within the grant subaward.

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

### **FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2011**

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#### **Management Response and Planned Corrective Action**

The incorrect Catalog of Federal Domestic Assistance (CFDA) program number was listed on the cover page of a subcontract award. This mistake occurred because a previously approved contract template was used and the CFDA number was not changed. Even though the contract underwent extensive review, the error went unnoticed. However, it should be noted that the language in the actual contract referenced the correct awarding agency (U.S. Department of Education) and grant award number. Management will enhance contract review processes to prevent this mistake from reoccurring in the future.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### STATE AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2011

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

#### 2011-4 Finding - Full-Time Equivalent Students (FTES) Misreporting

**Programs Affected:** Apportionment Funding System  
**Fiscal Year:** 2010-2011

##### Criteria or Specific Requirement

Title V Regulations  
California Community Colleges Chancellor's Office *Student Attendance Accounting Manual (SAAM)*

##### Condition

During the audit of weekly student contact hour procedures, the following discrepancy related to contact hours was noted:

- BIO-1-47238: Contact hours under reported by 104.32 contact hours

During the audit of actual hours of attendance procedures - contact hour procedures, we noted the following discrepancies resulted in a total of 5,520.60 over reported contact hours and calculated 10.31 over reported FTES:

- NRN-7 courses over reported 383.2 contact hours
- NRN-8 courses over reported 412.0 contact hours
- NRN-9 courses over reported 673.0 contact hours
- PHT-12 courses over reported 3,024.0 contact hours
- PHT-13 courses over reported 672.0 contact hours
- PHT-19 courses over reported 896.0 contact hours
- JOU-20 courses under reported 540.0 contact hours

##### Questioned FTES

Total FTES questioned are 10.31. The District is currently over the funding cap by 2,258.16.

##### Effect

Without control systems over the automatic calculations of contact hours and FTES, the District has misreported FTES to the State Chancellor's Office. The District's internal calculating system did not block or limit the amount of actual hours once a student had achieved their maximum allowed.

##### Recommendation

We recommend the District review and revise the reporting controls over the automatic calculation of contact hours and FTES to ensure accurate reporting.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### STATE AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2011

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#### **Management Response and Planned Corrective Action**

The apportionment report for 2010-2011 recalculation has been revised to address the issue of over reported hours due to scheduling and positive attendance hours reporting.

Scheduling guidelines and tools have been established for census classes to standardize and ensure that classes are not under or over scheduled. Training sessions have been conducted throughout the District to follow the *Student Attendance Accounting Manual (SAAM)*.

Positive attendance is collected through multiple resources including a customized software and data entry through various entities throughout the District. A customized solution has been developed to ensure that all positive attendance hours that exceed the maximum hours will only be reported as the maximum hours allowed.

#### **2011-5 Finding - Instructional Material Fees**

**Programs Affected:** Instructional Material Fees  
**Fiscal Year:** 2010-2011

#### **Criteria or Specific Requirement**

CCR, Title V, section 59402 defines "Required instructional and other materials" as "any instructional or other materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours."

The Student Fee Handbook provided by the California Community Colleges State Chancellor's Office states, "*Districts may only require students to provide instructional materials which are of a continuing value to the students outside of the classroom setting, is tangible personal property that is owned or primarily controlled by the student, and the material must not be solely or exclusively available from the district. Such materials include, but are not limited to, textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocation training and employment.*"

#### **Condition**

Material fees related to Administration of Justice and Fire Technology Instructional Services Agreements (ISAs) administered through the Ben Clark Training Center were charged to students that did not meet the criteria for fees as defined in the Student Fee Handbook noted above. In courses relating to Administration of Justice, fees included coordination, clerical, indirect costs, and other intangible material fees. In courses relating to Fire Technology, fees included administration costs and other fees that could not be identified. Subsequently, the District has terminated the ISA with the Riverside County Training Officers' Association which the courses for Fire Technology were offered through. The Riverside Community College District did not assess or collect these fees.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### STATE AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2011

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#### **Questioned Costs**

The fees noted above were assessed and collected by the ISA contractors, and the total fees collected have not been calculated.

#### **Isolated Instance or Systemic**

Isolated Instance - The Instructional Materials Fees that were inappropriately assessed and charged were limited to the Instructional Services Agreements noted above through the Ben Clark Training Centers.

#### **Effect**

Students enrolling in classes through the Instructional Services Agreements noted above have been overcharged Instructional Material Fees during the 2010-2011 academic year.

#### **Recommendation**

We recommend that the District review and monitor the Instructional Services Agreements to ensure that fees charged to students are allowed under both Title V and the State Chancellor's Office published Student Fee Handbook.

#### **Management Response and Planned Corrective Action**

Regarding the auditor's findings about the Fire Technology and Administration of Justice/Law Enforcement Training Programs, we agree with the findings of the audit.

We have already corrected the instructional material fee charges in the Fire Technology Programs. These issues were identified in early October 2010 and were related to a process where students enrolled in courses through the Riverside County Training Officers' Association (RCTOA). In November 2010, the District conducted an internal audit, which confirmed our concerns. Based upon the findings of the internal audit, we took the following actions:

- Cancelled the agreement with RCTOA.
- Developed and implemented an enrollment management plan at Moreno Valley College/the Ben Clark Training Center to enroll students in the courses in question and currently charge fees only allowable by the Student Fee Handbook, published by the Legal Affairs Division of the California Community Colleges Chancellor's Office.
- Posted on Moreno Valley College's website of the Fire Technology Program all allowable fees for each course offered in the Fire Technology Program.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### STATE AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2011

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We have reviewed the instructional material fees for the Administration of Justice/Law Enforcement Training Program courses and agree with the auditor's finding that some fees assessed by the Riverside County Sheriff are not allowable and will be discontinued. However, some of the identified fees relate to issuing POST certificates (California Commission on Peace Officers Standards and Training) and STC certificates (California Standards and Training for Corrections), which may be allowable under Section 3.20 of the Student Fee Handbook (Fees for Providing Special Certificates).

The staff of the POST Program at Moreno Valley College/the Ben Clark Training Center will continue to enhance internal controls for all courses in which material fees are charged to ensure that those fees have continuing value to the student outside the classroom setting and/or are tangible personal property that is owned or primarily controlled by the student. Instructional material fees will be periodically reviewed to ensure compliance with CCR Title V Section 59402 and the Student Fee Handbook.

#### **2011-6 Finding - CARE Advisory Committee Meeting**

**Programs Affected:** CARE

**Fiscal Year:** 2010-2011

#### **Criteria or Specific Requirement**

*Education Code* Section 79150-79155

CARE Program Guidelines

Information System's Data Element Dictionary (data elements SE01-SE10)

#### **Condition**

Required CARE advisory committee meetings at each of the District's three College campuses were held only one time during the year. The CARE Program guidelines note the advisory committees are to meet at least twice during each academic year.

#### **Questioned Costs**

None.

#### **Isolated Instance or Systemic**

Systemic - The condition noted above was applicable to each of the three College campuses.

#### **Effect**

The advisory committees may not be able to properly manage and oversee the CARE Program and budget by not meeting as noted in the guidance.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### STATE AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2011

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#### **Recommendation**

We recommend that the CARE Program directors ensure the advisory committee is in place and meets as required by the program guidance.

#### **Management Response and Planned Corrective Action**

##### **Norco College**

Fiscal year 2010-2011 marked the launch of Norco College's EOPS/CARE Programs. During the Fall semester, we began reaching out to campus and community partners to form members of the EOPS/CARE joint advisory committee. Once the committee members were identified, they were officially appointed by our College President and the inaugural meeting for the advisory committee was held on March 17, 2011. At this meeting, committee members were informed that we would meet at least twice during the academic year beginning in 2011-2012. Our first meeting for the 2011-2012 academic year was held on September 21, 2011, and our Spring meeting is scheduled for March 21, 2012.

##### **Riverside City College**

The Riverside City College EOPS/CARE Programs concur with the auditors finding and will host two advisory meetings during 2011-2012. One meeting will be in January to review the program's Fall semester and one in June to review the Spring semester. The Riverside City College EOPS Director will ensure that meetings are scheduled twice a year and announced on a timely basis.

##### **Moreno Valley College**

The Moreno Valley College was transitioning from a centralized District EOPS/CARE Program to a college based EOPS/CARE program during fiscal year 2010-2011. Due to this transition, including the hiring of full-time EOPS/CARE Program staff in late Spring 2011, Moreno Valley College was unable to hold the required number of mandatory advisory committee meetings during the year. Advisory committee meetings have been scheduled to occur at least once each semester during fiscal year 2011-2012.

#### **2011-7 Finding - To Be Arranged (TBA) Hours**

**Programs Affected:** To Be Arranged Hours

**Fiscal Year:** 2010-2011

#### **Criteria or Specific Requirement**

California Community Colleges State Chancellor's Office *Student Attendance Accounting Manual* requires the listing of classes conducted under the To Be Arranged hour type to be listed in the schedule of classes and described in the course outline. Additionally, the TBA hours for student participation are required to be tracked to ensure only actual hours of attendance are claimed for apportionment purposes.



## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### STATE AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2011

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#### **Condition**

It appears that classes noted in the schedule of classes as including hours subject to TBA requirements at the Moreno Valley College may not have segregated the lecture hours and the laboratory hours that were noted as TBA. This is related specifically to classes needing the Language Laboratory. We have been unable to determine if the additional lab hours were included within the lecture hours.

#### **Questioned Costs**

None. The District is over the funded FTES.

#### **Isolated Instance or Systemic**

Isolated Instance - This condition is noted specifically at the Moreno Valley College.

#### **Effect**

The District is at risk of misreporting the attendance hours and related FTES for classes with TBA components.

#### **Recommendation**

The College Academic Department should review the courses noted with TBA lab hours and determine if there is sufficient lab space to allow for the proper classification of the attendance methodology.

#### **Management Response and Planned Corrective Action**

The Moreno Valley College Educational Services Division will work with the affected instructors to make sure the information regarding the TBA/lab requirement in the class is clearly communicated to students. The information regarding the location of the room to be used for lab work, the hours of operation, and the requirement to attend the lab is already in the course syllabus, but it will be restated to eliminate any possible confusion.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2011

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

**Program:** WIA Cluster  
**CFDA #:** 17.258, 17.259, 17.260  
**Award Year:** 2009-2010  
**Compliance Requirement:** Reporting  
**Questioned Costs:** None

#### 2010-1 Finding - Reporting

##### Programs Affected

WIA Cluster, U.S. Department of Labor, pass through the California Community Colleges Chancellor's Office:

- WIA Funds for Allied Health Programs Contract #08-115-14 (CFDA #17.258)
- ARRA - Allied Health Program Stimulus Phase II Expansion Contract #09-127-01 (CFDA #17.258) and

Pass through the Riverside County, Economic Development Agency (EDA):

- ARRA - Community College Class Size Training Contract #2009/2011-179-201-501 (CFDA #17.258, #17.260) and
- ARRA - Summer Work Experience Program Contract #SWEP 2009-179-107-R-RCCD (CFDA #17.259).

##### Criteria or Specific Requirement

California Community Colleges Grant Agreement Article I Career Technical Education Program-Specific Legal Terms and Conditions, Section 3, Reporting states, the Grantee shall prepare and submit to the Career Technical Education Unit quarterly "Year-to-Date Expenditure and Progress Reports" using the online reporting system at <https://misweb.cccco.edu/NursingExt/dba/logon.cfm>. These reports are due on or before the following dates:

- October 30
- January 31
- April 30
- July 31

Riverside County, Economic Development Agency (EDA) Contract #2009/2011-179-201-501 (CFDA #17.258, 17.260) Article III. Compensation, Section 3.01 Contractor's Compensation, Subsection (d) Invoicing and Documentation states, the contractor shall invoice the County on or before the tenth calendar day of each month for all contract costs incurred during the previous month. If the tenth day of the month falls on a weekend, then the invoice is due the Friday before the tenth.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2011

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Riverside County, Economic Development Agency (EDA) Contract #SWEP 2009-179-107-R-RCCD, Article III. Compensation, Section 3.01 Contractor's Compensation, Subsection (e) Invoicing and Documentation states the contractor shall invoice the County on or before the tenth calendar day of each month for all contract costs incurred during the previous month. If the tenth day of the month falls on a weekend, then the invoice is due the Friday before the tenth. Article IV. Reporting and File Records, Section 4.01 Reporting Requirements, subsection (b) Final Invoice, states within 45 calendar days following the termination of this agreement that contractor shall report and submit to the County all final claims for funds under the agreement.

#### **Condition**

In our sample of quarterly year-to-date expenditure and progress reports submitted to the California Community College Chancellor's Office, we noted that two (2) quarterly reports were not submitted within the specified time frame as noted in the Program-Specific Legal Terms and Conditions.

- One (1) from the WIA Funds for Allied Health Program Contract #08-115-14 and
- One (1) from the ARRA - Allied Health Program Stimulus Phase II Expansion Contract #09-127-01.

In our sample of monthly invoice reports submitted to Riverside County, we noted eight (8) invoices were not submitted within the specified time frame as noted in the contract agreements.

- Four (4) invoices noted in the ARRA - Community College Class Size Training Program Contract #2009/2011-179-201-501 and
- Three (3) monthly invoices and one (1) final invoice noted in the ARRA - Summer Work Experience Program Contract #SWEP 2009-179-107-R-RCCD.

#### **Isolated Instance or Systemic**

Systemic - We noted two (2) of the quarterly year-to-date expenditure and progress reports were submitted approximately 45 days late. The eight (8) monthly invoices submitted late ranged between 4 and 101 days late.

#### **Effect**

Submitting quarterly year-to-date-expenditure and progress reports late to the State cause the District to be out of compliance with Program-Specific Legal Terms and Conditions and could result in not being fully reimbursed for all program related costs. For monthly invoices submitted late to Riverside County, the County reserves the right for them to unilaterally prepare and finalize financial reports, using the latest paid invoices and MIS documents on file at the County which could result in not being fully reimbursed for all program related costs.

#### **Recommendation**

We recommend that the District enhance internal controls to ensure quarterly year-to-date-expenditure and progress reports and monthly invoices are submitted to each funding agency within the contract agreement terms.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2011**

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**Current Status**

Not implemented. See current year finding 2011-1.



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

VALUE THE DIFFERENCE

To the Board of Trustees  
Riverside Community College District  
Riverside, California

We have audited the basic financial statements of Riverside Community College District (the District) for the year ended June 30, 2011, and have issued our report thereon dated November 28, 2011. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

#### Our Responsibilities Under U.S. Generally Accepted Auditing Standards and OMB Circular A-133

As stated in our engagement letter dated February 21, 2011, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major Federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also, in accordance with OMB Circular A-133, we examined, on a test basis, evidence about the District's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement" applicable to each of its major Federal programs for the purpose of expressing an opinion on the District's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the District's compliance with those requirements.

#### Planned Scope and Timing of the Audit

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

To the Board of Trustees  
Riverside Community College District  
Page 2

## Significant Audit Findings

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was the cost of capital assets net of accumulated depreciation. Depreciation is the recognition of the use of the capital assets over time. Conditions may exist that result in assets having a longer or shorter useful life than is reflected within these statements. We evaluated the key factors and assumptions used to develop depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

Additionally, the estimate of the future costs of postemployment benefits provided to retirees is based upon current information about the District's employees, benefit plans, and health care rates. These factors are considered by the actuary in determining both the estimated liability and the current year required contribution to the Plan. Note 11 to the financial statements provides additional information about the actuarial methods and assumptions, and the Required Supplementary Information provides the schedule of progress toward funding this liability.

### *Difficulties Encountered in Performing the Audit*

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

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Subsequent to the closing of the books, management identified certain post-closing adjustments which have been included in the audited financial statements. The following material misstatements, detected as a result of audit procedures, were corrected by management: accounts payable of \$125,235 was recognized in the period when a liability was not incurred. Under the modified accrual basis, expenditures are recognized when a liability is incurred, regardless of when the receipt or payment of cash takes place.

### *Disagreements with Management*

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

To the Board of Trustees  
Riverside Community College District  
Page 3

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 28, 2011.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

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

*Vaurinek, June Day, Co. LLP*

Rancho Cucamonga, California  
November 28, 2011



To the Board of Trustees and  
Dr. Gregory Gray, Chancellor  
Riverside Community College District  
Riverside, California

In planning and performing our audit of the financial statements of Riverside Community College District (the District) for the year ended June 30, 2011, we considered the District's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

A *control deficiency* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *significant deficiency* is a control deficiency, or a combination of control deficiencies, that adversely affects the District's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the District's financial statements, that is more than inconsequential, will not be prevented or detected by the District's internal control. However, during our audit, we noted matters that are opportunities for strengthening internal controls and operating efficiency. We consider the following deficiencies to be control deficiencies in internal controls. Management has provided responses to the comments below. We have not audited the responses and, therefore, express no opinion.

## **CURRENT YEAR MANAGEMENT COMMENTS**

### ***Load Banking Policies***

As noted in our prior year comments, the District's contract with the faculty bargaining unit allows instructors to teach over their regularly assigned load and 'bank' the excess workload to be used in a future period as time off. This benefit has been part of the contract between said bargaining unit and the District for a number of years. While reviewing contract language for taking banked time and the instances when the time can be paid out in cash, we noted language that merits further review by the District. When an employee can control the actual payment of the banked time as a cash payout, the Internal Revenue Code (Reg. 1.451-2(a)) has ruled the decision point creates a 'constructive receipt' of the compensation and payroll taxes must be withheld.

### ***Recommendation***

We recommend the District review current contract language and actual practice and ensure compliance with Internal Revenue Code Regulations. Until the issue is resolved, we continue to suggest the banked load time be limited to usage of time off.

### ***Management Response***

The District has provided a Draft Side Letter of Agreement to the California Teachers Association bargaining unit for review and approval. It is anticipated this draft will be approved and placed into effect prior to June 30, 2012.



To the Board of Trustees and  
Dr. Gregory Gray, Chancellor  
Riverside Community College District  
Page 2

### ***Compensation for Personal Services***

Payroll transactions related to Federal programs noted inconsistencies with the method for documenting the distribution of charges for personal services. In some cases, the after-the-fact confirmation method was used to document the distribution of charges for personal services and, in other cases, the plan-confirmation method was used to document the distribution of charges for personal services. Even though these methods are acceptable methods for payroll distribution, they each required unique compliance requirements. To ensure compliance within all programs, the District should evaluate each method and determine the methodology level to be used by the District. Programs using unapproved methods for documenting the distribution of charges for personal services could be found out of compliance with District policies.

### ***Recommendation***

The District should review the requirements of the OMB Circular A-21, *Cost Principles for Education Institutions*, and develop specific written procedures that will provide for an acceptable method for documenting the distribution of charges for personal services. There is no single best method for documenting the distribution of charges for personal services; however, the method must recognize the principle of after-the-fact confirmation or determination so the costs distributed represent actual costs. Since different methods required unique compliance requirements, the District should consider implementing one method to ensure all compliance requirements are met.

### ***Management Response***

In review of OMB Circular A-21 and Criteria for Acceptable Methods in this corrective action, the District acknowledges that it understands the problem and the need for consistency in documenting personnel costs system-wide. The District is working to resolve the issue for all OMB Circular A-133 compliant programs. Corrective action will be addressed through training, holding project directors and grant-funded staff accountable, and by comparing time and effort reports to District financial records.

The District will work with the colleges to implement review processes that will lead to comparing time and effort reporting to financial records. The Grants Office and Administration and Finance and District Budget Office will provide technical assistance related to grant implementation and personnel matters.

## ***PRIOR YEAR MANAGEMENT COMMENTS***

### ***Riverside Community College District Foundation's Debt Obligation***

As noted in our prior year comments, the Riverside Community College District Foundation (the Foundation) entered into an agreement with the District to undertake a Major Gift Campaign to support targeted initiatives of the District and campuses. Under this agreement, the District would advance funds of up to \$1.3 million to the Foundation to cover costs associated with the Campaign. Funds drawn under this agreement to cover campaign costs, coupled with negative returns on investments, has resulted in the unrestricted fund of the Foundation incurring operating deficits in each of the past four years that have created a net deficit ending balance. Management has taken action to raise additional unrestricted income and to reduce operating expenses, but a deficit remains. Repayment of advances totaling \$794,735 is set to begin in 2011-2012. The District and the Foundation have reached an agreement to defer the repayment starting period to 2012; however, the Foundation currently has no unrestricted funds to pay the obligation to the District. All cash and cash equivalents are restricted to temporarily and permanently restricted funds.

To the Board of Trustees and  
Dr. Gregory Gray, Chancellor  
Riverside Community College District  
Page 3

***Recommendation***

The District management should work closely with the Board and the Foundation to address the repayment of the borrowed funds. Additionally, a plan should be developed to provide for unrestricted contributions that will enable the Foundation to repay the District and restore the unrestricted fund to a positive position.

***Current Status***

The recommendation has been implemented.

***Load Banking Policies***

The District's contract with the faculty bargaining unit allows instructors to teach over their regularly assigned load and 'bank' the excess workload to be used in a future period as time off. This benefit has been part of the contract between said bargaining unit and the District for a number of years. While reviewing contract language for taking banked time and the instances when the time can be paid out in cash, we noted language that merits further review by the District. When an employee can control the actual payment of the banked time as a cash payout, the Internal Revenue Code (Reg. 1.451-2(a)) has ruled the decision point creates a 'constructive receipt' of the compensation and payroll taxes must be withheld.

***Recommendation***

We recommend the District review current contract language and actual practice and ensure compliance with Internal Revenue Code Regulations. Until the issue is resolved, we suggest the banked load time be limited to usage of time off.

***Current Status***

The recommendation is currently in progress; see current year management letter comment.

We appreciate the time and assistance the staff of the District has provided during our audit. We will follow up on each of the areas noted above during the early stage of our fieldwork for the 2011-2012 fiscal year.

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

*Vaurinek, Irine, Day & Co. LLP*

Rancho Cucamonga, California  
November 28, 2011



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## Agenda Item (XII-A)

Meeting 12/13/2011 - Regular

Agenda Item Business From Board Members (XII-A)

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

College/District District

Information Only

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### **Background Narrative:**

Members of the Board of Trustees will briefly share information about recent events/conferences they attended since the last meeting

Prepared By: Chris Carlson, Chief of Staff



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## Agenda Item (XIII-A)

Meeting	12/13/2011 - Regular
Agenda Item	Closed Session (XIII-A)
Subject	Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title: Chancellor
College/District	District
Funding	
Recommended Action	To be Determined

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### Background Narrative:

None

Prepared By: Greg Gray, Chancellor  
Kathy Tizcareno, Administrative Assistant



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## Agenda Item (XIII-B)

Meeting 12/13/2011 - Regular

Agenda Item Closed Session (XIII-B)

Subject Conference with Legal Counsel - Anticipated Litigation (G.C.. 54956.9(b) - Number of Potential Cases: One (1)

College/District District

Information Only

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### Background Narrative:

None

Prepared By: Chris Carlson, Chief of Staff



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[Agenda Item](#)

## Agenda Item (XIII-C)

Meeting	12/13/2011 - Regular
Agenda Item	Closed Session (XIII-C)
Subject	Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release
College/District	District
Funding	n/a
Recommended Action	to be Determined

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### Background Narrative:

None

Prepared By: Greg Gray, Chancellor  
Kathy Tizcareno, Administrative Assistant