



**Board of Trustees - Regular Meeting
Tuesday, February 19, 2013 6:00 PM
Room 101 Student Services, Moreno Valley
College 16130 Lasselie Street, Moreno Valley CA
92551**

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 or online at www.rccd.edu/administration/board.

I. COMMENTS FROM THE PUBLIC

Board invites comments from the public regarding any matters within the jurisdiction of the Board of Trustees. Due to the Ralph M. Brown Act, the Board cannot address or respond to comments made under Public Comment.

II. APPROVAL OF MINUTES

A. [Minutes of the Board of Trustees Regular/Committee Meeting of January 15, 2013](#)

Recommend approving the January 15, 2013 Regular/Committee meeting minutes as prepared.

- B. [Minutes of the Board of Trustees Regular Meeting of January 22, 2013](#)
Recommend approving the January 22, 2013 Board of Trustees Regular meeting minutes as prepared.
- III. PUBLIC HEARING (NONE)
- IV. CHANCELLOR'S REPORTS
 - A. [Chancellor's Communications](#)
Information Only
 - B. [Presentation on the Student Activities Program at Moreno Valley College](#)
Information Only
 - C. [Five to Thrive Presentation led by Mr. Jeff Rhyne, Associate Professor of English](#)
Information Only
 - D. [Agreement for Core Training with Employment Training Fund](#)
Recommend ratifying the Agreement with Employment Training Fund for reimbursement of ETP Core training costs in the amount of \$250,286.
 - E. [Agreement for Alternative and Renewable Fuel and Vehicle Technology with Employment Training Fund.](#)
Recommend ratifying the agreement with Employment Training Fund for the reimbursement of training costs for the 2012-2013 ETP Alternative and Renewable Fuel and Vehicle Technology Program in the amount of \$699,930.
 - F. [Memorandum of Understanding Regarding Contract Extension between RCCD and CCA/CTA/NEA](#)
Recommend approving the Riverside Community College District and Riverside Community College Faculty Association, CCA/CTA/NEA Memorandum of Understanding to extend the current contract by two (2) additional years to June 30, 2015.
 - G. [Memorandum of Agreement Regarding Contract Extension Between RCCD and CSEA](#)
Recommend approving the Riverside Community College District and California School Employees Association (CSEA), Chapter 535, Memorandum of Agreement concerning the new contract duration of July 1, 2013 to June 30, 2015.
 - H. [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 \$4,929,048 and District Warrant Claims totaling \$7,653,303.

2. Budget Adjustments

a. [Budget Adjustments](#)

Recommend approving the budget transfers as presented.

3. Resolution(s) to Amend Budget

a. [Resolution No. 19-12/13 – 2012-2013 Student/Academic Services Facility Project - Equipment](#)

Recommend approving adding the revenue and expenditures of \$654,000 to the budget.

b. [Resolution No. 20-12/13 – 2012-2013 ETP Core Training Program](#)

Recommend approving adding the revenue and expenditures of \$250,286 to the budget.

c. [Resolution No. 21-12/13 – 2012-2013 ETP - Alternative and Renewable Fuel and Vehicle Technology Program](#)

Recommend approving adding the revenue and expenditures of \$699,930 to the budget.

d. [Resolution No. 22-12/13 – 2012-2013 Board Financial Assistance Program – Student Financial Aid Administration](#)

Recommend approving adding the revenue and expenditures of \$82,771 to the budget.

4. Contingency Budget Adjustments (None)

5. Bid Awards (None)

6. Grants, Contracts and Agreements

- a. **Contracts and Agreements Report Less than \$83,400 – All District Resources**
Recommend ratifying contracts totaling \$812,942.
- 7. **Out-of- State Travel**
Recommend approving the out-of-state travel.
- 8. **Other Items**
 - a. **Signature Authorization**
Recommend authorizing the listing of District administrators to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, purchase orders, and grant documents.
 - b. **Resolution No. 23-12/13 - PARS Plan Administrator**
Recommend adopting Resolution No. 23-12/13 appointing the Vice Chancellor, Business and Financial Services, as the PARS Alternative Retirement System and PARS Supplementary Retirement Plans District Administrator.
 - c. **Notice of Completion**
Recommend accepting the project listed on the attachment as complete and approving the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works.)
 - d. **Surplus Property**
Recommend, by unanimous vote, declaring the property on the attached list to be surplus; find 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.

VII. **CONSENT AGENDA INFORMATION**

- A. **CCFS-311Q – Quarterly Financial Status Report for the Quarter Ended December 31, 2012**
Information Only
- B. **Monthly Financial Report**
Information Only

VIII. **BOARD COMMITTEE REPORTS**

- A. **Governance (None)**
- B. **Teaching and Learning (None)**
- C. **Planning and Operations**
 - 1. **Norco College 2013-2018 Strategic Plan**
Recommend approval of the Norco College 2013-2018 Strategic Plan.

- D. Resources (None)
- E. Facilities
 - 1. [Amendment 1 with LPA for Design Services for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts](#)
Recommend approving Amendment 1 with LPA in the amount of \$69,595 for design services for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts.
 - 2. [Amendment 3 with VBS Leasing for Wheelock Gymnasium Seismic Retrofit Project](#)
Recommend approving Amendment 3 with VBS Leasing for the Wheelock Gymnasium Seismic Retrofit Project in the amount of \$14,276.57.

IX. ADMINISTRATIVE REPORTS

- A. Vice Chancellors
 - 1. [2012-2013 Riverside City College Catalog Addendum](#)
Recommend approving the addendum to the 2012-2013 Riverside City College Catalog.
 - 2. [2012-2013 Norco College Catalog Addendum](#)
Recommend approving the addendum to the 2012-2013 Norco College Catalog.
 - 3. [Resolution No. 24-12/13 – Resolution Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service](#)
Recommend adopting Resolution No. 24-12/13, authorizing the Chancellor, or Designee, of the District to layoff and reduce hours of the classified service.

B. Presidents

X. ACADEMIC SENATE REPORTS

- A. Moreno Valley College
- B. Norco College/Riverside Community College District
- 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 Discipline/Dismissal/Release
To Be Determined

XIV. ADJOURNMENT



Agenda Item (II-A)

Meeting	2/19/2013 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of January 15, 2013
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommend approving the January 15, 2013 Board of Trustees Regular/Committee meeting minutes as prepared.

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

Attachments:

[011513_MIN](#)

MINUTES OF THE BOARD OF TRUSTEES REGULAR
AND COMMITTEE MEETINGS OF THE GOVERNANCE,
TEACHING AND LEARNING, PLANNING AND OPERATIONS,
RESOURCES, AND FACILITIES COMMITTEES
OF JANUARY 15, 2013

President Blumenthal called the Board of Trustees meeting to order at 6:00 p.m., in the Bradshaw Building-Hall of Fame, Riverside City College, 4800 Magnolia Avenue, Riverside, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Sam Davis, Secretary (arrived at 6:30 p.m.)
Mary Figueroa, Board Member
Janet Green, Vice President
Noemi Jubaer, Student Trustee
Nathan Miller, Board Member

Staff Present

Dr. Gregory W. Gray, Chancellor
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services
Dr. Cynthia Azari, President, Riverside City College
Dr. Paul Parnell, President, Norco College
Dr. Sandra Mayo, President, Moreno Valley College
Ms. Chris Carlson, Chief of Staff
Mr. Aaron Brown, Associate Vice Chancellor, Finance
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications and Relations

Student Trustee Noemi Jubaer led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Vice President Green convened the meeting at 6:16 p.m. Committee members in attendance: Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College) and Ms. Peggy Campo (Norco College); ASRCCD Representative: Ms. Catherine Russo (MVC); CTA Representative: Ms. Sarah Burnett; CSEA Representative: Mr. Gustavo Segura; and Confidential Representative: Ms. Tamara Medina.

TEACHING AND LEARNING

Dr. Richard Keeler, Dean, Grants and Ms. Colleen Molko, Director, Grants, reviewed the mid-year master grant submission schedule for the 2012-13 academic year. Discussion followed.

Winter Report for Grants 2012-2013

Dr. Maghroori reviewed curricular changes for the catalog and schedule of class offerings that will be considered for approval at the regular Board meeting on January 22. Discussion followed.

Proposed Curricular Changes

The committee adjourned the meeting at 6:28 p.m.

Adjourned

The Planning and Operations Committee Chair Mary Figueroa convened the meeting at 6:29 p.m. Committee members in attendance: Chris Carlson, Chief of Staff; Academic Senate Representatives: Mr. Sal Soto (Moreno Valley College), Mr. Tom Wagner (Norco College), and Mr. Lee Nelson (Riverside City College); CSEA Representative: Mr. Gustavo Segura; Confidential Representative: Ms. Tamara Medina, and Management Representative: Mr. Michael Simmons.

PLANNING AND OPERATIONS

Mr. Davis Torres, Dean, Institutional Research presented the committee with the findings of the 2008-2012 RCCD Strategic Plan update that will be considered by the Board for acceptance at the January 22 regular meeting. Discussion followed.

Update of the 2008-2012 RCCD Strategic Plan

The committee adjourned the meeting at 7:23 p.m.

Adjourned

The Board adjourned to closed session at 7:24 p.m. to consider the following closed session items:

ADJOURN TO CLOSED SESSION

Pursuant to Government Code Section 54956.8, Conference with Real Property Negotiator; Properties known as APN 215-022-017 & 018; Agency Negotiator: Chancellor Gray.

Pursuant to Government Code Section 54957.6, Conference with Labor Negotiator, District Representative: Melissa Kane; Employee Organization: Riverside Community College District Employees Chapter #535 CSEA.

Pursuant to Government Code Section 54957.6, Conference with Labor Negotiator, District Representative: Ray Maghroori; Employee Organization: Riverside Community College District Faculty Association CCA/CTA/NEA.

The Board reconvened to open session at 8:30 pm, announcing no action and adjourned the meeting at 8:31 p.m.

RECONVENED/ADJOURNMENT



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[Agenda Item](#)

Agenda Item (II-B)

Meeting	2/19/2013 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Regular Meeting of January 22, 2013
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommend approving the January 22, 2013 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Greg Gray, Chancellor
Michelle Haeckel, Administrative Assistant, Office of the Chancellor

Attachments:

[012213_Minutes](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF JANUARY 22, 2013

President Blumenthal called the regular meeting of the Board of Trustees to order at 6:00 p.m., in the O.W. Noble Administrative Center, Board Room AD 122, Riverside City College, 4800 Magnolia Avenue, Riverside, California 92506

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Sam Davis, Secretary
Mary Figueroa, Board Member
Janet Green, Vice President
Nathan Miller, Board Member
Noemi Jubaer, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services
Dr. Cynthia Azari, President, Riverside City College
Dr. Sandra Mayo, President, Moreno Valley College
Dr. Paul Parnell, President, Norco College
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications and Relations
Ms. Chris Carlson, Chief of Staff
Dr. Travis Gibbs, Academic Senate Representative, Moreno Valley College
Dr. Mark Sellick, Vice President, Riverside, CTA

Guests Present

Ms. Joy Chambers, Riverside City College Dean of Enrollment Services, Riverside City College
Mr. Garth Schultz, Financial Aid Counselor, Riverside City College
Mr. Marques Dredd, Student Veterans Club President, Riverside City College
Mr. Will Kim, Assistant Professor, Art, Riverside City College
Mr. Dave Kennett, Consultant, Capitol Alliance Consulting

Student Charmaine Williams led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Mr. Jorge Flores, Riverside Community College District (RCCD) alumni, stated he supports retaining the current Riverside Transit Authority (RTA) contract and allowing Moreno Valley College students to waive the mandatory transportation fee within the first two weeks of a term.

COMMENTS FROM THE PUBLIC

Student Charmaine Williams encouraged the Board to support the students who voted to amend the Go-Pass Transportation Fee Contract with RTA for Moreno Valley College students.

Green/Figueroa moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of December 4, 2012. Motion carried. (4 ayes, 1 abstain [Davis])

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF DECEMBER 4, 2012

Green/Figueroa moved that the Board of Trustees approve the minutes of the Board of Trustees Special Meeting of December 11, 2012. Motion carried. (5 ayes)

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING OF DECEMBER 11, 2012

Davis/Green moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of December 11, 2012. Motion carried. (5 ayes)

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING OF DECEMBER 11, 2012

CHANCELLOR'S REPORTS

Presentations

Chancellor Gray presented the scholarship award to the Student Trustee, Noemi Jubaer, for winter 2013.

Presentation of Winter 2013 Scholarship Award to Student Trustee

Ms. Joy Chambers, Riverside City College Dean of Enrollment Services; Mr. Garth Schultz, Financial Aid Counselor, and Mr. Marques Dredd, Student Veterans Club President, presented current programs and services provided by RCC for student veterans.

Presentation on Veterans Affairs at Riverside City College

Mr. Will Kim, Assistant Professor, Art, presented an animation reel depicting a selected group of Riverside City College students' works that included traditional, computer, CGI, paper cut-out, and stopmotion animation.

Five to Thrive Presentation led by Mr. Will Kim, Assistant Professor of Art

Mr. Dave Kennett, Consultant, Capitol Alliance Consulting, discussed federal policy and legislative issues such as grants, tax provisions, and legislative bills especially as they pertain to the future economic situation for the District.

Briefing on 2013 Federal Outlook

Green/Miller moved that the Board of Trustees ratify the Chancellor's reorganization of District Administration and Finance to Business and Financial Services, including elimination of the Vice Chancellor of Administration and Finance position and upgrading the position of Associate Vice Chancellor, Finance, to Vice Chancellor, Business and Financial Services.

Ratification of Reorganization of District Administration and Finance to Business and Financial Services

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 Noemi Jubaer presented the report about recent and future student activities at Norco, Moreno Valley, and Riverside City Colleges and Riverside Community College District.

STUDENT REPORT

CONSENT ITEMS

Action

Figueroa/Davis moved that the Board of Trustees amend and approve the Consent Calendar to reflect, under Item VI-B-7, that Trustee Figueroa's travel to Washington DC, February 9-14, 2013, to attend the 2013 Association of Community Colleges Trustees (ACCT) Community College National Legislative Summit and Public Policy Committee meeting, also include a record of her attendance at the ACCT Board meeting. And, that Item VI-B-8-b, "Recommend adopting a nonresident tuition rate of \$190 per unit..." be changed to "Recommend adopting a nonresident tuition rate of \$197 per unit..."

Approve/ratify the listed academic appointments, and assignment and salary adjustments;

Academic Personnel

Approve/ratify the listed classified appointments, and assignment and salary adjustments;

Classified Personnel

Approve/ratify the listed other personnel appointments, and assignment and salary adjustments;

Other Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$3,179,499 and District Warrant Claims totaling \$6,829,760;

Purchase Order and Warrant
Report – All District Resources

Approve the budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$290,547 to the budget and authorize the Associate Vice Chancellor, Finance, to sign the resolution;

Resolution No. 13-12/13 – 2012-
2013 Procurement Assistance
Center (PAC)

Approve adding the revenue and expenditures of \$4,483 to the budget and authorize the Associate Vice Chancellor, Finance, to sign the resolution;

Resolution No. 14-12/13 – 2012-
2013 TANF Program

Approve adding the revenue and expenditures of \$6,500 to the budget and authorize the Associate Vice Chancellor, Finance, to sign the resolution;

Resolution No. 15-12/13 – 2012-2013 Riverside Urban Area Security Initiative Grant

Approve adding the revenue and expenditures of \$15,000 to the budget, and authorize the Associate Vice Chancellor, Finance, to sign the resolution;

Resolution No. 16-12/13 – 2012-2013 Student Activities Office

Approve adding the revenue and expenditures of \$15,000 to the budget, and authorize the Associate Vice Chancellor, Finance, to sign the resolution;

Resolution No. 17-12/13 – 2012-2013 First 5 Riverside Access and Quality Initiative Grant

Approve the procurement of commercial car rental services from Enterprise Rent- A-Car, utilizing the California Department of General Services (DGS) Agreement Number 5-11-99-01;

Approval to Procure Commercial Car Rental Services from Enterprise Rent- A-Car, Utilizing the California Department of General Services (DGS) Agreement Number 5-11-99-01

Approve the purchase of office equipment and accessories from Sharp Electronic Corporation, utilizing NJPA Contract No. 100312-SEC;

Approval to Purchase Office Equipment and Accessories from Sharp Electronic Corporation, Utilizing National Joint Powers Alliance (NJPA) Contract No. 100312-SEC

Ratify contracts and agreements totaling \$365,894;

Contracts and Agreements Report Less than \$81,000– All District Resources

Approve the three year agreement with Blackboard Inc. for \$490,400 starting July 1, 2013 through June 30, 2016 with an option to extend this agreement for two additional years for \$346,841 through June 30, 2018;

Agreement with Blackboard, Inc.

Approve the Contract for Investment of Funds with Riverside County Children and Families Commission for the period of January 1, 2013 through June 30, 2016 and a maximum reimbursable amount of \$600,800.

Contract for First 5 Early Care and Education Access and Quality Initiative Grant

Approve the amended out-of-state travel;

Out-of-State Travel

Declare the property on the attached list to be surplus; find that the property does not exceed the total value of \$5,000; and authorize the property to be donated to the Temescal Canyon High School to meet technology needs;

Surplus Property Donation

Adopt a nonresident tuition rate of \$197 per unit and a capital outlay surcharge fee rate of \$34 per unit for FY 2013-2014; and direct staff to promulgate these charges via the 2013-2014 catalog, schedule of classes, and other appropriate materials.

2013-2014 Nonresident Tuition and Capital Outlay Surcharge Fees

Accept the projects listed on the attachment as complete, approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President and the Associate Vice Chancellor, Finance, to sign the Notices of Completion

Notices of Completion

Declare the property on the attached list to be surplus; find that the property does not exceed the total value of \$5,000; and authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District;

Surplus Property

Motion carried as amended. (5 ayes)

Information

According to Board Policy 7350, the Chancellor has approved the following resignations: Dr. James Buysse, Vice Chancellor, Administration and Finance, effective December 30, 2012, retirement; Ms. Jessica Aldasoro, Payroll Technician, effective January 16, 2013, personal reasons; Ms. Janice Arredondo, College Receptionist, effective January 15, 2013, personal reasons; Mr. Michael Byrd, Facilities Manager/Grounds and Projects, effective April 1, 2013, retirement; Mr. Gregory Ramirez, EOPS Specialist, effective December 5, 2012, non-continuance of probation period.

Separations

The Board received the summary of financial information for the period of July 1, 2012 through December 31, 2012.

Monthly Financial Report

BOARD COMMITTEE REPORTS

Teaching and Learning

Davis/Figueroa moved that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and schedule of class offerings. Motion carried. (5 ayes)

Proposed Curricular Changes

Planning and Operations

Green/Miller moved that the Board of Trustees approve the contract amendment of the Go-Pass Transportation Fee Contract for Moreno Valley College students with the Riverside Transit Agency. Motion carried. (3 ayes, 2 noes [Davis, Figueroa])

Contract Amendment of the Go-Pass Transportation Fee for Moreno Valley College

Figueroa/Davis moved that the Board of Trustees accept the findings of the report. Motion carried. (5 ayes)

Update of the 2008-2012 RCCD Strategic Plan

ADMINISTRATIVE REPORTS

Vice Chancellor's Reports

Green/Figueroa moved that the Board of Trustees approve the Employee Benefits Consulting Services Agreement Renewal Amendment with Keenan & Associates to renew the agreement for an additional year beginning on February 1, 2013 and ending on January 31, 2014 in the amount of \$103,000. Motion carried. (5 ayes)

Employee Benefits Consulting Services Agreement Renewal Amendment

Green/Miller moved that the Board of Trustees adopt Resolution No. 18-12/13, authorizing the Chancellor, or Designee, of the District to layoff and reduce hours of the classified service and send the appropriate notification. Motion carried. (5 ayes)

Resolution No. 18-12/13 – Resolution Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service

ACADEMIC SENATE REPORTS

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

Moreno Valley College

BARGAINING UNIT REPORTS

Dr. Mark Sellick, Vice President, CTA, presented the report on behalf of the CTA.

CTA – California Teachers Association

The Board adjourned to closed session at 7:55 p.m. to consider the following closed session items:

ADJOURN TO CLOSED SESSION

Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9 (c) - number of Potential Cases: One (1)

Conference with Legal Counsel - Existing Litigation (CA Government Code 54956.9(a) – Garcia v.

Riverside Community College District

Conference with Legal Counsel - Existing Litigation
(CA Government Code 54956.9(a) - CSEA v RCCD

Pursuant to Government Code Section 54956, Public
Employee Discipline/Dismissal/Release

The Board reconvened to open session at 8:45 p.m.,
announcing no action had been taken on the closed session
items and adjourned the meeting at 8:47 p.m.

RECONVENE/ADJOURNMENT



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Agenda Item (IV-A)

Meeting 2/19/2013 - Regular
Agenda Item Chancellor's Reports (IV-A)
Subject Chancellor's Communications
College/District District
Information Only

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

Attachments:



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Agenda Item (IV-B)

Meeting 2/19/2013 - Regular

Agenda Item Chancellor's Reports (IV-B)

Subject Presentation on the Student Activities Program at Moreno Valley College

College/District Moreno Valley

Information Only

Background Narrative:

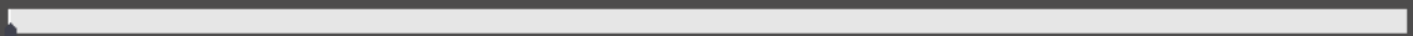
Frankie Moore, Student Activities Faculty Coordinator, will present the services and activities that students at Moreno Valley College received in Fall 2012. Throughout the semester, cultural events, awareness programs, and leadership opportunities were available under the umbrella of diversity and student equity. The presentation will include a video of photos taken during this past semester.

Prepared By: Sandra Mayo, President, Moreno Valley College
Greg Sandoval, Vice President, Student Services

Attachments:

[MVC Community Activities Presentation](#)

MORENO VALLEY COLLEGE





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[Agenda Item](#)

Agenda Item (IV-C)

Meeting 2/19/2013 - Regular

Agenda Item Chancellor's Reports (IV-C)

Subject Five to Thrive Presentation led by Mr. Jeff Rhyne, Associate Professor of English

College/District Moreno Valley

Information Only

Background Narrative:

Each month, a faculty member is invited through the Academic Senate to present on teaching and programs from the classroom that distinguish RCCD and its faculty and colleges. This month the presentation will be led by Mr. Jeff Rhyne, Associate Professor of Writing, Moreno Valley College. Presentation topic will be "Affective Teaching Practices and Student Autonomy."

Prepared By: Greg Gray, Chancellor

Attachments:



Agenda Item (IV-D)

Meeting	2/19/2013 - Regular
Agenda Item	Chancellor's Reports (IV-D)
Subject	Agreement for Core Training with Employment Training Fund
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees ratify the agreement with ETP ET13-0281 for reimbursement of ETP Core training costs in the amount of \$250,286.

Background Narrative:

The Riverside Community College District, Office of Economic Development, has just been notified that it has received funding for the 2012-2013 ETP Core Training in the amount of \$250,286 for reimbursement of training costs. The term is from January 28, 2013 through January 27, 2015.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
John Tillquist, Associate Vice Chancellor, Economic Development

Attachments:

[CORE Agreement for Riverside College 100 attachment 1.pdf](#)
[CORE Expend for Amendment to Budget attachment 3.pdf](#)

ETP Agreement
ET13-0281

Riverside Community College District, Office of
Economic Development Training Project

This ETP Funding Agreement (Agreement) is entered into between the Employment Training Panel (ETP or Panel) and Riverside Community College District, Office of Economic Development (Contractor).

This Agreement is for the reimbursement of training costs by the Panel pursuant to its authority at Unemployment Insurance Code Section 10200 *et seq.* The term is from January 28, 2013 to January 27, 2015. Said reimbursement shall be disbursed from the Employment Training Fund in a total amount not to exceed \$250,286 (Approved Amount).

This Agreement consists of five Sections and four Exhibits, as shown below:

Section 1. Recitals
Section 2. Representations
Section 3. Performance Standards
Section 4. Payment Details
Section 5. General Provisions

Exhibit A: Chart 1
Exhibit B: Menu Curriculum
Exhibit C: Subcontracts
Exhibit D: Definitions

Exhibits A through D are hereby incorporated-by-reference as part of this Agreement, as if fully set forth herein.

1. Recitals

The parties are entering this Agreement to promote a healthy labor market in California. The purpose of this Agreement is to reimburse training costs from the Employment Training Fund in keeping with ETP program goals at Unemployment Insurance Code Section 10200 *et seq.*

In entering this Agreement, the parties recognize the value of training, particularly the need for California employers to remain competitive in a global business environment. The parties agree that good and valuable consideration exists for this Agreement.

2. Representations

- 2.1 Legislative Appropriation: Contractor understands that payment under this Agreement is valid and enforceable only if sufficient funds are appropriated in the State Budget Act for the relevant Fiscal Year. Payment under this Agreement is subject to any additional restrictions, limitations or conditions imposed by the Legislature, in the Budget Act or otherwise. If sufficient funds are not appropriated or otherwise made available for disbursement from the Employment Training Fund as needed for this Agreement, the Panel's liability for payment shall be limited to available funds and payment shall be disbursed only for the actual hours of training delivered as of the date Contractor receives a Notice of unavailable funds from ETP.
- 2.2 Incremental Encumbrance: This Agreement shall be incrementally encumbered insofar as only a percentage of the total Amount Approved will be made available for payment in the first and subsequent Fiscal Year(s).
- 2.3 Development Fees: Contractor represents that ETP funds will not be used to pay for any fees or costs incurred prior to the Panel's approval of funding under this Agreement.
- 2.4 Criteria for Participating Employers: Contractor is aware that all participating employers must be subject to paying the Employment Training Tax for each trainee. Contractor is aware that all participating employers must face out-of-state competition, unless funded under Special Employment Training. Contractor is aware that all participating employers must have no more than a 20% turnover rate in the prior calendar year. Contractor is aware that training agencies are not eligible as Participating Employers.
- 2.5 Funding Limitations: Contractor is aware of Funding Limitations established by the Panel and published on the ETP Website as of the effective date of this Agreement. Contractor represents that it will adhere to these Limitations in its recruitment and selection of Participating Employers.
- 2.6 Confidentiality: The Panel represents that trainee Social Security Numbers will only be used to access trainee employment and wage history in the Unemployment Insurance data base maintained by the Employment Development Department. The Panel represents that trainee demographic information will only be used to compile statistical data, in the aggregate. The Panel represents that the Social Security Numbers and demographic information will be maintained in confidence using administrative, technical and physical safeguards. Contractor understands that it is solely responsible for obtaining this confidential information from the participating employers or trainees, along with any written release it deems necessary. ETP represents that there is no statutory or regulatory requirement for a written release.
- 2.7 In-Kind Contribution: Contractor represents that participating employers will make a financial commitment to training and will not use ETP funding to displace their own training resources. In addition, Contractor represents that In-Kind Contributions of at least \$300,000 will be made to the cost of training, through wages paid during the hours of training by participating employers and other valuations made in accordance with Title 22, California Code of Regulations (CCR), Section 4401.1.

- 2.8 Substantial Contribution: Contractor understands that its reimbursement will be reduced by either 15% or 30% for the purpose of making a Substantial Contribution to the cost of training if a participating employer(s) earned payment under a prior ETP Agreement, under the standards set forth in Title 22, CCR, Section 4410. (See also Reimbursement Rate in Section 4.)
- 2.9 Job-related Training: Contractor represents that training will be in job-related skills.
- 2.10 Compensation During Retraining: Contractor is aware of the standards for compensating incumbent employees during "mandatory" training in accordance with state and federal work orders.
- 2.11 Charges to Trainees: Contractor understands that it cannot charge tuition, fees, or costs to trainees for training funded under this Agreement without prior written approval by the Executive Director of ETP.
- 2.12 Tuition Reimbursement: Contractor represents that it will fully reimburse trainees for any tuition, fees, or costs they may have already paid for training that is funded by ETP.
- 2.13 Nondiscrimination: Contractor represents that participating employers will be "equal opportunity" employers compliant with all state and federal laws pertaining to fair employment practices.
- 2.14 Contractor Credentials: Contractor represents that it has been certified by:
- Western Association of Schools and Colleges (WASC)
- Contractor also represents said certification is specific to the Curriculum in Exhibit B of this Agreement. Contractor represents that it will maintain said certification(s) throughout the term of this Agreement.
- 2.15 Trainer Credentials: Contractor represents that training will only be delivered by instructors who are competent in the subject matter. Contractor represents that: a) instructors will satisfy certification and licensing requirements as may be applicable; b) any trainee who is also a trainer will complete all class/lab hours in each topic of training prior to delivery of training on that topic.
- 2.16 Responsibility: Contractor understands that it is directly responsible for the administration and delivery of all training funded under this Agreement.
- 2.17 Liaison: Contractor represents that it will fully inform all participating employers about their rights and obligations under the training project funded under this Agreement, and will periodically review their participation for compliance with the performance standards of this Agreement. Contractor represents that it will promptly inform ETP of any discrepancy or problem regarding the role or performance of participating employers under this Agreement.
- 2.18 Misrepresentation: Contractor understands that any misrepresentation of material fact made by it or its agent to the Panel or ETP staff, whether set forth herein or otherwise, constitutes grounds for immediate termination of this Agreement.

2.19 Professional Employer Organization: Contractor understands that participating employers may only use the services of a PEO if, under their services agreement, they operate as co-employers. This means the participating employers must not fully relinquish the responsibility to pay wages; make benefit payments; and withhold, collect, report and remit payroll-related taxes, including the Employment Training Tax. Contractor understands that participating employers must retain the exclusive right to direct and control the work performed by trainees during retention, and to set the amount of their post-retention wages.

3. Performance Standards

3.1 Payment Earned: Contractor shall not be entitled to retain the Progress Payments or Final Payment for any trainee unless it demonstrates compliance with the requirements set forth in this Agreement. (See definition of Payment Earned in Exhibit D.) Contractor must demonstrate compliance using ETP procedures, to the sole satisfaction of ETP.

3.2 Hours of Training: Reimbursable hours of training will vary depending on the method of delivery. Advanced Technology (AT) is considered a method of delivery for this purpose. Class/Lab includes Videoconference, Simulated Laboratory and Productive Laboratory. Class/Lab may be delivered by the E-Learning methodology.

3.2.1 Class/Lab/Videoconference. Reimbursement is for actual hours of attendance, within the range of hours for each Job Number as identified in Exhibit B, Menu Curriculum and in Exhibit A, Chart 1. Each trainee must attend training for the minimum number of hours for payment to be earned, and payment cannot be earned for attendance beyond the maximum number of hours.

3.2.2 Range of Hours: Reimbursement for retraining is capped at 200 total training hours in Job Numbers 1, 2 and 5; and capped at 60 total training hours in Job per-trainee Number 3 and 4.

3.3 Retention: All trainees must be employed by a participating employer on a full-time basis, with wages reported in California, for the applicable hours and time period of retention by Job Number. Retention cannot begin until the end of all training per-trainee, and must be completed within the term of this Agreement.

- Job Number: 1 Job Description: Priority/Retrainee
- Job Number: 2 Job Description: Priority/Retrainee/HUA
- Job Number: 3 Job Description: Priority/SB<100 Retrainee
- Job Number: 4 Job Description: Priority/SB<100 HUA
- Job Number: 5 Job Description: Retrainee

Retention is at least 90 consecutive days full-time with one employer. Full-time employment means 35 hours per week.

3.4 Post-Retention Wage: All trainees must earn at least the Post-Retention Wage identified for the county or region in which trainees are employed. Health benefits (employer share-of-cost for medical, dental and vision care) may be included in wages for Job Numbers 1-5.

- Job Number: 1 Job Description: Priority/Retrainee
- Job Number: 3 Job Description: Priority/SB<100 Retrainee
- Job Number: 5 Job Description: Retrainee

Trainees must earn at least \$14.69 per hour in Imperial, Riverside and San Bernardino Counties; and \$15.88 per hour in Orange County.

- Job Number: 2 Job Description: Priority/Retrainee/HUA
- Job Number: 4 Job Description: Priority/SB<100 HUA

Trainees must earn at least \$11.02 per hour in Imperial, Riverside and San Bernardino Counties; and \$11.91 per hour in Orange County.

However, the post-retention wage for all trainees in Job Numbers 2 and 4 must reflect an increase from wages earned before training.

- 3.5 Trainee Eligibility: All trainees must meet the eligibility standards set forth in Unemployment Insurance Code Section 10201(c).

In Job Numbers 2 and 4, trainees must be working in a county or some other distinct region that qualifies as a High Unemployment Area within the meaning of Title 22, CCR, Section 4429.

- 3.6 Managers and Supervisors: Managers and Supervisors must not exceed 20% of the total trainee population in Job Numbers 1-5, as shown in Exhibit A, Chart 1. Otherwise, all trainees must be "frontline workers" within the meaning of Title 22, CCR, Section 4400(ee).

- 3.7 Top-Level Executives: Payment cannot be earned for Top-Level Executives who set company policy. Trainees employed in the occupation of President, Vice-President, Director, Chief Executive Officer, Chief Investment Officer, Chief Financial Officer, Chief Counsel, General Counsel, Chief Operating Officer and similar capacities are presumed to be Top-Level Executives. That presumption will be rebutted if the occupation(s) is identified in Exhibit A, Chart 1.

- 3.8 Enrollment: Eligibility for enrollment must be established prior to the start-of-training. To establish eligibility, Contractor must provide ETP with each trainee's Social Security Number. (See also Payments in Section 4.) Eligibility must be established, and enrollment must be reported, in the form and manner prescribed by ETP.

- 3.9 Multiple Enrollment: A trainee cannot be enrolled in the same Job Number more than once within the same project. A trainee can be enrolled in another Job Number, but only after having completed the minimum number of hours designated for the Job Number in which originally enrolled, and having satisfied the retention and minimum wage requirements applicable to the original Job Number. Thus, enrollment in another Job Number must follow Final Payment under the original Job Number.

Upon enrollment in another Job Number, a trainee must again satisfy the retention and minimum wage requirements, as applicable. The retention requirement cannot be satisfied simultaneously for more than one Job Number.

- 3.10 Training Ratio: The trainer-to-trainee ratio must not exceed 1:20 for Class/Lab training, except for: 1) Advanced Technology and Productive Lab courses in which case the ratio must not exceed 1:10, and 2) OSHA 10 and OSHA 30 in which case the ratio must not exceed 1:40.

- 3.11 Out-of-State Vendor: No training may be delivered by an out-of-state vendor without prior written approval by ETP. Contractor must provide ETP with written notice of proposed services by an out-of-state vendor at least seven working days in advance, in the form and manner prescribed by ETP.

- 3.12 Occupations: Training shall be funded only for trainees working in the occupations approved by the Panel for each Job Number, as shown in “Exhibit A, Chart 1.”
- 3.13 Relocation: Contractor will be liable for repaying ETP for any training funds received, at the discretion of the Panel, for a participating employer that relocates or consolidates the California facility at which training is provided or transfers trainee positions to an out-of-state facility, within three years of termination of this Agreement, in accordance with the standards set forth in Title 22, CCR, Section 4446.5.

4. Payment Details

- 4.1 Reimbursement Rate: Contractor will be reimbursed at an hourly rate per trainee, based on the delivery method and type of training. (See definition of Reimbursement Rate, Exhibit D). All Laboratory, E-Learning, and Videoconference training is reimbursed at the Class/Lab rate.

If a participating employer is responsible for making a Substantial Contribution, the rate will be adjusted accordingly by either 15% or 30% accordingly to the standards in Title 22, CCR, Section 4410. (See Substantial Contribution in Section 2.)

In Job Numbers 1 and 2 the hourly rate is \$18 per-trainee for Class/Lab Training and \$26 per-trainee for Advanced Technology Training in accordance with the types of training identified in Exhibit B, Menu Curriculum.

In Job Numbers 3 and 4 the hourly rate is \$26 per-trainee for Class/Lab Training or Advanced Technology Training in accordance with the types of training identified in Exhibit B, Menu Curriculum.

In Job Number 5 the hourly rate is \$15 per-trainee for Class/Lab Training and \$22 per-trainee for Advanced Technology Training in accordance with the types of training identified in Exhibit B, Menu Curriculum.

- 4.2 Support Costs: Contractor will also be reimbursed up to \$16,216 for outreach and recruitment of participating employers by an 8% adjustment to the reimbursement rate for Job Numbers 1-5.

- 4.3 Curriculum: ETP reimbursement is limited to the types of training approved for a given Job Number as shown in "Exhibit B: Menu Curriculum."

Literacy Skills is limited to 45% of the total training hours within the meaning of Title 22, CCR, Section 4420.

Safety training will be limited to 10% of the total training. However, no state or federally required safety training will be reimbursed by ETP.

- 4.4 Payments: A trainee must be enrolled and must have completed at least 8 hours of training before any payments will be made. Payments may be made in three stages on a per-trainee basis, by Job Number.

4.4.1 The first Progress Payment (P1) will be approximately 25% of the Average-Cost-per Trainee, payable upon enrollment and after the first eight hours of training.

4.4.2 The second Progress Payment (P2) will be paid upon completion of all training hours. Progress Payment (P1) and (P2) combined cannot exceed 75% of the Actual Cost per trainee within the range of training hours specified in Chart 1 for each Job Number.

Trainees invoiced for P2 will be deemed to have entered into the retention period applicable to the Job Number in which originally enrolled.

- 4.4.3 The Final Payment (F) is payable at the end of retention, based on hours of training actually completed with reference to the minimum and maximum hours.
- 4.5 Wage Reporting: Contractor must report the actual hourly wage paid for each trainee at the completion of retention. This information is used by ETP to verify full-time employment.
- 4.6 Administrative Costs: The hourly reimbursement rate includes an allowance for training administration. Administrative costs funded by ETP shall not exceed 13% of payment earned for Retraining.
- 4.7 Invoicing: Contractor must submit timely and accurate invoices for the Progress Payments and Final Payment, using the form and manner prescribed by ETP. The Fiscal Closeout invoicing should be submitted to ETP no later than 30 days after this Agreement has terminated.
- 4.8 Fiscal Closeout: Payments will be made by invoice on a per-trainee basis. The total payments must be reconciled for all trainees taken as a whole at the time of Fiscal Closeout.
- 4.9 Suspend Payment: ETP may, at its sole discretion, suspend or withhold any payment if it appears Contractor has or will fail to perform its obligations under this Agreement. ETP shall give Contractor written Notice of the suspension/withhold and provide a reasonable opportunity for cure. This right to suspend or withhold payment is in addition to, and may be exercised concurrent with, termination.
- 4.10 Overpayment: The Progress Payments and Final Payment will not be earned until all performance standards and any other conditions of reimbursement have been satisfied. Contractor must promptly repay ETP for any overpayment identified at Final Closeout, or in a subsequent Audit. Repayment must include statutory interest computed from the first day of the month following the overpayment.
- 4.11 Unearned Payment: All unearned payments shall be returned to ETP with statutory interest computed from the first day of the month following the date the funds are received. If the Contractor petitions for bankruptcy, ETP shall be listed and scheduled as a creditor.
- 4.12 Liability Offset: Payments made or earned under this Agreement may be used to offset any outstanding financial liabilities owed under a prior Agreement at the sole discretion of ETP. This provision shall remain in full force and effect until the funds owed have been repaid, including statutory interest.

5. General Provisions

- 5.1 Party Intent: In the event of ambiguity, the intent of the parties shall be construed in accordance with the written proposal (ETP 130) and open-meeting discussions at the time the training proposal was considered by the Panel. In construing intent, the parties also agree to abide by the definitions set forth in Exhibit D of this Agreement. Otherwise, words and phrases shall be given their common English meaning. Section headings are for convenience only, and not to be used to determine any of the rights or obligations of the parties.

In the event of a material discrepancy between the text of this Agreement and Exhibit A, Chart 1, the latter shall prevail; but for wages in which case Post-Retention Wage in Section 3 shall prevail. All such discrepancies are subject to correction by Amendment.

- 5.2 Severability: If any provision of this Agreement is held illegal, invalid or unenforceable in whole or in part it shall be modified to the minimum extent necessary; and, the remaining provisions shall not be affected thereby.
- 5.3 Subcontractor Identification: Contractor must identify all subcontractors as they become known, prior to and during the term of this Agreement, in the form and manner prescribed by ETP. In so doing, Contractor must provide at least the following information: business name and address; contact person name, title, address, phone and email; description of services to be provided; and fees or rate payable.
- 5.4 Subcontract Terms: Contractor may subcontract with a third party for training or administrative services in connection with this Agreement. ETP shall not be named as a party on any subcontract. A subcontract for administrative services must be in writing, and must be filed with ETP prior to its effective date. A subcontract or oral agreement for training services must be disclosed and its terms made available to ETP upon demand. An administrative subcontract must incorporate the provisions set forth under "Exhibit C: Subcontracts." ETP reserves the right to monitor the delivery of services under any subcontract. Contractor shall use best efforts to correct performance problems identified by ETP as a result of monitoring.
- 5.5 Participating Employers: Contractor must identify all participating employers as they become known, prior to and during the term of this Agreement, in the form and manner prescribed by ETP. In so doing, Contractor must provide at least the following information: business name and address; contact person name, title, address, phone and email. Contractor may charge participating employers a refundable or nonrefundable deposit as specified in a mutual written Agreement signed by both parties, upon prior review and approval by ETP, as set forth in Title 22, CCR, Section 4409.1.
- 5.6 ETP Name: Any material used to promote this training project, and any other writing that uses the ETP name or logo, must be approved in advance by ETP.
- 5.7 Audits: ETP has the right, during normal business hours, to examine or audit any and all records, papers and documents related to the delivery of services, including accounting source payroll documents, under this Agreement to the extent it deems necessary. This right begins upon the effective date of this Agreement, and extends to

4 years from termination of this Agreement or 3 years from Fiscal Closeout or appeal resolution, whichever is later. Audits will be conducted in accordance with Generally Accepted Government Auditing Standards and may utilize statistical sampling with extrapolation of an error rate.

- 5.8 Online Tracking: Contractor must use the ETP Online Class/Lab Tracking System to upload/enter attendance data. Contractor must upload/enter this data within 90 days of the date of training delivery.
- 5.9 Monitoring Access: Contractor shall ensure that ETP has access to its facilities or those of a participating employer or training vendor as needed to monitor performance under this Agreement. Contractor shall use best efforts to ensure that ETP also has access to trainers and trainees for the purpose of performance-related interviews. During the term of this Agreement, all Rosters and any other pertinent records of training delivery or cost must be maintained at the Contractor's central facility in California.
- 5.10 Rosters: Contractor must maintain the originals of all training attendance Rosters for a period of not less than 4 years from termination of this Agreement or 3 years from Fiscal Closeout or appeal resolution, whichever is later. All Rosters and any other pertinent records of training delivery or cost must be maintained at the Contractor's central facility in California.
- 5.10.1 Class/Lab: Contractor must maintain original Class/Lab Rosters in hard-copy signed by each trainee and instructor. The only exception is for Contractors using a Learning Management System in which case Class/Lab Rosters may be maintained electronically.
- 5.11 Termination without Cause: Either party may terminate this Agreement without cause by serving written Notice at least 30 calendar days in advance.
- 5.12 Termination with Cause: ETP may terminate this Agreement immediately, without serving advance Notice, if it determines at its sole discretion that Contractor or its agent has engaged in fraud, misrepresentation or other egregious conduct in connection with this Agreement, or has violated any law pertinent in the course of meeting its obligations under this Agreement. In the alternative, ETP may terminate this Agreement for a defect in performance or related problem by serving written Notice at least 30 calendar days in advance, and giving Contractor at least that time period as an opportunity to cure the defect or problem, as determined in its sole discretion.
- 5.13 Indemnification: Contractor shall defend, indemnify and hold harmless ETP along with its Panel, officers, employees or agents from and against any and all claims, complaints, demands, actions, causes of action, liabilities, losses, damages, judgments, awards, fines, settlements, costs or expenses including reasonable attorney's fees arising under this Agreement (Claim). The provisions of this section shall apply to any Claim based on the action or omission of Contractor or its officers, employees, agents or vendors, whether joint or several. ETP shall provide Contractor reasonable assistance in the defense of any Claim. However, ETP reserves the right to defend against a Claim or settle a Claim on its own behalf. Contractor shall not defend or settle in the name of ETP without prior written consent by the signatory of this Agreement for ETP. The parties shall give each other prompt written Notice of

any Claim.

- 5.14 Governing Laws: This Agreement shall be governed by the laws of the State of California. Contractor shall comply with all applicable federal, state and local laws.
- 5.15 Forum State: The parties agree that any legal action arising under this Agreement, including mediation or arbitration, shall take place in Sacramento, California.
- 5.16 Survival: The following provisions of this Agreement shall survive its termination: Relocation, ETP Name, Audits, Rosters, Indemnification, Governing Laws, Forum State, Successor Corporation, and Notices.
- 5.17 Waiver: No delay or failure by either party to exercise or enforce provision of this Agreement shall be considered a waiver thereof. In order to be valid, a waiver must be in writing. A single waiver shall not constitute a continuing or subsequent waiver.
- 5.18 Other Funds: Contractor shall immediately serve ETP with Notice of any other government funding that is or may be applied to the cost of training under this Agreement. Cost reimbursement by ETP under this Agreement cannot displace, but must supplement, any other government funding. ETP reserves the right to reduce payments or demand the return of overpayments that result from said displacement.
- 5.19 Assignment: Contractor shall not assign any rights in, nor delegate any obligations under this Agreement or any portion hereof, without prior written consent by ETP.
- 5.20 Successor Corporation: This Agreement shall be binding on and inure to the benefit of the surviving corporation or other business entity in the event of Contractor's merger. (Corporations Code Section 1107.) This Agreement shall be binding on and inure to the benefit of the surviving person or entity in the event a controlling interest in its assets or operations is purchased, acquired or transferred, in which case ETP may require the survivor to enter a written Assumption of Liability.
- 5.21 Entire Agreement: This is the entire Agreement between the parties and it supersedes any prior or contemporaneous communication or understanding between them (written or oral).
- 5.22 Modifications: Certain terms and conditions of this Agreement may be modified at the request of Contractor with the written approval of ETP so long as there is no increase in the approved amount of funding, and no change in the scope or intent of training.

Modifications are restricted to the following:

- a) Add or delete a Job Number;
- b) Expand or reduce the Estimated Number of Trainees in a Job Number;
- c) Change the trainee Occupations in a Job Number;
- d) Redistribute the Estimated Number of Trainees funding between Job Numbers;
- e) Add to or delete training courses identified in the Exhibit B, Menu Curriculum except for OSHA 10 and OSHA 30;

- f) Change or extend the term dates;
- g) Revise range of hours so long as there is no change to the per-trainee cap on hours;
- h) Add health benefits to wages or change the amount of health benefits to be included in wages;
- i) Correct a material discrepancy between the text of this Agreement and Exhibit A, Chart 1. (See Party Intent in Section 5)

If ETP approves a Modification pursuant to (a) through (i) above, it will prepare a written Modification indicating the effective date, and transmit a copy of same to Contractor. Modifications cannot be made after termination of this Agreement.

5.23 Amendment: With the exception of Modifications as provided for above, this Agreement may not be amended except in a writing that is signed by both parties. An Amendment or Modification can only be made based on the mutual agreement of the parties. Amendments cannot be made after termination of this Agreement.

5.24 Notices: All Notices in connection with this Agreement must be in writing, and shall be effective upon receipt. Notice of termination or material breach and final notice of overpayment must be delivered by certified U.S. Mail with return receipt requested, or by a commercial courier with receipt. Otherwise, Notices may be delivered by U.S. Mail, commercial courier, FAX or email. All Notices to ETP must be addressed to the manager of a regional office or the Sacramento headquarters office, as appropriate to the subject matter.

All Notices to Contractor must be addressed to the authorized representative identified below. This same representative is designated as the contact person for general inquiries by ETP.

The parties agree to keep each other informed as to any change in the contact information for their representatives.

Name and job title: Robert Grajeda, Director of Customized Training Solutions

Email address: Robert.Grajeda@rccd.edu

Mailing address with zip code: 152 East 6th St., Corona, CA 92879

Phone number: (951) 571-6457

Fax number: (951) 989-7946

Contractor and ETP agree to the terms and conditions in this Agreement by signature of their authorized representatives set forth below:

Contractor

ETP

Signature/Date

Signature/Date

Printed Name/Title

Jill McAloon, Acting Executive Director

Printed Name/Title

Exhibit A: Chart 1

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees ¹	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention ²
1	Shipping Clerks, Operator, Engineer I & II, Production Worker I & II, Shop Helper, Maintenance Worker I & II, Shop Lead, Technician, Supervisor, Manager, Administration	MEC Priority Industries Retrainee	55			\$770	\$192.50	VAR	N/A	VAR	\$14.69
687		<i>Menu Curriculum - Trainees will receive one or more of the following:</i> <i>Business Skills</i> <i>Continuous Improvement</i> <i>Hazardous Materials</i> <i>Manufacturing Skills</i> <i>Literacy Skills</i> <i>OSHA 10</i> <i>OSHA 30</i> <i>Computer Skills</i>									
<i>Job Max Total Amount: \$ 42,350.00</i>			<i>Range of Hours: Min = 24 Max = 200 Weighted Avg = 40</i>								

¹ The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

² Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

Exhibit A: Chart 1

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees ¹	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention ²
2	HUA: Shipping Clerks, Operator, Engineer I & II, Production Worker I & II, Shop Helper, Maintenance Worker I & II, Shop Lead, Technician, Supervisor, Manager, Administration	MEC Priority Industries Retrainee	115			\$770	\$192.50	VAR	N/A	VAR	\$11.02
687		<i>Menu Curriculum - Trainees will receive one or more of the following:</i> <i>Business Skills</i> <i>Computer Skills</i> <i>Continuous Improvement</i> <i>Hazardous Materials</i> <i>Manufacturing Skills</i> <i>Literacy Skills</i> <i>OSHA 10</i> <i>OSHA 30</i>									

Job Max Total Amount: \$ 88,550.00

Range of Hours: Min = 24 Max = 200 Weighted Avg = 40

¹ The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

² Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

Exhibit A: Chart 1

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees ¹	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention ²
3	Shipping Clerks, Operator, Engineer I & II, Production Worker I & II, Shop Helper, Maintenance Worker I & II, Shop Lead, Technician, Supervisor, Manager, Administration	MEC Priority Industries Retrainee SB <100	25			\$1,112	\$278.00	VAR	N/A	VAR	\$14.69
687		<i>Menu Curriculum - Trainees will receive one or more of the following:</i> <i>Business Skills</i> <i>Continuous Improvement</i> <i>Computer Skills</i> <i>Hazardous Materials</i> <i>Manufacturing Skills</i> <i>Literacy Skills</i> <i>OSHA 10</i> <i>OSHA 30</i>									

Job Max Total Amount: \$ 27,800.00

Range of Hours: Min = 8 Max = 60 Weighted Avg = 40

¹ The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

² Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

Exhibit A: Chart 1

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees ¹	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention ²
4	HUA: Shipping Clerks, Operator, Engineer I & II, Production Worker I & II, Shop Helper, Maintenance Worker I & II, Shop Lead, Technician, Supervisor, Manager, Administration	MEC Priority Industries Retrainee SB <100	67			\$1,112	\$278.00	VAR	N/A	VAR	\$11.02
687		<i>Menu Curriculum - Trainees will receive one or more of the following:</i> <i>Business Skills</i> <i>Computer Skills</i> <i>Continuous Improvement</i> <i>Hazardous Materials</i> <i>Manufacturing Skills</i> <i>Literacy Skills</i> <i>OSHA 10</i> <i>OSHA 30</i>									

Job Max Total Amount: \$ 74,504.00

Range of Hours: Min = 8 Max = 60 Weighted Avg = 40

¹ The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

² Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

Exhibit A: Chart 1

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees ¹	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention ²
5	Shipping Clerks, Operator, Engineer I & II, Production Worker I & II, Shop Helper, Maintenance Worker I & II, Shop Lead, Technician, Supervisor, Manager, Administration	MEC Retrainee	26			\$657	\$164.25	VAR	N/A	VAR	\$14.69
687		<i>Menu Curriculum - Trainees will receive one or more of the following:</i> <i>Business Skills</i> <i>Computer Skills</i> <i>Continuous Improvement</i> <i>Hazardous Materials</i> <i>Manufacturing Skills</i> <i>Literacy Skills</i> <i>OSHA 10</i> <i>OSHA 30</i>									

Job Max Total Amount: \$ 17,082.00

Range of Hours: Min = 24 Max = 200 Weighted Avg = 41

Contract Totals

Program Cost		\$234,070
Substantial Contribution	(-)	\$0
Multiple-Empl. Support	(+)	\$16,216
TOTAL ETP Funding	(=)	\$250,286
TOTAL Estimated No. of Trainees		288

ETP100CH (11/07)

¹ The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

² Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

Exhibit A: Chart 1

Turnover Rate	Manager/ Supervisor %	Health Benefits Inc. in Wage?
20%	20%	Yes

Location of Training: Training will be provided at the Contractor's and participating employer's training site(s) in California.

Ratios: The ratio of trainers to trainees for class/lab and videoconference training shall not exceed 1:20 for retrainees.

Health Benefits: Participating employers may use health benefits to meet the Post-Retention Wage.

Exhibit B: Menu Curriculum**Class/Lab Hours**

24-200 Job Number 1, 2, 5

8-60 Job Number 3 & 4

Trainees may receive any of the following:

BUSINESS SKILLS

- ✚ Business Grammar and Writing Skills
- ✚ Communication Skills
- ✚ Conflict Resolution and Management
- ✚ Customer Service
- ✚ Finance for Non Finance People
- ✚ Goal Setting
- ✚ Managing Change
- ✚ Performance Management Skills
- ✚ Progressive Discipline
- ✚ Project Coordination
- ✚ Supervisory Skills
- ✚ Team Building
- ✚ Time and Priority Management

COMPUTER SKILLS

- ✚ Access
- ✚ CAD Cam Engineering Software Training
- ✚ E-Commerce
- ✚ Enterprise and Manufacturing Management Systems
- ✚ Microsoft Office Advanced
- ✚ Multimedia
- ✚ QuickBooks and Accounting Software
- ✚ Windows Advancement
- ✚ CATIA Advanced
- ✚ CAD CAM 3D modeling software
- ✚ Net Programming
- ✚ Database and Business Intelligence
- ✚ Net Programming Languages and SharePoint

CONTINUOUS IMPROVEMENT

- ✚ Design of Experiments
- ✚ Frontline Leadership
- ✚ International Trade
- ✚ ISO Auditor Training
- ✚ Kaizen 7S
- ✚ Lean Manufacturing
- ✚ Problem Solving
- ✚ Process Improvement
- ✚ Process Management
- ✚ Quality Engineer
- ✚ Root Cause Analysis
- ✚ Set-Up Time Reduction
- ✚ Process Mapping

- ✚ Six Sigma
- ✚ Statistical Process Control (SPC)
- ✚ Team Building
- ✚ Time Building
- ✚ Time Management
- ✚ APICS
- ✚ Leadership
- ✚ Navigating Change

HAZARDOUS MATERIALS

- ✚ Hazardous Waste
- ✚ Hazardous Materials
- ✚ Hazardous Chemical Cleaning
- ✚ Hazardous Waste Cleaning

MANUFACTURING SKILLS

- ✚ Aircraft Structures and Assembly
- ✚ Beverage Equipment Service
- ✚ Blueprint Reading
- ✚ Geometric Dimension and Tolerances
- ✚ Numerical Control Functions
- ✚ Shop Measurements
- ✚ Welding/Soldering
- ✚ Electrical Fundamentals

LITERACY SKILLS

- ✚ Vocational English as a Second Language
- ✚ Basic Workplace Terminology
- ✚ Introduction of Process Terminology
- ✚ Written Communicates
- ✚ Understanding Manuals and Reports
- ✚ Basic Math
- ✚ Locating Information on Charts and Graphs

OSHA 10/30 (Certified OSHA Instructor)

- ✚ OSHA 10 (requires completion of 10hrs)
- ✚ OSHA 30 (requires completion of 30hrs)

Literacy Training cannot exceed 45% of total training hours per-trainee
 Safety Training cannot exceed 10% of total training hours per-trainee

Note: Reimbursement for retraining is capped at 200 total training hours per trainee in Job Numbers 1, 2 & 5. In Job Numbers 3 & 4 retaining is capped at 60 total training hours per trainee, regardless of the method of delivery.

Exhibit C: Subcontracts

1. The Employment Training Panel (ETP) is not a party to this Agreement. ETP is not obligated in any manner for any liability that may arise out of this Agreement. No third party relationship is intended or created with ETP under this Agreement.
2. Consultant agrees that ETP has the right, during normal business hours, to examine or audit any and all records, books, papers and documents related to the delivery of services, including all accounting source payroll documents, under this Agreement to the extent ETP deems necessary.
3. Consultant agrees that ETP has the right, during normal business hours, to freely observe and monitor the delivery of services under this Agreement with or without the Consultant's presence. In particular, Consultant agrees that ETP has the right to interview trainees, trainers and training personnel.
4. Consultant agrees to maintain all records and other writings that pertain to the delivery of services under this Agreement for a period of no less than 4 years from termination or 3 years from Fiscal Closeout, whichever is later.
5. This Agreement shall be governed by the laws of the State of California. If ETP is named as a party in litigation, arbitration or other proceedings in connection with this Agreement, the exclusive venue and place of jurisdiction will be the County of Sacramento in the State of California.
6. In the event of any conflict or inconsistency between the terms of this Agreement and the ETP Agreement, the latter shall govern and prevail.
7. In no event shall the administrative fees paid under this Agreement with ETP funds exceed 13% of payment earned for Retraining or 20% of payment earned for New-Hire Training. As used herein, "payment earned" means the amount of reimbursement the Contractor is entitled to retain based on ETP Fiscal Closeout. [Section 4400(r).]

Note: These provisions must be incorporated into any Agreement (subcontract) between Contractor and a consultant for administration of the ETP-funded training project. These provisions need not be used verbatim, but any variation must be approved by the ETP Legal Office.

Exhibit D: Definitions

The parties agree that the following definitions shall govern performance under this Agreement. These terms are used in this Agreement, or may be referred to in the course of program administration by ETP.

Some definitions include references to regulations in Title 22 of the California Code of Regulations or to the Unemployment Insurance (UI) Code, as shown in brackets. The regulations and UI Code are available for review at the ETP website (www.etp.ca.gov).

Actual Cost-per-Trainee: The amount of reimbursement payable on a per-trainee basis at Progress Payment 2 (P2) and the Final Payment (F), based on the actual number of training hours completed.

Approved Amount: The maximum amount of funding approved by the Panel. This amount is distinct from Payment Earned.

Average Cost-per-Trainee: The average cost of training for each trainee enrolled in a given Job Number based on the planned hours of training and the fixed fee rate. This cost is used to calculate the first Progress Payment (P1) at the time of enrollment.

Classroom Training: Formal instruction in a classroom setting that is removed from the trainee's usual work environment, and provided on a regular basis under the constant and direct guidance of a trainer. [Section 4400(y)(1).]

CNA to LVN: Training designed to upgrade the skills of a Certified Nurse Assistant or similar caregiver under a Licensed Vocational Nurse program, leading to LVN licensure. [UI Code Section 10214.9.]

Computer-Based Training (CBT): Instruction provided through computer systems or software and delivered through an electronic medium such as the Internet, Intranet, LAN or CD-ROM. Trainees must participate from a suitable location in California. [Section 4400(ff).]

Curriculum: A list of approved training courses or modules under the Menu as shown in Exhibit B.

E-Learning: Instruction provided by a live trainer via a web-based system in real-time using interactive communication. This includes videoconference training. [Section 4400(y)(4).]

Eligible Employers: Employers are eligible for ETP funding if they are subject to payment of the Employment Training Tax. Employers that have elected an alternate method of financing liability for the payment of Unemployment Insurance benefits can only be eligible for the "incidental placement" of new hire trainees. There are other eligibility standards such as out-of-state competition, to be determined by the Panel on a case-by-case basis. [UI Code Section 10201(b).]

Enrollment: The process of registering a trainee with ETP as an eligible participant in ETP-funded training, once the first eight hours of training have been completed. Trainees are enrolled by Job Number. Once enrolled, they can participate in more than one approved course for that Job Number, on a sequential basis. [Section 4400(dd).]

Entrepreneurial Training: Training in business management and related skills for the owner of a business with 9 or fewer employees. [Section 4409.]

ETP Minimum Wage: The minimum hourly wage that must be paid to trainees at the end of the employment Retention period. [Section 4418.]

Final Payment: Final payment is the final 25% payment based on the number of training hours completed for each trainee. Final payments (F) may be authorized and paid for each trainee after completion of training and the required post-training retention period specified in the agreement. Each trainee must be employed full-time and must receive the minimum wage specified in the Agreement at the end of the employment retention period. Final Payments are reconciled with individual unearned progress payments and are not considered earned until the Fiscal Closeout of the Agreement.

Fiscal Closeout: The process by which ETP determines the actual amount of Payment Earned for all trainees, reconciling the Final Payment with the first two Progress Payments. ETP will give Contractor written Notice of any overpayment that results from Fiscal Closeout within a reasonable time after the term of this Agreement.

Frontline Worker: These are employees who directly produce goods or deliver services. In general they are eligible for overtime compensation, regardless of job title. Managers and Supervisors as defined below are not Frontline Workers. [Section 4400(ee).]

Full-time: Employment of at least 35 hours a week, with exceptions for special programs. [Section 4400(h).]

Funding Limitations: These are industries and occupations identified by the Panel as its lowest priority for funding, and thereby precluded from participation in an ETP funded program, as identified by the Panel on the ETP website [Funding Limitations](#), as of the effective date of this Agreement.

High Unemployment Area: A county or other distinct region of California where the unemployment rate exceeds the state average rate by a given factor, based on data from the Labor Market Information Division (LMID) of the Employment Development Department. The trainees in a High Unemployment Area (HUA) may qualify for a lower minimum wage, a modified Retention period, and/or the waiver of other requirements on a case-by-case basis. [Section 4429.]

Incidental Placement: New Hire trainees may be placed with public, non-profit or other employers who are not subject to payment into the Employment Training Fund on an “incidental” basis not to exceed 20% of the total trainee population under a Multiple Employer Contract, as determined by the Panel case-by-case. New Hire trainees may also be placed with Temporary Staffing agencies, not to exceed 20% of total New Hire population. [UI Code Section 10201(b) and Section 4427.]

In-Kind Contributions: The cost incurred by an employer or participating employer under an ETP-funded project. These costs may be monetary, such as wages paid to trainees during the hours of training. Or, they may be non-monetary, such as the rental value of a facility or room that is made available for instructional purposes. [Sections 4400(l) and 4401.1.]

Job Number: The designation used to differentiate between categories of trainees, and types of training. By way of example, distinguishing factors include the minimum hours of training, the approved type of training, and the minimum post-retention wages.

Literacy Training: Basic, job-related skills including math, reading, and language skills necessary for the trainee's job performance and employment retention in a job with definite career potential and long-term security. [Section 4400(n).]

Managers and Supervisors: These are employees who primarily perform exempt job duties within the meaning of the federal Fair Labor Standards Act and state Labor Code Section 515, where "primarily" means more than one-half of the work time. In performing these duties, Managers and Supervisors must also: exercise discretion and independent judgment; influence policy; supervise at least two employees with the right to hire and fire; and earn no less than two times the state minimum wage.

Mandatory Training: Training is mandatory when the employer leads trainees to believe their continued employment would be adversely affected by not attending; the subject matter is directly related to the job duties; and the trainee does not produce goods or deliver services during training. Trainees must be paid their usual wages during mandatory training. This training is usually conducted during regular working hours. [See *Division of Labor Standards Enforcement Manual* at Section 46.6.5, at www.dir.ca.gov.]

Multiple Barriers (MB): Two or more barriers to full participation in the workforce. The barriers may include mental or physical disabilities, illiteracy, limited English proficiency, limited math skills or some similar impediment.

New Hire: Training in new vocational skills for persons who are unemployed at the start of training. The vocational skills may include job-related literacy training. [UI Code Section 20201(g); Section 4406.]

Out-of-State Competition: The Panel will not fund any retraining project, with the exception of Special Employment Training, unless it first determines that the trainee jobs are threatened by out-of-state competition. This determination is made on a case-by-case basis, using factors such as location of the corporate headquarters and revenue stream, except that a training project in manufacturing and certain other industry sectors classified under the North American Industrial Classification System, are deemed to meet this requirement. [Section 4416.]

Payment Earned: The amount of Reimbursement the Contractor is entitled to retain based on performance, and compliance with all other requirements set forth in this Agreement, as reconciled at the time of Fiscal Closeout. [Section 4400(r).]

Post-Retention Wage: The minimum hourly wage that must be paid to trainees at the end of the employment Retention period. [Section 4418.]

Preceptor Training: In "preceptor training" the trainee observes hands-on skills as performed by a licensed LVN, RN or other practitioner (i.e., preceptor). The trainer to trainee ratio is generally 1:1. During the second phase, the trainee performs the skills under the preceptor's close supervision.

Priority Industry: Industry sectors that are "targeted" for training funds. Manufacturing, aerospace, biotechnology, high technology and agriculture are typical Priority Industries. They are identified in the Panel's annual Strategic Plan. [UI Code Sections 10200(b) and 10205(d).]

Productive Lab Training: A type of practical Retraining whereby the instructor oversees an employee's use of special equipment or application of particular skills, in the actual work

environment, resulting in the production of goods or delivery of services for profit. A Productive Lab Training Plan must be approved in advance by ETP. Productive Lab is more suitable to production than service delivery, and would only be approved for New Hire training on a case-by-case basis.

Progress Payments: Progress payments are unearned cash flow payments authorized and paid at selected training and contract performance benchmarks. Progress payments may be paid after a trainee is enrolled and has completed 8 hours of training (P1), after a trainee has completed training (P2) and when a trainee is placed in qualifying employment with an eligible employer (P3) [New Hire participants only]. Progress payments may not exceed 75% of the cost per trainee based on the hours of training documented at completion of training. Progress payments are not considered earned until the completion of all contract performance requirements and reconciliation of payments at the Fiscal Closeout of the Agreement.

Reimbursement Rate: The flat rate per hour payable for different methods and types of training. In general, the rate differs between Class/Lab, Advanced Technology and Computer-Based Training, although special rates also apply to Priority Industry and Small Business training. There is a further distinction between rates for New Hire and Retraining. Rates include the cost of training and administration of the ETP-funded project. Rates are consolidated in a Job Number to determine the average cost per-trainee, and for other purposes related to payment disbursement. With a Multiple Employer Contract, the consolidated rate also includes Support Costs as applicable. [UI Code Section 10206(a) and Section 4411 (g).]

Retention: The period of full-time employment required for a trainee or group of trainees after the end of training. Typically, Retention is for 90 consecutive days, although this period may be modified on a case-by-case basis. [Sections 4400(v), 4429.]

Retraining: Job-related vocational training provided to existing employees.

Roster: The hard-copy record that must be signed by each trainee and instructor to demonstrate attendance. For CBT, the supervisor must also sign a hard-copy roster. ETP must approve the format of all Rosters.

Seasonal Industry: This industry must hire at least 50% of its workers on a cyclical basis, as in agricultural crop production. To be eligible for retraining reimbursement by ETP, employers and participating employers in this industry must have retained at least 50% of the same seasonal employees for at least one season. [UI Code Section 10214.5(d).]

Simulated Lab Training: A type of practical training whereby the instructor oversees the use of special equipment or application of particular skills in a simulated work environment. This type of training does not require a special training plan, as compared to Productive Lab Training.

Small Business: For purposes of the Small Business Reimbursement Rate and other special considerations, a small business means 100 or fewer full-time employees in California, but no more than 250 worldwide. The business must be domiciled in California, and independently owned and operated. [Section 4400(w).]

Special Employment Training: Certain types of training designed to satisfy the Panel's funding priorities are funded as Special Employment Training (SET) projects. There is no out-of-state competition requirement for SET. There are different wage requirements for the

trainees who are eligible to participate in SET. There may be modifications to Retention, and/or waivers of other requirements for eligible trainees, on a case-by-case basis. [Section 4409.]

Statutory Interest: Interest assessed on overpayments. An adjusted annual rate charged from the first day of the month after Contractor received the overpayment from ETP. [Section 4447.]

Support Costs: Costs associated with recruiting participants and participating employers for training under a Multiple Employer Contact. These costs may also include assessment of eligibility, job search and placement. In general, these costs may not exceed 8% of the other training costs. [Section 4411.]

Trainee Eligibility: In general, trainees are only eligible to participate in ETP-funded training if they are unemployed (New-Hire training), or employed by an Eligible Employer with wages reported in California (Retraining). There may be other eligibility standards, such as “multiple barriers” for special funding, to be determined by the Panel on a case-by-case basis. [UI Code Section 10201(c).]

Turnover Rate: Average annual turnover for full-time employees in the prior calendar year, used to measure job security. The Panel may impose a “turnover penalty” for an employer or participating employer with a Turnover Rate that exceeds 20%. With this penalty, the Panel may withhold 25% of payment earned for each trainee. Not all separations from employment are included in calculating turnover (i.e., retirements are not included). [Section 4417.]

Variable Reimbursement: Flexible reimbursement based on a minimum and maximum number of training hours, per-trainee. Trainees may complete any number of hours within the range set forth under the Menu for a given Job Number. Trainees may be trained in one or all courses under the Menu, within the constraints of funding.

Videoconference Training: Classroom instruction provided by a live trainer that is broadcast to two or more locations in real time and interactive with interactive communication between each location through video, data, and audio. The standard trainer-to-trainee ratio (1:20) applies to each location. This training is paid at the class/lab rate as a form of E-Learning.

Voluntary Training: When training is voluntary on the part of employees, they are not required to be paid their usual wages during the hours of training. See definition of “mandatory training” above.



Agenda Item (IV-E)

Meeting	2/19/2013 - Regular
Agenda Item	Chancellor's Reports (IV-E)
Subject	Agreement for Alternative and Renewable Fuel and Vehicle Technology with Employment Training Fund.
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees ratify the agreement with ETP ET13-0801 for the reimbursement of training costs for the 2012-2013 ETP Alternative and Renewable Fuel and Vehicle Technology Program in the amount of \$699,930.

Background Narrative:

The Riverside Community College District, Office of Economic Development, has just been notified that it has received funding for the 2012-2013 ETP Alternative and Renewable Fuel and Vehicle Technology Program in the amount of \$699,930 for reimbursement of training costs. The term is from January 28, 2013 through January 27, 2015.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
John Tillquist, Associate Vice Chancellor, Economic Development

Attachments:

[ETP Agreement AB118 attachment 1.pdf](#)

[ETP Expend for Amendment to Budget_Fuel ETP attachment 2.pdf](#)

ETP Agreement
ET13-0801

Riverside Community College District, Office of
Economic Development Training Project

Alternative and Renewable Fuel and Vehicle
Technology Program

This ETP Funding Agreement (Agreement) is entered into between the Employment Training Panel (ETP or Panel) and Riverside Community College District, Office of Economic Development (Contractor).

This Agreement is for the reimbursement of training costs by the Panel pursuant to its authority at Unemployment Insurance Code Section 10200 *et seq.* The term is from January 28, 2013 to January 27, 2015. Said reimbursement shall be disbursed from the Employment Training Fund in a total amount not to exceed \$699,930 (Approved Amount).

This Agreement consists of five Sections and four Exhibits, as shown below:

Section 1. Recitals
Section 2. Representations
Section 3. Performance Standards
Section 4. Payment Details
Section 5. General Provisions

Exhibit A: Chart 1
Exhibit B: Menu Curriculum
Exhibit C: Subcontracts
Exhibit D: Definitions

Exhibits A through D are hereby incorporated-by-reference as part of this Agreement, as if fully set forth herein.

1. Recitals

The parties are entering this Agreement to promote a healthy labor market in California. The purpose of this Agreement is to reimburse training costs from the Employment Training Fund in keeping with ETP program goals at Unemployment Insurance Code Section 10200 *et seq.*

In entering this Agreement, the parties recognize the value of training, particularly the need for California employers to remain competitive in a global business environment. The parties agree that good and valuable consideration exists for this Agreement.

2. Representations

- 2.1 Legislative Appropriation: Contractor understands that payment under this Agreement is valid and enforceable only if sufficient funds are appropriated in the State Budget Act for the relevant Fiscal Year. Payment under this Agreement is subject to any additional restrictions, limitations or conditions imposed by the Legislature, in the Budget Act or otherwise. If sufficient funds are not appropriated or otherwise made available for disbursement from the Employment Training Fund as needed for this Agreement, the Panel's liability for payment shall be limited to available funds and payment shall be disbursed only for the actual hours of training delivered as of the date Contractor receives a Notice of unavailable funds from ETP.
- 2.2 Incremental Encumbrance: This Agreement shall be incrementally encumbered insofar as only a percentage of the total Amount Approved will be made available for payment in the first and subsequent Fiscal Year(s).
- 2.3 Development Fees: Contractor represents that ETP funds will not be used to pay for any fees or costs incurred prior to the Panel's approval of funding under this Agreement.
- 2.4 Criteria for Participating Employers: Contractor is aware that all participating employers must be subject to paying the Employment Training Tax for each trainee. Contractor is aware that all participating employers must face out-of-state competition, unless funded under Special Employment Training. Contractor is aware that all participating employers must have no more than a 20% turnover rate in the prior calendar year. Contractor is aware that training agencies are not eligible as Participating Employers.
- 2.5 Funding Limitations: Contractor is aware of Funding Limitations established by the Panel and published on the ETP Website as of the effective date of this Agreement. Contractor represents that it will adhere to these Limitations in its recruitment and selection of Participating Employers.
- 2.6 Confidentiality: The Panel represents that trainee Social Security Numbers will only be used to access trainee employment and wage history in the Unemployment Insurance data base maintained by the Employment Development Department. The Panel represents that trainee demographic information will only be used to compile statistical data, in the aggregate. The Panel represents that the Social Security Numbers and demographic information will be maintained in confidence using administrative, technical and physical safeguards. Contractor understands that it is solely responsible for obtaining this confidential information from the participating employers or trainees, along with any written release it deems necessary. ETP represents that there is no statutory or regulatory requirement for a written release.
- 2.7 In-Kind Contribution: Contractor represents that participating employers will make a financial commitment to training and will not use ETP funding to displace their own training resources. In addition, Contractor represents that In-Kind Contributions of at least \$765,000 will be made to the cost of training, through wages paid during the hours of training by participating employers and other valuations made in accordance with Title 22, California Code of Regulations (CCR), Section 4401.1.

- 2.8 Substantial Contribution: Contractor understands that its reimbursement will be reduced by either 15% or 30% for the purpose of making a Substantial Contribution to the cost of training if a participating employer(s) earned payment under a prior ETP Agreement, under the standards set forth in Title 22, CCR, Section 4410. (See also Reimbursement Rate in Section 4.)
- 2.9 Job-related Training: Contractor represents that training will be in job-related skills.
- 2.10 Compensation During Retraining: Contractor is aware of the standards for compensating incumbent employees during "mandatory" training in accordance with state and federal work orders.
- 2.11 Charges to Trainees: Contractor understands that it cannot charge tuition, fees, or costs to trainees for training funded under this Agreement without prior written approval by the Executive Director of ETP.
- 2.12 Tuition Reimbursement: Contractor represents that it will fully reimburse trainees for any tuition, fees, or costs they may have already paid for training that is funded by ETP.
- 2.13 Nondiscrimination: Contractor represents that participating employers will be "equal opportunity" employers compliant with all state and federal laws pertaining to fair employment practices.
- 2.14 Contractor Credentials: Contractor represents that it has been certified by:
- Western Association of Schools and Colleges (WASC)
- Contractor also represents said certification is specific to the Curriculum in Exhibit B of this Agreement. Contractor represents that it will maintain said certification(s) throughout the term of this Agreement.
- 2.15 Trainer Credentials: Contractor represents that training will only be delivered by instructors who are competent in the subject matter. Contractor represents that: a) instructors will satisfy certification and licensing requirements as may be applicable; b) any trainee who is also a trainer will complete all class/lab hours in each topic of training prior to delivery of training on that topic.
- 2.16 Responsibility: Contractor understands that it is directly responsible for the administration and delivery of all training funded under this Agreement.
- 2.17 Liaison: Contractor represents that it will fully inform all participating employers about their rights and obligations under the training project funded under this Agreement, and will periodically review their participation for compliance with the performance standards of this Agreement. Contractor represents that it will promptly inform ETP of any discrepancy or problem regarding the role or performance of participating employers under this Agreement.
- 2.18 Misrepresentation: Contractor understands that any misrepresentation of material fact made by it or its agent to the Panel or ETP staff, whether set forth herein or otherwise, constitutes grounds for immediate termination of this Agreement.

2.19 Professional Employer Organization: Contractor understands that participating employers may only use the services of a PEO if, under their services agreement, they operate as co-employers. This means the participating employers must not fully relinquish the responsibility to pay wages; make benefit payments; and withhold, collect, report and remit payroll-related taxes, including the Employment Training Tax. Contractor understands that participating employers must retain the exclusive right to direct and control the work performed by trainees during retention, and to set the amount of their post-retention wages.

3. Performance Standards

3.1 Payment Earned: Contractor shall not be entitled to retain the Progress Payments or Final Payment for any trainee unless it demonstrates compliance with the requirements set forth in this Agreement. (See definition of Payment Earned in Exhibit D.) Contractor must demonstrate compliance using ETP procedures, to the sole satisfaction of ETP.

3.2 Hours of Training: Reimbursable hours of training will vary depending on the method of delivery. Advanced Technology (AT) is considered a method of delivery for this purpose. Class/Lab includes Videoconference, Simulated Laboratory and Productive Laboratory. Class/Lab may be delivered by the E-Learning methodology.

3.2.1 Class/Lab/Videoconference. Reimbursement is for actual hours of attendance, within the range of hours for each Job Number as identified in Exhibit B, Menu Curriculum and in Exhibit A, Chart 1. Each trainee must attend training for the minimum number of hours for payment to be earned, and payment cannot be earned for attendance beyond the maximum number of hours.

3.2.2 Range of Hours: Reimbursement for retraining is capped at 200 total training hours per-trainee.

3.3 Retention: All trainees must be employed by a participating employer on a full-time basis, with wages reported in California, for the applicable hours and time period of retention by Job Number. Retention cannot begin until the end of all training per-trainee, and must be completed within the term of this Agreement.

Job Number: 1 Job Description: Priority/Retrainee
Job Number: 2 Job Description: Priority/Retrainee/HUA

Retention is at least 90 consecutive days full-time with one employer. Full-time employment means 35 hours per week.

3.4 Post-Retention Wage: All trainees must earn at least the Post-Retention Wage identified for the county or region in which trainees are employed. Health benefits (employer share-of-cost for medical, dental and vision care) hour may be included in wages for Job Numbers 1-2.

Job Number: 1 Job Description: Priority/Retrainee

Trainees must earn at least \$14.69 per hour in Imperial, Riverside, and San Bernardino counties; \$15.45 per hour in San Diego; \$15.88 per hour in Orange County; and \$16.00 per hour in Los Angeles County.

Job Number: 2 Job Description: Priority/Retrainee/HUA

Trainees must earn at least \$11.02 per hour in Imperial, Riverside, San Bernardino counties; \$11.59 per hour in San Diego County; \$11.91 per hour in Orange County; and \$12.00 per hour in Los Angeles County.

- 3.5 Trainee Eligibility: All trainees must meet the eligibility standards set forth in Unemployment Insurance Code Section 10201(c).

In Job Number 2, trainees must be working in a county or some other distinct region that qualifies as a High Unemployment Area within the meaning of Title 22, CCR, Section 4429.

- 3.6 Managers and Supervisors: Managers and Supervisors must not exceed 20% of the total trainee population in Job Numbers 1 and 2, as shown in Exhibit A, Chart 1. Otherwise, all trainees must be “frontline workers” within the meaning of Title 22, CCR, Section 4400(ee).

- 3.7 Top-Level Executives: Payment cannot be earned for Top-Level Executives who set company policy. Trainees employed in the occupation of President, Vice-President, Director, Chief Executive Officer, Chief Investment Officer, Chief Financial Officer, Chief Counsel, General Counsel, Chief Operating Officer and similar capacities are presumed to be Top-Level Executives. That presumption will be rebutted if the occupation(s) is identified in Exhibit A, Chart 1.

- 3.8 Enrollment: Eligibility for enrollment must be established prior to the start-of-training. To establish eligibility, Contractor must provide ETP with each trainee's Social Security Number. (See also Payments in Section 4.) Eligibility must be established, and enrollment must be reported, in the form and manner prescribed by ETP.

- 3.9 Multiple Enrollment: A trainee cannot be enrolled in the same Job Number more than once within the same project. A trainee can be enrolled in another Job Number, but only after having completed the minimum number of hours designated for the Job Number in which originally enrolled, and having satisfied the retention and minimum wage requirements applicable to the original Job Number. Thus, enrollment in another Job Number must follow Final Payment under the original Job Number.

Upon enrollment in another Job Number, a trainee must again satisfy the retention and minimum wage requirements, as applicable. The retention requirement cannot be satisfied simultaneously for more than one Job Number.

- 3.10 Training Ratio: The trainer-to-trainee ratio must not exceed 1:20 for Class/Lab training, except for: 1) Advanced Technology and Productive Lab courses in which case the ratio must not exceed 1:10, and 2) OSHA 10 and OSHA 30 in which case the ratio must not exceed 1:40.

- 3.11 Out-of-State Vendor: No training may be delivered by an out-of-state vendor without prior written approval by ETP. Contractor must provide ETP with written notice of proposed services by an out-of-state vendor at least seven working days in advance, in the form and manner prescribed by ETP.

- 3.12 Occupations: Training shall be funded only for trainees working in the occupations approved by the Panel for each Job Number, as shown in “Exhibit A, Chart 1.”

- 3.13 Relocation: Contractor will be liable for repaying ETP for any training funds received, at the discretion of the Panel, for a participating employer that relocates or consolidates the California facility at which training is provided or transfers trainee positions to an out-of-state facility, within three years of termination of this Agreement, in accordance

with the standards set forth in Title 22, CCR, Section 4446.5.

4. Payment Details

- 4.1 Reimbursement Rate: Contractor will be reimbursed at an hourly rate per trainee, based on the delivery method and type of training. (See definition of Reimbursement Rate, Exhibit D). All Laboratory, E-Learning, and Videoconference training is reimbursed at the Class/Lab rate.

If a participating employer is responsible for making a Substantial Contribution, the rate will be adjusted accordingly by either 15% or 30% accordingly to the standards in Title 22, CCR, Section 4410. (See Substantial Contribution in Section 2.)

In Job Numbers 1 and 2 the hourly rate is \$18 per-trainee for Class/Lab Training and \$26 per-trainee for Advanced Technology Training in accordance with the types of training identified in Exhibit B, Menu Curriculum.

- 4.2 Support Costs: Contractor will also be reimbursed up to \$45,450 for outreach and recruitment of participating employers by an 8% adjustment to the reimbursement rate for Job Numbers 1 and 2.
- 4.3 Curriculum: ETP reimbursement is limited to the types of training approved for a given Job Number as shown in "Exhibit B: Menu Curriculum."

- 4.4 Payments: A trainee must be enrolled and must have completed at least 8 hours of training before any payments will be made. Payments may be made in three stages on a per-trainee basis, by Job Number.

4.4.1 The first Progress Payment (P1) will be approximately 25% of the Average-Cost-per Trainee, payable upon enrollment and after the first eight hours of training.

4.4.2 The second Progress Payment (P2) will be paid upon completion of all training hours. Progress Payment (P1) and (P2) combined cannot exceed 75% of the Actual Cost per trainee within the range of training hours specified in Chart 1 for each Job Number.

Trainees invoiced for P2 will be deemed to have entered into the retention period applicable to the Job Number in which originally enrolled.

4.4.3 The Final Payment (F) is payable at the end of retention, based on hours of training actually completed with reference to the minimum and maximum hours.

- 4.5 Wage Reporting: Contractor must report the actual hourly wage paid for each trainee at the completion of retention. This information is used by ETP to verify full-time employment.

- 4.6 Administrative Costs: The hourly reimbursement rate includes an allowance for training administration. Administrative costs funded by ETP shall not exceed 13% of payment earned for Retraining.

- 4.7 Invoicing: Contractor must submit timely and accurate invoices for the Progress Payments and Final Payment, using the form and manner prescribed by ETP. The Fiscal Closeout invoicing should be submitted to ETP no later than 30 days after this

Agreement has terminated.

- 4.8 Fiscal Closeout: Payments will be made by invoice on a per-trainee basis. The total payments must be reconciled for all trainees taken as a whole at the time of Fiscal Closeout.
- 4.9 Suspend Payment: ETP may, at its sole discretion, suspend or withhold any payment if it appears Contractor has or will fail to perform its obligations under this Agreement. ETP shall give Contractor written Notice of the suspension/withhold and provide a reasonable opportunity for cure. This right to suspend or withhold payment is in addition to, and may be exercised concurrent with, termination.
- 4.10 Overpayment: The Progress Payments and Final Payment will not be earned until all performance standards and any other conditions of reimbursement have been satisfied. Contractor must promptly repay ETP for any overpayment identified at Final Closeout, or in a subsequent Audit. Repayment must include statutory interest computed from the first day of the month following the overpayment.
- 4.11 Unearned Payment: All unearned payments shall be returned to ETP with statutory interest computed from the first day of the month following the date the funds are received. If the Contractor petitions for bankruptcy, ETP shall be listed and scheduled as a creditor.
- 4.12 Liability Offset: Payments made or earned under this Agreement may be used to offset any outstanding financial liabilities owed under a prior Agreement at the sole discretion of ETP. This provision shall remain in full force and effect until the funds owed have been repaid, including statutory interest.

5. General Provisions

- 5.1 Party Intent: In the event of ambiguity, the intent of the parties shall be construed in accordance with the written proposal (ETP 130) and open-meeting discussions at the time the training proposal was considered by the Panel. In construing intent, the parties also agree to abide by the definitions set forth in Exhibit D of this Agreement. Otherwise, words and phrases shall be given their common English meaning. Section headings are for convenience only, and not to be used to determine any of the rights or obligations of the parties.

In the event of a material discrepancy between the text of this Agreement and Exhibit A, Chart 1, the latter shall prevail; but for wages in which case Post-Retention Wage in Section 3 shall prevail. All such discrepancies are subject to correction by Amendment.

- 5.2 Severability: If any provision of this Agreement is held illegal, invalid or unenforceable in whole or in part it shall be modified to the minimum extent necessary; and, the remaining provisions shall not be affected thereby.
- 5.3 Subcontractor Identification: Contractor must identify all subcontractors as they become known, prior to and during the term of this Agreement, in the form and manner prescribed by ETP. In so doing, Contractor must provide at least the following information: business name and address; contact person name, title, address, phone and email; description of services to be provided; and fees or rate payable.
- 5.4 Subcontract Terms: Contractor may subcontract with a third party for training or administrative services in connection with this Agreement. ETP shall not be named as a party on any subcontract. A subcontract for administrative services must be in writing, and must be filed with ETP prior to its effective date. A subcontract or oral agreement for training services must be disclosed and its terms made available to ETP upon demand. An administrative subcontract must incorporate the provisions set forth under "Exhibit C: Subcontracts." ETP reserves the right to monitor the delivery of services under any subcontract. Contractor shall use best efforts to correct performance problems identified by ETP as a result of monitoring.
- 5.5 Participating Employers: Contractor must identify all participating employers as they become known, prior to and during the term of this Agreement, in the form and manner prescribed by ETP. In so doing, Contractor must provide at least the following information: business name and address; contact person name, title, address, phone and email. Contractor may charge participating employers a refundable or nonrefundable deposit as specified in a mutual written Agreement signed by both parties, upon prior review and approval by ETP, as set forth in Title 22, CCR, Section 4409.1.
- 5.6 ETP Name: Any material used to promote this training project, and any other writing that uses the ETP name or logo, must be approved in advance by ETP.
- 5.7 Audits: ETP has the right, during normal business hours, to examine or audit any and all records, papers and documents related to the delivery of services, including accounting source payroll documents, under this Agreement to the extent it deems necessary. This right begins upon the effective date of this Agreement, and extends to

4 years from termination of this Agreement or 3 years from Fiscal Closeout or appeal resolution, whichever is later. Audits will be conducted in accordance with Generally Accepted Government Auditing Standards and may utilize statistical sampling with extrapolation of an error rate.

- 5.8 Online Tracking: Contractor must use the ETP Online Class/Lab Tracking System to upload/enter attendance data. Contractor must upload/enter this data within 90 days of the date of training delivery.
- 5.9 Monitoring Access: Contractor shall ensure that ETP has access to its facilities or those of a participating employer or training vendor as needed to monitor performance under this Agreement. Contractor shall use best efforts to ensure that ETP also has access to trainers and trainees for the purpose of performance-related interviews. During the term of this Agreement, all Rosters and any other pertinent records of training delivery or cost must be maintained at the Contractor's central facility in California.
- 5.10 Rosters: Contractor must maintain the originals of all training attendance Rosters for a period of not less than 4 years from termination of this Agreement or 3 years from Fiscal Closeout or appeal resolution, whichever is later. All Rosters and any other pertinent records of training delivery or cost must be maintained at the Contractor's central facility in California.
- 5.10.1 Class/Lab: Contractor must maintain original Class/Lab Rosters in hard-copy signed by each trainee and instructor. The only exception is for Contractors using a Learning Management System in which case Class/Lab Rosters may be maintained electronically.
- 5.11 Termination without Cause: Either party may terminate this Agreement without cause by serving written Notice at least 30 calendar days in advance.
- 5.12 Termination with Cause: ETP may terminate this Agreement immediately, without serving advance Notice, if it determines at its sole discretion that Contractor or its agent has engaged in fraud, misrepresentation or other egregious conduct in connection with this Agreement, or has violated any law pertinent in the course of meeting its obligations under this Agreement. In the alternative, ETP may terminate this Agreement for a defect in performance or related problem by serving written Notice at least 30 calendar days in advance, and giving Contractor at least that time period as an opportunity to cure the defect or problem, as determined in its sole discretion.
- 5.13 Indemnification: Contractor shall defend, indemnify and hold harmless ETP along with its Panel, officers, employees or agents from and against any and all claims, complaints, demands, actions, causes of action, liabilities, losses, damages, judgments, awards, fines, settlements, costs or expenses including reasonable attorney's fees arising under this Agreement (Claim). The provisions of this section shall apply to any Claim based on the action or omission of Contractor or its officers, employees, agents or vendors, whether joint or several. ETP shall provide Contractor reasonable assistance in the defense of any Claim. However, ETP reserves the right to defend against a Claim or settle a Claim on its own behalf. Contractor shall not defend or settle in the name of ETP without prior written consent by the signatory of this Agreement for ETP. The parties shall give each other prompt written Notice of

any Claim.

- 5.14 Governing Laws: This Agreement shall be governed by the laws of the State of California. Contractor shall comply with all applicable federal, state and local laws.
- 5.15 Forum State: The parties agree that any legal action arising under this Agreement, including mediation or arbitration, shall take place in Sacramento, California.
- 5.16 Survival: The following provisions of this Agreement shall survive its termination: Relocation, ETP Name, Audits, Rosters, Indemnification, Governing Laws, Forum State, Successor Corporation, and Notices.
- 5.17 Waiver: No delay or failure by either party to exercise or enforce provision of this Agreement shall be considered a waiver thereof. In order to be valid, a waiver must be in writing. A single waiver shall not constitute a continuing or subsequent waiver.
- 5.18 Other Funds: Contractor shall immediately serve ETP with Notice of any other government funding that is or may be applied to the cost of training under this Agreement. Cost reimbursement by ETP under this Agreement cannot displace, but must supplement, any other government funding. ETP reserves the right to reduce payments or demand the return of overpayments that result from said displacement.
- 5.19 Assignment: Contractor shall not assign any rights in, nor delegate any obligations under this Agreement or any portion hereof, without prior written consent by ETP.
- 5.20 Successor Corporation: This Agreement shall be binding on and inure to the benefit of the surviving corporation or other business entity in the event of Contractor's merger. (Corporations Code Section 1107.) This Agreement shall be binding on and inure to the benefit of the surviving person or entity in the event a controlling interest in its assets or operations is purchased, acquired or transferred, in which case ETP may require the survivor to enter a written Assumption of Liability.
- 5.21 Entire Agreement: This is the entire Agreement between the parties and it supersedes any prior or contemporaneous communication or understanding between them (written or oral).
- 5.22 Modifications: Certain terms and conditions of this Agreement may be modified at the request of Contractor with the written approval of ETP so long as there is no increase in the approved amount of funding, and no change in the scope or intent of training.

Modifications are restricted to the following:

- a) Add or delete a Job Number;
- b) Expand or reduce the Estimated Number of Trainees in a Job Number;
- c) Change the trainee Occupations in a Job Number;
- d) Redistribute the Estimated Number of Trainees funding between Job Numbers;
- e) Add to or delete training courses identified in the Exhibit B, Menu Curriculum except for OSHA 10 and OSHA 30;

- f) Change or extend the term dates;
- g) Revise range of hours so long as there is no change to the per-trainee cap on hours;
- h) Add health benefits to wages or change the amount of health benefits to be included in wages;
- i) Correct a material discrepancy between the text of this Agreement and Exhibit A, Chart 1. (See Party Intent in Section 5)

If ETP approves a Modification pursuant to (a) through (i) above, it will prepare a written Modification indicating the effective date, and transmit a copy of same to Contractor. Modifications cannot be made after termination of this Agreement.

5.23 Amendment: With the exception of Modifications as provided for above, this Agreement may not be amended except in a writing that is signed by both parties. An Amendment or Modification can only be made based on the mutual agreement of the parties. Amendments cannot be made after termination of this Agreement.

5.24 Notices: All Notices in connection with this Agreement must be in writing, and shall be effective upon receipt. Notice of termination or material breach and final notice of overpayment must be delivered by certified U.S. Mail with return receipt requested, or by a commercial courier with receipt. Otherwise, Notices may be delivered by U.S. Mail, commercial courier, FAX or email. All Notices to ETP must be addressed to the manager of a regional office or the Sacramento headquarters office, as appropriate to the subject matter.

All Notices to Contractor must be addressed to the authorized representative identified below. This same representative is designated as the contact person for general inquiries by ETP.

The parties agree to keep each other informed as to any change in the contact information for their representatives.

Name and job title: Robert Grajeda, Director of Customized Training Solutions

Email address: Robert.Grajeda@rccd.edu

Mailing address with zip code: 152 East 6th St., Corona, CA 92879

Phone number: (951) 571-6457

Fax number: (951) 989-7946

Contractor and ETP agree to the terms and conditions in this Agreement by signature of their authorized representatives set forth below:

Contractor

ETP

Signature/Date

Signature/Date

Printed Name/Title

Jill McAloon, Acting Executive Director

Printed Name/Title

Exhibit A: Chart 1

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees ¹	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention ²
1	Mechanic, Operator, Engineer I & II, Driver, Maintenance Worker, Shop Lead, Technician, Manager I & II, Supervisor, Fire Fighter I & II, Law Enforcement I & II, Highway Patrol I & II, Emergency Medical Technician	MEC Retrainee AB 118	1,768			\$385	\$96.25	VAR	N/A	VAR	\$14.69
367		<i>Menu Curriculum - Trainees will receive one or more of the following: Commercial Skills</i>									
<i>Job Max Total Amount: \$ 680,680.00</i>			<i>Range of Hours: Min = 8 Max = 200 Weighted Avg = 20</i>								
2	HUA: Mechanic, Operator, Engineer I & II, Driver, Maintenance Worker, Shop Lead, Technician, Manager I & II, Supervisor, Fire Fighter I & II, Law Enforcement I & II, Highway Patrol I & II, Emergency Medical Technician	MEC Retrainee AB 118	50			\$385	\$96.25	VAR	N/A	VAR	\$12.02
367		<i>Menu Curriculum - Trainees will receive one or more of the following: Commercial Skills</i>									
<i>Job Max Total Amount: \$ 19,250.00</i>			<i>Range of Hours: Min = 8 Max = 200 Weighted Avg = 20</i>								

ETP100CH (11/07)

¹ The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

² Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

Exhibit A: Chart 1

Contract Totals

Program Cost		\$654,480
Substantial Contribution	(-)	\$0
Multiple-Empl. Support	(+)	\$45,450
TOTAL ETP Funding	(=)	\$699,930
TOTAL Estimated No. of Trainees		1,818

ETP100CH (11/07)

¹ The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

² Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

Exhibit A: Chart 1

Turnover Rate	Manager/ Supervisor %	Health Benefits Inc. in Wage?
20%	20%	Yes

Location of Training: Training will be provided at training site(s) in California.

Ratios: The ratio of trainers to trainees for class/lab and videoconference training shall not exceed 1:20 for retrainees.

Health Benefits: Health Benefits may be added to a trainee's wage to meet the ETP required hourly wage of \$14.69 per hour in San Bernardino, Riverside, and Imperial counties; \$15.45 in San Diego County; \$16.03 in Los Angeles, and \$15.88 in Orange County; and \$11.02 (Job Number 2) for HUA in Riverside County.

Exhibit B: Menu Curriculum**AB 118 Program****Class/Lab Hours**

8-200 Trainees may receive any of the following:

COMMERCIAL SKILLS**Basic Safety Training**

- Intro to CNG Vehicle Safety
- CNG Operation & Basic Maintenance
- Properties & Cladistics of Natural Gas
- CNG Fueling Equipment & Safety Practices
- Natural Gas Fueling Station Safety
- Natural Gas Vehicle Technology
- Safe Fueling & De – Fueling of CNG Powered Vehicles

Fuel System Inspection Training

- Fuel System Inspection
- Types of Cylinders Used in Natural Gas Vehicles
- Codes & Standards Covering CNG
- Standards covering Valves & Pressure Relief Devices
- Cylinder Installation
- Final Disposition
- Cylinder Disposal

Bio Fuel & Fleet Operation

- General Testing Procedures and Standards
- Data Analysis and Quality Control
- Hazardous Materials Handling
- Programmable Logic Controls
- Advanced Bio Fuel Production Troubleshooting
- Maintenance Training

Bio Fuel Storage, Transport, Fleet Operations & Use

- Bio Fuel Blends and Properties
- Microbial Contamination and Cleaning
- Storage Tanks and Dispensing Equipment
- Blending, Storage and Transport
- Hazardous Materials Transportation & Handling
- Supply Chain Management
- Bio Fuel Systems and Troubleshooting

Liquefied Petroleum Gas (LPG) & Compress Natural Gas (CNG)

- LPG Vehicle Diagnostics and Trouble Shooting
- Hazardous Materials Transportation & Handling
- Servicing and Maintaining LPG Systems
- LPG Fueling & Operations
- Advanced LPG Engine Diagnostics

- Advanced CNG Engine Diagnostics
- CNG Cylinder Handling & Inspection
- Prevention Maintenance LPG/CNG
- Programmable Logics Controls

Hybrid, Electric, Fuel Cell, Hydrogen Fleet Operations Use

- Prevention Maintenance Inspection
- Hybrid Electrical Safety
- Programmable Logic Controls
- Hybrid Bus Charging, Starting and Electrical Troubleshooting and Repair
- Schematic Reading-Electrical Troubleshooting and Repair
- Hybrid Component Systems & Troubleshooting
- Electronic Control System & Troubleshooting
- Fuel Cell Systems & Troubleshooting
- Advanced Diagnostics
- Hybrid Maintenance All Vehicles
- Electrical Voltmeter, Schematics, and Electricity Principles
- Cummins and Westport CNG/LPG Fuels Systems
- Operational Diagnostics, Insight Software, Cylinder Inspection, Training and Fitting and Line Training

First Responder Training

- All Alternative Vehicle Safety and Handling of Hazardous Materials

Sustainability Management

- Awareness Training for Fleet Purchasing Departments for Alternative Vehicles

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.

Exhibit C: Subcontracts

1. The Employment Training Panel (ETP) is not a party to this Agreement. ETP is not obligated in any manner for any liability that may arise out of this Agreement. No third party relationship is intended or created with ETP under this Agreement.
2. Consultant agrees that ETP has the right, during normal business hours, to examine or audit any and all records, books, papers and documents related to the delivery of services, including all accounting source payroll documents, under this Agreement to the extent ETP deems necessary.
3. Consultant agrees that ETP has the right, during normal business hours, to freely observe and monitor the delivery of services under this Agreement with or without the Consultant's presence. In particular, Consultant agrees that ETP has the right to interview trainees, trainers and training personnel.
4. Consultant agrees to maintain all records and other writings that pertain to the delivery of services under this Agreement for a period of no less than 4 years from termination or 3 years from Fiscal Closeout, whichever is later.
5. This Agreement shall be governed by the laws of the State of California. If ETP is named as a party in litigation, arbitration or other proceedings in connection with this Agreement, the exclusive venue and place of jurisdiction will be the County of Sacramento in the State of California.
6. In the event of any conflict or inconsistency between the terms of this Agreement and the ETP Agreement, the latter shall govern and prevail.
7. In no event shall the administrative fees paid under this Agreement with ETP funds exceed 13% of payment earned for Retraining. As used herein, "payment earned" means the amount of reimbursement the Contractor is entitled to retain based on ETP Fiscal Closeout. [Section 4400(r).]

Note: These provisions must be incorporated into any Agreement (subcontract) between Contractor and a consultant for administration of the ETP-funded training project. These provisions need not be used verbatim, but any variation must be approved by the ETP Legal Office.

Exhibit D: Definitions

The parties agree that the following definitions shall govern performance under this Agreement. These terms are used in this Agreement, or may be referred to in the course of program administration by ETP.

Some definitions include references to regulations in Title 22 of the California Code of Regulations or to the Unemployment Insurance (UI) Code, as shown in brackets. The regulations and UI Code are available for review at the ETP website (www.etp.ca.gov).

Actual Cost-per-Trainee: The amount of reimbursement payable on a per-trainee basis at Progress Payment 2 (P2) and the Final Payment (F), based on the actual number of training hours completed.

Approved Amount: The maximum amount of funding approved by the Panel. This amount is distinct from Payment Earned.

Average Cost-per-Trainee: The average cost of training for each trainee enrolled in a given Job Number based on the planned hours of training and the fixed fee rate. This cost is used to calculate the first Progress Payment (P1) at the time of enrollment.

Classroom Training: Formal instruction in a classroom setting that is removed from the trainee's usual work environment, and provided on a regular basis under the constant and direct guidance of a trainer. [Section 4400(y)(1).]

CNA to LVN: Training designed to upgrade the skills of a Certified Nurse Assistant or similar caregiver under a Licensed Vocational Nurse program, leading to LVN licensure. [UI Code Section 10214.9.]

Computer-Based Training (CBT): Instruction provided through computer systems or software and delivered through an electronic medium such as the Internet, Intranet, LAN or CD-ROM. Trainees must participate from a suitable location in California. [Section 4400(ff).]

Curriculum: A list of approved training courses or modules under the Menu as shown in Exhibit B.

E-Learning: Instruction provided by a live trainer via a web-based system in real-time using interactive communication. This includes videoconference training. [Section 4400(y)(4).]

Eligible Employers: Employers are eligible for ETP funding if they are subject to payment of the Employment Training Tax. Employers that have elected an alternate method of financing liability for the payment of Unemployment Insurance benefits can only be eligible for the "incidental placement" of new hire trainees. There are other eligibility standards such as out-of-state competition, to be determined by the Panel on a case-by-case basis. [UI Code Section 10201(b).]

Enrollment: The process of registering a trainee with ETP as an eligible participant in ETP-funded training, once the first eight hours of training have been completed. Trainees are enrolled by Job Number. Once enrolled, they can participate in more than one approved course for that Job Number, on a sequential basis. [Section 4400(dd).]

Entrepreneurial Training: Training in business management and related skills for the owner of a business with 9 or fewer employees. [Section 4409.]

ETP Minimum Wage: The minimum hourly wage that must be paid to trainees at the end of the employment Retention period. [Section 4418.]

Final Payment: Final payment is the final 25% payment based on the number of training hours completed for each trainee. Final payments (F) may be authorized and paid for each trainee after completion of training and the required post-training retention period specified in the agreement. Each trainee must be employed full-time and must receive the minimum wage specified in the Agreement at the end of the employment retention period. Final Payments are reconciled with individual unearned progress payments and are not considered earned until the Fiscal Closeout of the Agreement.

Fiscal Closeout: The process by which ETP determines the actual amount of Payment Earned for all trainees, reconciling the Final Payment with the first two Progress Payments. ETP will give Contractor written Notice of any overpayment that results from Fiscal Closeout within a reasonable time after the term of this Agreement.

Frontline Worker: These are employees who directly produce goods or deliver services. In general they are eligible for overtime compensation, regardless of job title. Managers and Supervisors as defined below are not Frontline Workers. [Section 4400(ee).]

Full-time: Employment of at least 35 hours a week, with exceptions for special programs. [Section 4400(h).]

Funding Limitations: These are industries and occupations identified by the Panel as its lowest priority for funding, and thereby precluded from participation in an ETP funded program, as identified by the Panel on the ETP website [Funding Limitations](#), as of the effective date of this Agreement.

High Unemployment Area: A county or other distinct region of California where the unemployment rate exceeds the state average rate by a given factor, based on data from the Labor Market Information Division (LMID) of the Employment Development Department. The trainees in a High Unemployment Area (HUA) may qualify for a lower minimum wage, a modified Retention period, and/or the waiver of other requirements on a case-by-case basis. [Section 4429.]

Incidental Placement: New Hire trainees may be placed with public, non-profit or other employers who are not subject to payment into the Employment Training Fund on an "incidental" basis not to exceed 20% of the total trainee population under a Multiple Employer Contract, as determined by the Panel case-by-case. New Hire trainees may also be placed with Temporary Staffing agencies, not to exceed 20% of total New Hire population. [UI Code Section 10201(b) and Section 4427.]

In-Kind Contributions: The cost incurred by an employer or participating employer under an ETP-funded project. These costs may be monetary, such as wages paid to trainees during the hours of training. Or, they may be non-monetary, such as the rental value of a facility or room that is made available for instructional purposes. [Sections 4400(l) and 4401.1.]

Job Number: The designation used to differentiate between categories of trainees, and types of training. By way of example, distinguishing factors include the minimum hours of training, the approved type of training, and the minimum post-retention wages.

Literacy Training: Basic, job-related skills including math, reading, and language skills necessary for the trainee's job performance and employment retention in a job with definite career potential and long-term security. [Section 4400(n).]

Managers and Supervisors: These are employees who primarily perform exempt job duties within the meaning of the federal Fair Labor Standards Act and state Labor Code Section 515, where "primarily" means more than one-half of the work time. In performing these duties, Managers and Supervisors must also: exercise discretion and independent judgment; influence policy; supervise at least two employees with the right to hire and fire; and earn no less than two times the state minimum wage.

Mandatory Training: Training is mandatory when the employer leads trainees to believe their continued employment would be adversely affected by not attending; the subject matter is directly related to the job duties; and the trainee does not produce goods or deliver services during training. Trainees must be paid their usual wages during mandatory training. This training is usually conducted during regular working hours. [See *Division of Labor Standards Enforcement Manual* at Section 46.6.5, at www.dir.ca.gov.]

Multiple Barriers (MB): Two or more barriers to full participation in the workforce. The barriers may include mental or physical disabilities, illiteracy, limited English proficiency, limited math skills or some similar impediment.

New Hire: Training in new vocational skills for persons who are unemployed at the start of training. The vocational skills may include job-related literacy training. [UI Code Section 20201(g); Section 4406.]

Out-of-State Competition: The Panel will not fund any retraining project, with the exception of Special Employment Training, unless it first determines that the trainee jobs are threatened by out-of-state competition. This determination is made on a case-by-case basis, using factors such as location of the corporate headquarters and revenue stream, except that a training project in manufacturing and certain other industry sectors classified under the North American Industrial Classification System, are deemed to meet this requirement. [Section 4416.]

Payment Earned: The amount of Reimbursement the Contractor is entitled to retain based on performance, and compliance with all other requirements set forth in this Agreement, as reconciled at the time of Fiscal Closeout. [Section 4400(r).]

Post-Retention Wage: The minimum hourly wage that must be paid to trainees at the end of the employment Retention period. [Section 4418.]

Preceptor Training: In "preceptor training" the trainee observes hands-on skills as performed by a licensed LVN, RN or other practitioner (i.e., preceptor). The trainer to trainee ratio is generally 1:1. During the second phase, the trainee performs the skills under the preceptor's close supervision.

Priority Industry: Industry sectors that are "targeted" for training funds. Manufacturing, aerospace, biotechnology, high technology and agriculture are typical Priority Industries. They are identified in the Panel's annual Strategic Plan. [UI Code Sections 10200(b) and 10205(d).]

Productive Lab Training: A type of practical Retraining whereby the instructor oversees an employee's use of special equipment or application of particular skills, in the actual work

environment, resulting in the production of goods or delivery of services for profit. A Productive Lab Training Plan must be approved in advance by ETP. Productive Lab is more suitable to production than service delivery, and would only be approved for New Hire training on a case-by-case basis.

Progress Payments: Progress payments are unearned cash flow payments authorized and paid at selected training and contract performance benchmarks. Progress payments may be paid after a trainee is enrolled and has completed 8 hours of training (P1), after a trainee has completed training (P2) and when a trainee is placed in qualifying employment with an eligible employer (P3) [New Hire participants only]. Progress payments may not exceed 75% of the cost per trainee based on the hours of training documented at completion of training. Progress payments are not considered earned until the completion of all contract performance requirements and reconciliation of payments at the Fiscal Closeout of the Agreement.

Reimbursement Rate: The flat rate per hour payable for different methods and types of training. In general, the rate differs between Class/Lab, Advanced Technology and Computer-Based Training, although special rates also apply to Priority Industry and Small Business training. There is a further distinction between rates for New Hire and Retraining. Rates include the cost of training and administration of the ETP-funded project. Rates are consolidated in a Job Number to determine the average cost per-trainee, and for other purposes related to payment disbursement. With a Multiple Employer Contract, the consolidated rate also includes Support Costs as applicable. [UI Code Section 10206(a) and Section 4411 (g).]

Retention: The period of full-time employment required for a trainee or group of trainees after the end of training. Typically, Retention is for 90 consecutive days, although this period may be modified on a case-by-case basis. [Sections 4400(v), 4429.]

Retraining: Job-related vocational training provided to existing employees.

Roster: The hard-copy record that must be signed by each trainee and instructor to demonstrate attendance. For CBT, the supervisor must also sign a hard-copy roster. ETP must approve the format of all Rosters.

Seasonal Industry: This industry must hire at least 50% of its workers on a cyclical basis, as in agricultural crop production. To be eligible for retraining reimbursement by ETP, employers and participating employers in this industry must have retained at least 50% of the same seasonal employees for at least one season. [UI Code Section 10214.5(d).]

Simulated Lab Training: A type of practical training whereby the instructor oversees the use of special equipment or application of particular skills in a simulated work environment. This type of training does not require a special training plan, as compared to Productive Lab Training.

Small Business: For purposes of the Small Business Reimbursement Rate and other special considerations, a small business means 100 or fewer full-time employees in California, but no more than 250 worldwide. The business must be domiciled in California, and independently owned and operated. [Section 4400(w).]

Special Employment Training: Certain types of training designed to satisfy the Panel's funding priorities are funded as Special Employment Training (SET) projects. There is no out-of-state competition requirement for SET. There are different wage requirements for the

trainees who are eligible to participate in SET. There may be modifications to Retention, and/or waivers of other requirements for eligible trainees, on a case-by-case basis. [Section 4409.]

Statutory Interest: Interest assessed on overpayments. An adjusted annual rate charged from the first day of the month after Contractor received the overpayment from ETP. [Section 4447.]

Support Costs: Costs associated with recruiting participants and participating employers for training under a Multiple Employer Contact. These costs may also include assessment of eligibility, job search and placement. In general, these costs may not exceed 8% of the other training costs. [Section 4411.]

Trainee Eligibility: In general, trainees are only eligible to participate in ETP-funded training if they are unemployed (New-Hire training), or employed by an Eligible Employer with wages reported in California (Retraining). There may be other eligibility standards, such as “multiple barriers” for special funding, to be determined by the Panel on a case-by-case basis. [UI Code Section 10201(c).]

Turnover Rate: Average annual turnover for full-time employees in the prior calendar year, used to measure job security. The Panel may impose a “turnover penalty” for an employer or participating employer with a Turnover Rate that exceeds 20%. With this penalty, the Panel may withhold 25% of payment earned for each trainee. Not all separations from employment are included in calculating turnover (i.e., retirements are not included). [Section 4417.]

Variable Reimbursement: Flexible reimbursement based on a minimum and maximum number of training hours, per-trainee. Trainees may complete any number of hours within the range set forth under the Menu for a given Job Number. Trainees may be trained in one or all courses under the Menu, within the constraints of funding.

Videoconference Training: Classroom instruction provided by a live trainer that is broadcast to two or more locations in real time and interactive with interactive communication between each location through video, data, and audio. The standard trainer-to-trainee ratio (1:20) applies to each location. This training is paid at the class/lab rate as a form of E-Learning.

Voluntary Training: When training is voluntary on the part of employees, they are not required to be paid their usual wages during the hours of training. See definition of “mandatory training” above.



Agenda Item (IV-F)

Meeting 2/19/2013 - Regular

Agenda Item Chancellor's Reports (IV-F)

Subject Memorandum of Understanding Regarding Contract Extension between RCCD and CCA/CTA/NEA

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve the Riverside Community College District and Riverside Community College Faculty Association, CCA/CTA/NEA Memorandum of Understanding to extend the current contract by two (2) additional years to June 30, 2015.

Background Narrative:

The contract between Riverside Community College District and Riverside Community College Faculty Association, CCA/CTA/NEA ("Association") will expire on June 30, 2013. Both the District and the Association agree that given the uncertainty of California's financial situation, it is in the best interest of the District and the Association to extend the Agreement to June 30, 2015 with all of the specific terms currently contained within. The attached MOU was ratified by Association membership in January 2013.

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

Attachments:

[20130219_RCCD and RCC Fac Assoc CCA_CTA_NEA MOU reContract Ext](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

and

RIVERSIDE COMMUNITY COLLEGE FACULTY ASSOCIATION, CCA/CTA/NEA

MEMORANDUM OF Understanding
Re: Contract Extension

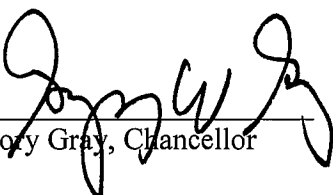
January 15, 2013

The current contract between Riverside Community College District ("District") and the Riverside Community College Faculty Association CCA/CTA/NEA ("Association") will expire on June 30, 2013. Given the uncertainty of California's financial situation and the administrative evolution of the District's three-college system, which will impact various provisions of the current contract, both the District and the Association agree, subject to District Board of Trustees' approval, to extend the current contract by two (2) additional years. Thus, the current contract, all of its provisions and its applicable MOAs and MOUs will be extended until June 30, 2015.

During the two years that the contract is extended, the District and the Association will continue to work with Keenan and Associates in order to find health care cost savings and to create a comprehensive strategy that ensures both the financial well-being of the institution as well as the continued excellence of our employees' health benefits.

Dated: 1/23/13

Riverside Community College District

By: 
Gregory Gray, Chancellor

Dated: 1/23/13

Riverside Community College District
Faculty Association CCA/CTA/NEA

By: 
Dariush Haghigat, President



Agenda Item (IV-G)

Meeting	2/19/2013 - Regular
Agenda Item	Chancellor's Reports (IV-G)
Subject	Memorandum of Agreement Regarding Contract Extension Between RCCD and CSEA
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve the Riverside Community College District and California School Employees Association (CSEA), Chapter 535, Memorandum of Agreement concerning the new contract duration of July 1, 2013 to June 30, 2015.

Background Narrative:

The contract between Riverside Community College District and the Riverside Community College District Employees, Chapter 535, will expire on June 30, 2013. Both the District and CSEA agree that it is in the best interest of the District and CSEA maintain stability and enter into a new collective bargaining agreement between the District and CSEA with a term of July 1, 2013 to June 30, 2015 with all of the specific terms currently contained within. The attached MOA was ratified by CSEA membership in February 2013.

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

Attachments:

[20130219_RCCD and CSEA Chap 535 MOA re New Contract Duration_Backup.pdf](#)

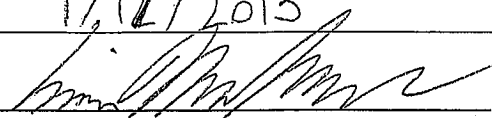
**RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 535
MEMORANDUM OF AGREEMENT
CONCERNING
NEW CONTRACT DURATION
JULY 1, 2013 TO JUNE 30, 2015**

The Riverside Community College District (District) and the California School Employees Association, (CSEA) and its Chapter 535, the Riverside Community College District Employees, hereby jointly agree that it is in the best interest of the District and CSEA to have stability during the July 1, 2013 to June 30, 2015 period. To this end the parties agree to the following terms:

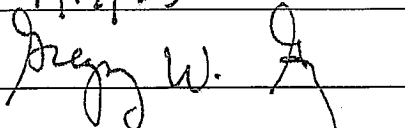
1. To enter into a new collective bargaining agreement between CSEA and the District, the terms of this contract extension shall not become effective until July 1, 2013. The term of the new collective bargaining agreement will be July 1, 2013 to June 30, 2015.
2. The above referenced collective bargaining agreement shall embody all of the specific terms of the agreement that is due to expire on June 30, 2013, the parties agree to be bound by all language and provisions with the exception of the duration clause as now stated, specifically "upon ratification the duration shall be from July 1, 2012 to June 30, 2013."
3. ARTICLE XXVII -DURATION AND TERMINATION- the District and CSEA jointly agree to forego the right to re-open two articles each as stated in Article XXVII Section B. The parties further agree that all Fringe Benefits for classified bargaining unit employees shall remain "status quo" for the remainder of the contract up to and including the new expiration date.
4. Nothing in this agreement shall be construed as limiting any rights the parties otherwise retain under the provisions of the Educational Employment Relations Act.

This agreement is subject to ratification by CSEA membership and the approval of the Board of Trustees.

For the CSEA:

Date 1/12/2013
Signed 
Signed ERIC MUEHLEBACH

For the District:

Date 1/12/13
Signed 
Signed Dr. Gregory W. Gray, Chancellor



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (IV-H)

Meeting 2/19/2013 - Regular

Agenda Item Chancellor's Reports (IV-H)

Subject Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

College/District District

Information Only

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 action on items at the same time each year. For the purposes of planning the monthly committee and Board meetings, the Future Committee Agenda Planner and the Annual Master Planning Calendar are provided for the Board's information.

Prepared By: Greg Gray, Chancellor

Michelle Haeckel, Administrative Assistant, Office of the Chancellor

Attachments:

[Future Monthly Committee Agenda Planner and Annual Planning Calendar_112012](#)

COMMITTEES OF THE BOARD OF TRUSTEES - PLANNING WORKSHEET

MARCH 2013

Page 1

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Resources	E. Facilities
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff	Vice Chancellor, Admin. & Finance; Vice Chancellor, Diversity and Human Resources	Associate Vice Chancellor, Facilities Planning, Design & Construction
	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> ✓ Board report & backup materials attached for review by the Cabinet. ■ Board report and/or backup not yet complete – review pending. ★ Approved by the Cabinet for placement on the Board agenda. <p style="color: red; font-weight: bold; margin-top: 10px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 02/20/13 and 03/12/13</p> </div>		<ul style="list-style-type: none"> ■ 2013-2014 Tax and Revenue Anticipation Note (TRAN) - Resolution 	<ul style="list-style-type: none"> ■ Amendment 1 w/ River City Testing for Norco Operations Center (Williams) ■ Amendment 7 w/ Hill Partnership, Inc. for Norco Operations Center (Williams)

Updated 2/12/13

RECOMMENDED 2012-13 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR

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



[e-board](#) › [Agenda Item](#)

[Agenda Item](#)

Agenda Item (V-A)

Meeting 2/19/2013 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

Background Narrative:

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

Prepared By: Chris Carlson, Chief of Staff

Attachments:

[Student Reports_021913](#)

ASSOCIATED STUDENTS of riverside city college



February 2013
Board of Trustees Student Monthly Report

The Associated Students of Riverside City College finished a successful fall semester celebrating many accomplishments throughout the semester.

The following are highlights from the January BOT Meeting leading up to the February BOT Meeting:

We welcomed our students to spring semester with several information booths managed by students, staff and faculty.

In celebration of Fat Tuesday, ASRCC handed out beads to over 500 students.

ASRCC hosted a welcome back to school BBQ on Valentine's Day and served free lunch to over 500 students in need.

Our Multi Cultural Advisory Council helped celebrate Black History Month with a speaker, short documentary and fun activities bringing awareness to the purpose of Black History Month.

ASRCC will be hosting "Club Rush" for over 35 clubs on campus the week of February 25th

ASRCC, the Mental Health Ambassador Program and Active Minds are working together to roll out important health initiatives and programs this semester to bring awareness to mental health as a positive message and help students to identify the different resources available to them. More information to come.

We are excited for spring semester and are confident that we are working hard at adding value to the college experience for our students.

Best Regards,

Associated Students of Riverside City College



Agenda Item (VI-A-1)

Meeting 2/19/2013 - 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 academic personnel actions.

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:

[20130219_Academic Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Academic Personnel

Date: February 19, 2013

1. Appointments

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/ratification for the following appointment(s) and authorizes the Vice Chancellor, Diversity and Human Resources to sign the employment contracts:

- a. Management Contract
(None)
- b. Contract Faculty
(None)
- c. Long-Term, Temporary Faculty
(None)

2. Recommendation Not to Reemploy – Non-Tenure Track Employees in Categorically Funded Faculty Positions

In compliance with Education Code Section 87470, the contracts of the temporary faculty members listed below will not be renewed for the 2013-14 academic year and notice will be sent accordingly.

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Dewri, Wayne	Physician Assistant	Moreno Valley College
Perches, Carmen	Counseling	Moreno Valley College
Stone, Sylvia	Nursing	Riverside City College

3. 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).

It is recommended the Board of Trustees approve the resignation of the individual(s) listed below:

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Almquist, David	Associate Professor, Kinesiology	06/30/13	Retirement



Agenda Item (VI-A-2)

Meeting 2/19/2013 - 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

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:

[20130219_Classified Personnel](#)

Subject: Classified Personnel

Date: February 19, 2013

2. Effects of Layoff – Placement on 39-Month Reemployment List and Reassignments

On January 22, 2013 the Board approved Resolution No. 18-12/13 to eliminate and/or reduce classified service due to lack of funds and/or work load. Following provisions of the education code regarding seniority rights, it is recommended the Board of Trustees approve the personnel actions as a result of the effects of layoff/reduction of the specified positions. The employee laid off or reassigned will be placed on the 39 month reemployment list for the position currently held.

Placement on 39-Month Reemployment List – Effective 4/1/13

Franco, Lorena

Administrative Assistant I – 47.5%

3. Placement of Classified Employee on Reemployment List

In accordance with Education Code Section 88195, an employee who has exhausted all leaves of absence because of a nonindustrial accident or illness shall be placed on the District’s 39-month reemployment list. It is recommended the Board of Trustees approve/ratify the placement of Verna Dorsey Dean, Food Service III at Moreno Valley College, on the District’s reemployment list for the period of 39 months, effective at the end of the work day on February 1, 2013.

4. Request for Health Leave Without Pay

In accordance with the CSEA bargaining unit agreement the employee listed below is being placed on an unpaid 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 the employee listed below:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Cornejo, Efren	Groundsperson	02/26/13 – 05/31/13

Subject: Classified Personnel

Date: February 19, 2013

5. 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).

It 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>
Cottingham, Susan	Cosmetology Operations Assistant	12/20/12	Personal
Daley, David	Lab Technician II	01/30/13	Retirement
Dorsey Dean, Verna	Food Service III	02/01/13	Retirement
Fiedler, Lori	Student Financial Service Analyst	12/30/12	Retirement
Lindsay, Deborah R	Administrative Assistant II	04/01/13	Retirement
Miller, Debra	Administrative Assistant III	05/31/13	Retirement
Parra, Elizabeth	Medical Office Receptionist	02/01/13	Personal
Sousa, John	Director, Upward Bound	01/28/13	Non-Continuance of Probation



Agenda Item (VI-A-3)

Meeting	2/19/2013 - 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

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:

[20130219_Other Personnel](#)

[20130219_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Other Personnel

Date: February 19, 2013

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 the employment of the following professional expert:

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Position</u>	<u>Term</u>	<u>Rate/ Amount</u>
Northcott, Jason	Riverside Aquatics Complex Special Events Supervisor	1/21/13-6/30/13	\$30/hr

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Fisher, James	Warehouse Assistant	Warehouse	02/20/13-06/30/13	\$16.07
MORENO VALLEY COLLEGE				
Rosas, Leticia	Counseling Clerk III	Student Services	03/11/13-06/30/13	\$20.39
NORCO COLLEGE				
Garcia, Claudia	Upward Bound Program Assistant	TRiO Upward Bound	02/19/13-04/19/13	\$22.28
RIVERSIDE CITY COLLEGE				
Kirkland, Lynnece	Student Accounts Specialist	Auxiliary Business Services	01/28/13-03/29/13	\$20.39
Moussawi, Khadija	Laboratory Technician II Cosmetology Operations	Math, Science & Kinesiology	02/11/13-06/30/13	\$26.74
Munroe, Carol	Assistant	Cosmetology	02/04/13-04/06/13	\$18.51

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Greenhouse, Max	Copy Editor	Educational Services	02/21/13-06/30/13	\$17.00
MORENO VALLEY COLLEGE				
Moreno, Delina	Public Safety Coordinator (Title V)	Grants & College Support Programs	02/21/13-03/31/13	\$25.00
Rosas, Leticia	Office Assistant IV	Student Services	03/01/13-03/08/13	\$14.00
NORCO COLLEGE (None)				
RIVERSIDE CITY COLLEGE				
Blood, Dawn	SI Leader	Academic Support	02/20/13-06/30/13	\$12.00
Garcia, Elizabeth	SI Leader	Academic Support	02/20/13-06/30/13	\$12.00
Meyers, Susan	SI Leader	Academic Support	02/20/13-06/30/13	\$12.00
Obert, Keonni	Lifeguard (Instructor)	Business Services	01/23/13-06/30/13	\$8.00
Obert, Luke	Lifeguard (Instructor)	Business Services	01/23/13-06/30/13	\$8.00
Reed, Nicole	SI Leader	Academic Support	02/20/13-06/30/13	\$12.00
Roble, Briane	Grant Facilitator	Upward Bound	02/20/13-06/30/13	\$12.00
Shah, Darshak	SI Leader	Academic Support	02/20/13-06/30/13	\$12.00
Tan, Meanop	SI Leader	Academic Support	02/20/13-06/30/13	\$12.00
Torres, April	SI Leader	Academic Support	02/20/13-06/30/13	\$12.00
Warner, Tiffany	SI Leader	Academic Support	02/20/13-06/30/13	\$12.00

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

Backup Other Personnel
February 19, 2013
Page 1 of 2

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
MORENO VALLEY COLLEGE				
Herrington, Vincent	Student Aide I	Food Services	02/07/13	\$ 8.00
Smaw, Jeffrey	Student Aide I	Food Services	02/07/13	\$ 8.00
NORCO COLLEGE				
Christensen, Louis	Student Aide III	Business Education and Information Technology	02/08/13	\$ 10.00
Jarvis, Matthew	Student Aide III	Business Education and Information Technology	02/08/13	\$ 10.00
Sohail, Rubia	Student Aide I	Food Services	02/04/13	\$ 8.00
Walter, Araya	Student Aide I	Food Services	02/04/13	\$ 8.00
Yi, Joel Yun	Student Aide III	Tri Tech	01/24/13	\$ 10.00
RIVERSIDE CITY COLLEGE				
Acevedo, Valerie	Student Aide III	Writing and Reading Ctr	01/18/13	\$ 10.00
Ahmed, Jared	Student Aide I	International Student Ctr	01/30/13	\$ 8.00
Alexander, Dillin	Student Aide I	Information Systems and Technology	01/30/13	\$ 8.00
Calma, Louie	Student Aide V	Academic Support	02/11/13	\$ 12.00
Carrillo, Jessica	Student Aide I	Writing and Reading Ctr	01/28/13	\$ 8.00
Curticiu, Dana	Student Aide I	International Student Ctr	01/29/13	\$ 8.00
Delgado, Danielle	Student Aide III	Political Science	01/30/13	\$ 10.50
El Hocheimi, Mohammad	Student Aide I	Tutorial Services	02/08/13	\$ 8.00
Favela, Allison	Student Aide III	Writing and Reading Ctr	02/01/13	\$ 10.00
Garcia, Elizabeth	Student Aide V	Academic Support	02/08/13	\$ 12.00
Hinojos, Manuel	Student Aide I	International Student Ctr	01/18/13	\$ 8.00
Iwais, Haytham	Student Aide I	Tutorial Services	01/29/13	\$ 8.00
Landers, Serrena	Student Aide I	Writing and Reading Ctr	01/28/13	\$ 8.00
Magee, Gigi	Student Aide V	Academic Support Political Science /	01/31/13	\$ 12.00
Ocampo, Tomas	Student Aide III	Model United Nations	01/30/13	\$ 10.50
Perez, Christian	Student Aide I	Tutorial Services	01/18/13	\$ 8.00
Perez, Rafael	Student Aide V	Academic Support	02/11/13	\$ 12.00
Saleem, Junaid	Student Aide I	Tutorial Services	02/04/13	\$ 8.00
Salinas, Eric	Student Aide V	Academic Support	02/08/13	\$ 12.00
Sy, Cathleen	Student Aide I	Writing and Reading Ctr Political Science /	02/01/13	\$ 8.00
Tu, Allison	Student Aide III	Model United Nations	02/01/13	\$ 10.50
Tui, Sosefa	Student Aide V	Academic Support	02/08/13	\$ 12.00
Vancil, Krystal	Student Aide V	Academic Support	02/08/13	\$ 12.00

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

Backup Other Personnel
February 19, 2013
Page 2 of 2

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
RIVERSIDE CITY COLLEGE (Continued)				
Varni, Jonathan	Student Aide V	Academic Support	02/08/13	\$ 12.00
Vazquez, Linda	Student Aide I	Early Childhood Studies	01/28/13	\$ 8.50
Wagner Jr., Charles	Student Aide V	Academic Support	02/08/13	\$ 12.00
Xu, Jim	Student Aide V	Academic Support	02/11/13	\$ 12.00
Yang, Vanessa	Student Aide I	Tutorial Services	01/29/13	\$ 8.00
 <u>CATEGORICAL FUNDS</u>				
AMERICA READS PROGRAM				
Ruelas, Haroldo	Student Aide II	My Learning Studio - RIV	02/04/13	\$ 9.00
AMERICA COUNTS PROGRAM				
Ruelas, Haroldo	Student Aide II	My Learning Studio - RIV	02/04/13	\$ 9.00
COMMUNITY SERVICE PROGRAM				
Avalos, Angelica	Student Aide II	Early Childhood Educ. - MVC	01/30/13	\$ 9.00
Ruelas, Haroldo	Student Aide I	My Learning Studio - RIV	02/04/13	\$ 8.00
Tinajero, Stephanie	Student Aide II	Early Childhood Educ. - MVC	01/15/13	\$ 9.00
MORENO VALLEY COLLEGE				
Acosta, Anthony	Student Aide II	Math Lab	02/08/13	\$ 9.25
Akcheralian, Katherine	Student Aide I	Assessment Center	02/01/13	\$ 8.00
Anguiano, Diana	Student Aide II	Office of the President MV	02/08/13	\$ 9.00
Carlos, Pedro Acosta	Student Aide I	Counseling	02/08/13	\$ 8.00
Howard, Aziz	Student Aide II	STEM Program	02/01/13	\$ 9.00
Verma, Kimmy	Student Aide I	Math Science and Kinesiology	02/08/13	\$ 8.75
Williams, Jesse	Student Aide I	Disabled Students Programs and Services	02/01/13	\$ 8.00
NORCO COLLEGE				
Vasquez, Wendy	Student Aide I	Services	01/11/13	\$ 8.00



Agenda Item (VI-B-1)

Meeting	2/19/2013 - 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 \$4,929,048 and District Warrant Claims totaling \$7,653,303.

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 \$4,929,048 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 203381 – 204625) totaling \$7,653,303 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: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Purchasing Manager

Attachments:

[02192013_Purchase Order and Warrant Report \(January\)](#)

Report of Purchases-All District Resources
Purchases Over \$83,400
01/01/13 thru 01/31/13

PO #	Department	Vendor Name	Description	Amount
C0004098	Human Resources & Diversity	Healthnow Administrative Services	Insurance	\$ 119,072
C0004099	Facilities Planning & Development	Air-Ex Air Conditioning, Inc	MVC Mechanical Upgrade Project Bid Award	547,434
C0004101	Facilities Planning & Development	Bernards Bros. Construction Management	Professional Services	1,181,338
C0004102	Facilities Planning & Development	Inland Inspections & Consulting	ADA Transition Plan Bid Award	129,960
C0004105	Facilities Planning & Development	Couts Heating and Cooling, Inc	District-Wide Infrastructure Project Bid Award	737,245
P0036176	Risk Management	Alliance of Schools for Cooperative	Liability Insurance	188,230
<u>Additions to Approved/Ratify Purchase Orders of \$83,400 and Over</u>				
C0003132	Board of Trustees	Atkinson, Andelson, Loya, Ruud	Legal	120,000
C0003375	President - Norco Campus	California State University San Bernardino	Grant / Contract Sub Agreements	186,350
C0003717	Human Resources & Diversity	Keenan & Associates	Consultants	103,000
			Total	<u>\$ 3,312,629</u>
<u>All Purchase Orders, Contracts, and Additions for the Period 01/01/13 - 01/31/13</u>				
Contracts- C4095 - C4144				812,942
Contract Additions- C2844 - C4076				
Purchase Orders- P35971 - P36355				691,404
Purchase Order Additions- P34123 - P35815				
Blanket Purchase Orders- B11004 - B11030				112,073
Blanket Purchase Orders Additions- B9900 - B10993				
Total				<u>\$ 1,616,419</u>
Grand Total				<u><u>\$ 4,929,048</u></u>



Agenda Item (VI-B-2-a)

Meeting	2/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-2-a)
Subject	Budget Adjustments
College/District	District
Funding	Various Resources
Recommended Action	It is recommend that the Board of Trustees approve the budget transfers as presented.

Background Narrative:

The 2012-13 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are under budgeted. 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).

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services

Attachments:

[02192013_Budget Adjustments](#)

Budget Adjustments February 19, 2013

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to reallocate the Foster and Kinship Care Education grant. (Fund, Resource 1190)		
From: Foster and Kinship Care Education	Lecturers	\$ 27,600
To: Foster and Kinship Care Education	Classified FT Administrator	\$ 19,130
	Employee Benefits	8,470
R2. Transfer to reallocate the Riverside Co. Post-Emancipation grant budget. (Fund 12, Resource 1190)		
From: Riverside Co. Post-Emancipation	Instructional Supplies	\$ 1,151
	Tests	435
	Supplies	1,222
	Food	809
To: Riverside Co. Post-Emancipation	Travel Expenses	\$ 3,617
R3. Transfer to purchase instructional supplies and a welding machine.		
From: Other Communications	Comp Software Maint/Lic	\$ 179
Welding Technology	Instructional Aides, Hourly	880
	Student Help – Instructional	2,501
To: Other Communications	Instructional Supplies	\$ 179
Welding Technology	Equipment	3,381
R4. Transfer to purchase a pocket Doppler system. (Fund 12, Resource 1190)		
From: Enrollment Growth & Retention	Instructional Supplies	\$ 1,078
To: Enrollment Growth & Retention	Equipment	\$ 1,078

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
R5.	Transfer to provide for copying, printing and supplies.		
	From: Student Personnel Administration	Administrative Contingency	\$ 1,800
	To: Student Personnel Administration	Copying and Printing Supplies	\$ 800 1,000
R6.	Transfer to purchase a copy machine and provide the remaining funds for a laptop computer purchase.		
	From: VP, Business Services	Administrative Contingency	\$ 2,042
	To: VP, Business Services	Equipment	\$ 42
	Auxiliary Business Services	Equipment	2,000
R7.	Transfer to purchase supplies. (Fund 12, Resource 1190)		
	From: Basic Skills/ESL 2011/2012	Other Services	\$ 600
	To: Basic Skills/ESL 2011/2012	Supplies	\$ 600
R8.	Transfer to provide for student help. (Fund 12, Resource 1190)		
	From: Basic Skills/ESL 2012/2013	Academic Special Project	\$ 8,750
		Employee Benefits	1,262
		Copying and Printing	3,946
		Supplies	6,640
	To: Basic Skills/ESL 2012/2013	Student Help - Instructional	\$ 20,598
R9.	Transfer to provide for repairs.		
	From: President	Administrative Contingency	\$ 4,800
	To: Athletics	Repairs	\$ 4,800

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R10. Transfer to provide the remaining funds for a computer purchase.		
From: Behavioral Science	Instructional Supplies	\$ 47
To: Behavioral Science	Equipment	\$ 47
R11. Transfer to purchase laptop computers.		
From: World Languages	Comp Software Maint/Lic	\$ 1,635
	Instructional Supplies	865
To: World Languages	Equipment	\$ 2,500
R12. Transfer to purchase a monitor.		
From: Math	Instructional Supplies	\$ 220
To: Math	Equipment	\$ 220
R13. Transfer to provide for printing.		
From: Physical Science	Comp Software Maint/Lic	\$ 300
To: Physical Science	Copying and Printing	\$ 300
R14. Transfer to purchase a printer. (Fund 12, Resource 1190)		
From: ECS Consortium Grant	Supplies	\$ 211
To: ECS Consortium Grant	Equipment	\$ 211
R15. Transfer to purchase a toaster oven. (Fund 32, Resource 3200)		
From: Food Services	Kitchen Expendables	\$ 1,434
To: Food Services	Equipment Replacement	\$ 1,434

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Norco</u>		
N1. Transfer to purchase supplies and provide for replacement seating and repair work.		
From: VP, Business Services	Administrative Contingency	\$ 20,919
	Other Services	40,165
To: Facilities	Remodel	\$ 13,271
	Fixtures and Fixed Equipment	5,648
	Equipment	40,165
President	Supplies	2,000
N2. Transfer to purchase supplies.		
From: Library	Student Help – Non Instr.	\$ 2,500
To: Library	Supplies	\$ 2,500
N3. Transfer to provide for conferences.		
From: Admissions and Records	Supplies	\$ 780
To: Admissions and Records	Conferences	\$ 780
N4. Transfer to provide for conferences and computer equipment.		
From: Counseling	Tests	\$ 1,496
To: Counseling	Conferences	\$ 846
	Equipment	650
N5. Transfer to reallocate the Basic Skills program budget. (Fund 12, Resource 1190)		
From: Academic Affairs	Other Services	\$ 11,112
To: Academic Affairs	Classified Perm PT	\$ 8,826
	Employee Benefits	2,286

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N6. Transfer to purchase projector equipment. (Fund 12, Resource 1190)		
From: Disabled Student Services (DSPS)	Printing	\$ 800
To: Disabled Student Services (DSPS)	Equipment	\$ 800
N7. Transfer to provide for the installation of parking permit machines. (Fund 12, Resource 1050)		
From: Safety & Police	Equipment	\$ 6,300
To: Safety & Police	Repairs	\$ 6,300
 <u>Moreno Valley</u>		
M1. Transfer to purchase supplies.		
From: Chancellor's Office	Administrative Contingency	\$ 2,000
President – Riverside	Administrative Contingency	667
President – Norco	Administrative Contingency	667
President – Moreno Valley	Administrative Contingency	667
To: VP, Business Services – Leadership Academy	Supplies	\$ 4,001
M2. Transfer to provide for electrical work to run a trash compactor.		
From: Facilities	Repairs	\$ 2,312
To: Facilities	Fixtures & Fixed Equipment	\$ 2,312
M3. Transfer to provide for instructional supplies, copying and printing.		
From: Health, Human & Public Services	Other Services	\$ 62
To: CalWORKs	Instructional Supplies	\$ 30
	Copying and Printing	32

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M4. Transfer to purchase supplies. (Fund 12, Resource 1190)		
From: Board Financial Assistance Program	Other Services	\$ 687
To: Board Financial Assistance Program	Supplies	\$ 687
M5. Transfer to provide for a special project. (Fund 12, Resource 1190)		
From: Matriculation	Student Help – Non-Instr	\$ 994
To: Matriculation	Academic Special Project	\$ 500
	Employee Benefits	494

District Office and District Support Services

D1. Transfer to provide for mileage, repairs and computer software.		
From: Information Services	Equipment Replacement	\$ 15,189
To: Information Services	Mileage	\$ 498
	Repairs	2,691
	Comp Software Maint/Lic	12,000
D2. Transfer to reallocate the Southern California Logistics Technology Collaborative grant budget. (Fund 12, Resource 1190)		
From: Customized Training	Printing	\$ 1,825
	Supplies	2,463
	Professional Services	2,933
To: Customized Training	Academic Special Project	\$ 2,595
	Employee Benefits	338
	Other Services	4,288

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D3. Transfer to provide for Responsive Training grant printing services. (Fund 12, Resource 1190)		
From: Customized Training	Professional Services	\$ 850
To Customized Training	Printing	\$ 850
D4. Transfer to purchase a computer.		
From: Grants	Consultants	\$ 1,152
To Grants	Equipment	\$ 1,152
D5. Transfer to provide for a short-term employee.		
From: Institutional Effectiveness	Supplies	\$ 7,000
To Institutional Effectiveness	Short-Term Temporary	\$ 7,000
D6. Transfer to provide for repairs.		
From: Accounting Services	Supplies	\$ 931
To Accounting Services	Repairs	\$ 931



Agenda Item (VI-B-3-a)

Meeting	2/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 19-12/13 – 2012-2013 Student/Academic Services Facility Project - Equipment
College/District	Moreno Valley
Funding	State Construction and Scheduled Maintenance
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$654,000 to the budget.

Background Narrative:

The Riverside Community College District, Moreno Valley College has received funding for the 2012-2013 Student/Academic Services Facility Project in the amount of \$654,000 from the California Community Colleges Chancellor's Office. The funds will be used for equipment.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services

Attachments:

[02192013_Resolution No. 19-12/13](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 19-12/13

2012-2013 Student/Academic Services Facility Project - Equipment

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$654,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on February 19, 2013.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 19-12/13
 2012-2013 Student/Academic Services Facility Project - Equipment

Year	County	District	Date	Fund
13	33	07	2/19/2013	41

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
41	000	4100	0	0000	0676	8659	654,000 00	REVENUE
								EXPENDITURES
41	FDD	4100	0	7125	1676	6481	654,000 00	Equipment
							654,000 00	TOTAL INCOME
							654,000 00	TOTAL EXPENDITURES



Agenda Item (VI-B-3-b)

Meeting	2/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 20-12/13 – 2012-2013 ETP Core Training Program
College/District	District
Funding	Customized Solutions
Recommended Action	It is recommend that the Board of Trustees approve adding the revenue and expenditures of \$250,286 to the budget.

Background Narrative:

The Riverside Community College District has received funding for the 2012-2013 ETP Core Training, in the amount of \$250,286 from the Employment Training Panel. The funds will be used for operational expenses of the training program.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services

Attachments:

[02192013_Resolution No. 20-12/13](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 20-12/13

2012-2013 ETP Core Training Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$250,286 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 February 19, 2013.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 20-12/13
 2012-2013 ETP Core Training Program

Year	County	District	Date	Fund
13	33	07	2/19/2013	11

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
11	000	1170	0	0000	0449	8831	250,286 00	REVENUE
								EXPENDITURES
11	AXB	1170	0	7010	0449	4590	2,000 00	Office Supplies
11	AXB	1170	0	7010	0449	4555	2,000 00	Copying / Printing
11	AXB	1170	0	7010	0449	4599	7,500 00	Instructional Supplies
11	AXB	1170	0	7010	0449	5045	500 00	Postage
11	AXB	1170	0	7010	0449	5110	20,000 00	Consultants
11	AXB	1170	0	7010	0449	5210	500 00	Mileage
11	AXB	1170	0	7010	0449	5220	250 00	Conferences
11	AXB	1170	0	7010	0449	5890	77,536 00	Trainers/Other Services
11	AXB	1170	0	7010	0449	5910	140,000 00	Indirects
							250,286 00	TOTAL INCOME
							250,286 00	TOTAL EXPENDITURES



Agenda Item (VI-B-3-c)

Meeting	2/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 21-12/13 – 2012-2013 ETP - Alternative and Renewable Fuel and Vehicle Technology Program
College/District	District
Funding	Customized Solutions
Recommended Action	It is recommend that the Board of Trustees approve adding the revenue and expenditures of \$699,930 to the budget.

Background Narrative:

The Riverside Community College District has received funding for the 2012-2013 ETP - Alternative and Renewable Fuel and Vehicle Technology Program in the amount of \$699,930 from the Employment Training Panel. The funds will be used for operational expenses of the training program.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
John Tilquist, Dean, Economic Development

Attachments:

[02192013_Resolution No. 21-12/13](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 21-12/13

2012-2013 ETP

Alternative and Renewable Fuel and Vehicle Technology Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$699,930 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 February 19, 2013.

Clerk or Authorized Agent



Agenda Item (VI-B-3-d)

Meeting	2/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-d)
Subject	Resolution No. 22-12/13 – 2012-2013 Board Financial Assistance Program – Student Financial Aid Administration
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommend that the Board of Trustees approve adding the revenue and expenditures of \$82,771 to the budget.

Background Narrative:

The Riverside Community College District has received additional funding for the 2012-2013 Board Financial Assistance Program – Student Financial Aid Administration in the amount of \$82,771 from the California Community Colleges Chancellor’s Office. These funds have been allocated to the Riverside City, Norco and Moreno Valley Colleges by the State Chancellor’s Office as follows: Riverside City College - \$39,144, Norco College - \$17,502, and Moreno Valley College - \$26,125. These funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services

Attachments:

[02192013_Resolution No. 22-12/13](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 22-12/13

2012-2013 Board Financial Assistance Program –
Student Financial Aid Administration

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$82,771 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 February 19, 2013.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT

Resolution No. 22-12/13

2012-2013 Board Financial Assistance Program - Student Financial Aid Administration

Year	County	District	Date	Fund
13	33	07	2/19/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0067	8659	20,589 00	REVENUE
12	D00	1190	0	0000	0069	8659	18,555 00	
12	E00	1190	0	0000	0067	8659	8,192 00	
12	E00	1190	0	0000	0069	8659	9,310 00	
12	F00	1190	0	0000	0067	8659	14,465 00	
12	F00	1190	0	0000	0069	8659	11,660 00	
								EXPENDITURES
12	DZE	1190	0	6460	0067	5890	20,589 00	Other Services
12	DZE	1190	0	6460	0069	5890	18,555 00	Other Services
12	EZE	1190	0	6460	0067	4590	8,192 00	Supplies
12	EZE	1190	0	6460	0069	2129	9,310 00	Classified Perm PT
12	FZE	1190	0	6460	0069	2119	8,705 00	Classified FT
12	FZE	1190	0	6460	0067	2349	200 00	Classified Overtime
12	FZE	1190	0	6460	0069	3220	994 00	Employee Benefits
12	FZE	1190	0	6460	0067	3320	12 00	
12	FZE	1190	0	6460	0069	3320	540 00	
12	FZE	1190	0	6460	0067	3325	3 00	
12	FZE	1190	0	6460	0069	3325	126 00	
12	FZE	1190	0	6460	0069	3420	1,000 00	
12	FZE	1190	0	6460	0067	3520	2 00	
12	FZE	1190	0	6460	0069	3520	96 00	
12	FZE	1190	0	6460	0067	3620	5 00	
12	FZE	1190	0	6460	0069	3620	199 00	↓
12	FZE	1190	0	6460	0067	4590	500 00	Supplies
12	FZE	1190	0	6460	0067	5220	8,000 00	Conferences
12	FZE	1190	0	6460	0067	5890	5,743 00	Other Services
							82,771 00	TOTAL INCOME
							82,771 00	TOTAL EXPENDITURES



Agenda Item (VI-B-6-a)

Meeting	2/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Contracts and Agreements Report Less than \$83,400 – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$812,942.

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 \$83,400. The attached listing of contracts and agreements under \$83,400 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: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Purchasing Manager

Attachments:

[02192013_Contracts & Agreements Less than \\$83,400 \(January\)](#)

Contracts and Agreements Report-All District Resources
\$83,400 and Under
01/01/13 thru 01/31/13

PO #	Department	Vendor Name	Location	Description	Amount
C0004095	Open Campus	Worldplay Inc	Burbank	Office and Other Supplies	\$ 800
C0004096	Facilities - Riverside	Johnson Controls, Inc.	Whittier	Repairs - Service	5,976
C0004097	Campus Student Services - Norco	St Augustine Enclosed RV & Self-Storage	Norco	Rents and Leases	654
C0004100	College Relations / Special Projects	BDL Alarms Inc	Cherry Valley	Alarm Monitoring Services	720
C0004103	Community & Economic Development	Erle, Jeffrey	Irvine	Consultants	10,000
C0004104	Community Ed & Senior Citizen Education	D & D's Dance Center	Riverside	Rents and Leases	7,200
C0004106	Facilities Planning & Development	Quality Light and Electrical	Bloomington	District-Wide Infrastructure Project Bid Award	50,868
C0004107	Workforce Preparation	Mt San Jacinto Community College District	San Jacinto	Grant / Contract Sub Agreements	40,050
C0004108	Workforce Preparation	Crain, Dan	Yucaipa	Professional Services	3,700
C0004109	Workforce Preparation	Friend, Cherie L	Murrieta	Professional Services	1,925
C0004110	Workforce Preparation	Hernandez, Geri	Riverside	Professional Services	1,050
C0004111	Workforce Preparation	Inman, Tracy	San Bernardino	Professional Services	625
C0004112	Workforce Preparation	Johnson, Carole S	Indio	Professional Services	700
C0004113	Workforce Preparation	Miller, Brianna	Palm Desert	Professional Services	450
C0004114	Workforce Preparation	Phillips, Carol J	Riverside	Professional Services	875
C0004115	Workforce Preparation	Tarver, Brenda	Lake Elsinore	Professional Services	1,050
C0004116	Risk Management	Medcor, Inc	McHenry, IL	Professional Services	16,650
C0004117	Board of Trustees	Pena, Dulce	Riverside	Legal	5,000
C0004119	Health Services - Norco	Norco Medical Group	Norco	Doctors/Nurses	24,000
C0004120	Grants & Contract Services	Allen, Rickey G.	Smithfield, UT	Consultants	9,000
C0004121	Performing Arts - Riverside	Music Theatre International	New York, NY	Rents and Leases	784
C0004124	Workforce Preparation	Desilva, Falaya	Corona	Professional Services	1,350
C0004125	Workforce Preparation	Reyes, Eufemia	Colton	Professional Services	1,400
C0004126	Workforce Preparation	Rigney, Susan Marie	Palm Desert	Professional Services	1,225
C0004127	Workforce Preparation	Stephan, Victoria	Corona	Professional Services	2,600
C0004128	Community & Economic Development	Erle, Jeffrey	Irvine	Consultants	15,000
C0004129	Community & Economic Development	Geffen, Malcolm	Corona Del Mar	Consultants	15,000
C0004130	Community & Economic Development	Kasetty, Rajan B	Riverside	Consultants	15,000
C0004131	Community & Economic Development	Kasle, Donald H	Dove Canyon	Consultants	55,000
C0004132	Community & Economic Development	Kleckner, Martin S III	Oceanside	Consultants	15,000
C0004133	Community & Economic Development	Plenum Revenue Group	Laguna Niguel	Consultants	55,000
C0004134	Community & Economic Development	Performance Marketing Group	San Juan Capistrano	Consultants	15,000
C0004135	Community & Economic Development	R Davis Consulting	Huntington Beach	Consultants	15,000
C0004136	Community & Economic Development	Redtail Capital	Temecula	Consultants	25,000
C0004137	Community & Economic Development	Resonnect Marketing	Carlsbad	Consultants	45,000
C0004138	Community & Economic Development	Schmid, Molly	Claremont	Consultants	45,000
C0004139	Community & Economic Development	Vantages Business Consulting	Newport Beach	Consultants	70,000
C0004140	Community Ed & Senior Citizen Education	Keukelaar, Norma S	Riverside	Professional Services	640
C0004141	Information Services	NPA Computers Inc	Holbrook, NY	Computer Software Maint/Lic	38,112
C0004142	Academy / Criminal Services	Department of California Highway Patrol	Sacramento	Rents and Leases	44,000
C0004143	Health Sciences Programs - Moreno Valley	Stolberg, Sherry	Riggins, ID	Consultants	3,000
C0004144	Performing Arts - Riverside	Music Theatre International	New York, NY	Rents and Leases	1,188
N/A	TriTech	City of Riverside	Riverside	Economic Development Services	No Cost
N/A	Student Services - Moreno Valley	Moreno Valley Unified School District	Moreno Valley	Allow FWS to Work at MVUSD	No Cost
N/A	Purchasing	Office Depot	San Bernardino	Store Purchasing Cards	No Cost
N/A	Purchasing	SuperShuttle	Ontario, CA	Credit Application	No Cost
N/A	Career & Tech Education	Riverside Unified School District	Riverside	Student Teacher Internship Agreement	No Cost

Contracts and Agreements Report-All District Resources
 \$83,400 and Under
 01/01/13 thru 01/31/13

PO #	Department	Vendor Name	Location	Description	Amount
N/A	Career & Tech Education	University of California, Riverside	Riverside	Student Teacher Internship Agreement	No Cost
N/A	Career & Tech Education	Riverside County Office of Education	Riverside	Student Teacher Internship Agreement	No Cost
N/A	Career & Tech Education	Carolyn E. Wylie Center for Children & Families	Riverside	Student Teacher Internship Agreement	No Cost
N/A	Performance Riverside	Press Enterprise	Riverside	Advertising	No Cost
N/A	Early Childhood Education	Riverside County Children & Families Commission	Riverside	Scholarships to Make Services Affordable	No Cost
N/A	Customized Solutions	Coggins, Eric	Corona	Professional Services	No Cost
N/A	Customized Solutions	Mercado, Bruni	Riverside	Professional Services	No Cost
Additions to Approved/Ratify Contracts of \$83,400 and Under					
C0002844	Campus Student Services - Norco	Greatamerica Leasing Corporation	Cedar Rapida, IA	Rents and Leases	7,403
C0003529	Customized Solutions	Gereau, Servando	Redlands	Training Services	11,250
C0003559	Community & Economic Development	Softskills	Chatsworth	Training Services	3,000
C0003628	Community Ed & Senior Citizen Education	Koba, Rosalia	Laguna Niguel	Professional Services	2,520
C0003653	Community & Economic Development	The Irvine Company, LLC	Irvine	Rents and Leases	1,528
C0003670	Community Ed & Senior Citizen Education	Destination Science	Orange	Professional Services	2,487
C0003710	Community & Economic Development	Resonnect Marketing	Carlsbad	Consulting Services	244
C0003728	Community & Economic Development	Rogers, Henry	Riverside	Professional Services	10,000
C0003741	Customized Solutions	Global Learning Partners, Inc.	Corona	Training Services	450
C0003799	Facilities Planning & Development	Kincaid Plumbing Co. Inc	Thousand Palms	Norco Network Operations Center	24,687
C0003800	Facilities Planning & Development	West-Tech Mechanical, Inc	Montclair	Norco Network Operations Center	8,521
C0003833	Facilities - Norco	RB Sheet Metal, Inc	Mentone	Norco Network Operations Center	9,161
C0003840	Community & Economic Development	Behavioral Momentum Associates, LLC	Corona	Professional Services	2,450
C0003850	Community Ed & Senior Citizen Education	Trust Auto Sales	Wildomar	Professional Services	1,200
C0003906	Risk Management	Watten, Discoe, Bassett & McMains	Santa Ana	Legal	10,000
C0003926	Facilities - Riverside	Signature Flooring, Inc	Santa Ana	Remodel Projects	10,500
C0003933	Risk Management	Lewis, Brisbois, Bisgaard & Smith	San Bernardino	Legal	25,000
C0004027	Facilities Planning & Development	Padilla & Associates, Inc	Santa Ana	Alumni Carriage House Renovation	2,049
C0004058	Community Ed & Senior Citizen Education	California Mind Institute	Corona	Professional Services	19,100
C0004076	Community Ed & Senior Citizen Education	Ingram, Mark	San Pedro	Professional Services	800
N/A	General Counsel	Barnes & Noble College Booksellers, LLC	Philadelphia, PA	Amendment #1; Modifies Wording Only	No Cost
Total					<u>\$ 812,942</u>



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (VI-B-7)

Meeting 2/19/2013 - Regular

Agenda Item Consent Agenda Action (VI-B-7)

Subject Out-of- State Travel

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve the out-of-state travel.

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
Linda Martinez, Administrative Assistant I

Attachments:

[Out-of-State Travel _021913](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

February 19, 2013

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

Retroactive:

- 1) Mr. Samuel Davis, Board Member, Riverside Community College District, to travel to Washington, D.C., February 10-14, 2013 to attend the 2013 Community College National Legislative Summit. Estimated cost: \$3,022.00. Funding source: the general fund. (The travel request was not submitted in time for the January Board meeting. Therefore, this travel request could not be included on the January Board report.)

Revision:

- 1) At the meeting on January 22, 2013, the Board of Trustees approved out-of-state travel for Dr. Shelagh Camak, vice president, workforce & resource development, Riverside City College, to travel to Washington, D.C., March 25-28, 2013, to attend the Office Postsecondary Education Higher Education Project Directors 2013 Meeting. Estimated cost: \$2,210.54. Funding source: Title V-Pathway to Excellence Grant fund. (The Funding source has been changed to the general fund.)

Current:

Moreno Valley College:

- 1) Ms. Frankie Moore, coordinator, student activities, to travel to Washington, D.C., March 16-19, 2013, to accompany five (5) students participating in the National Student Advocacy Conference. Estimated cost: \$15,191.74. Funding source: Students Government Grant funds.
- 2) Dr. Chris Nollette, associate professor/director, emergency medical service program, to travel to Washington, D.C., March 4-8, 2013, to attend the Emergency Medical Services Today Conference & Exposition and speaking at the board of director meeting. There is no cost to the District.

Norco College:

- 3) Ms. Hortencia Cuevas, program director, TRiO- student support services programs, to travel to Honolulu, Hawaii, April 13-17, 2013, to attend the 35th Annual WESTOP Conference and to attend informative workshops and speaker presentations pertaining to TRiO Programs. Estimated cost: \$2,395.90. Funding source: \$1,197.95 from TRiO Student Support Services fund; and \$1,197.95 from TRiO Student Support Services Realizing Individual Success through Education (RISE) Grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

February 19, 2013

- 4) Mr. Kevin Fleming, associated dean, career and technical education, to travel to Denver, Colorado, April 3-5, 2013, to attend the National Visiting Committee/Industry Leadership Team Annual Meeting. Estimated cost: \$756.46. Funding source: National Science Foundation Supply Chain Grant funds.
- 5) Ms. Elena Santa Cruz, grant administrative specialist, career and technical education, to travel to Denver Colorado, April 3-5, 2013, to attend the National Visiting Committee Industry Leadership Team Annual Meeting. Estimated cost: \$756.46. Funding source: National Science Foundation Supply Chain Grant funds.
- 6) Mr. George Walters, project director, career and technical education, to travel to Denver, Colorado, April 3-5, 2013, to attend the National Visiting Committee/Industry Leadership Team Annual Meeting. Estimated cost: \$744.54. Funding source: National Science Foundation Supply Chain Grant funds.

Riverside City College

- 1) Mr. John Byun, associate professor, music, to travel to South Korea, June 8-18, 2013, to accompany thirty-one (31) students performing at the Choral Exchange Concerts with Incheon City Chorale and to compete in the Yeosu International Choral Competition. Estimated cost: \$84,940.00. Funding source: \$15,500.00 from the ASRCC special gift for Korea Tour fund; \$20,000.00 from the Chamber Singers Trust Account fund and \$49,440.00 paid by the Students.
- 2) Ms. Tenisha James, director, student support services, to travel to Honolulu, Hawaii, April 13-17, 2013, to attend the 35th Annual WESTOP Conference/Staff Development. Estimated cost: \$2,877.66. Funding source: Student Support Services TRiO Grant funds.
- 3) Mr. Gary Locke, associate professor, music, and Ms. Sheila Locke, music specialist, performing arts, to travel to Dayton, Ohio, April 9-14, 2013, to accompany forty (40) students participating in the Winter Guard International Championship/for RCC's "Fantasia". There is no cost to the District.
- 4) Mr. Gary Locke, associate professor, music, and Ms. Sheila Locke, music specialist, performing arts, to travel to Dayton, Ohio, April 17-21, 2013 to accompany forty (40) students participating in the Winter Guard International Championship / for RCC's "Drum Line". There is no cost to the District.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

February 19, 2013

- 5) Mr. Botra Moeung, educational advisor, student support services, to travel to Honolulu, Hawaii, April 13-17, 2013, to attend the 35th Annual WESTOP Conference/Staff Development. Estimated cost: \$2,696.22. Funding source: Student Support Services TRiO Grant funds.
- 6) Mr. Matthew Neves, interim director, performance, to travel to Shreveport, Louisiana, February 26 – March 3, 2013, to attend the Kennedy Center American Theater Festival. There is no cost to the District.
- 7) Dr. Ward Schinke, associate professor, political science, to travel to New York, New York, March 23-31, 2013, to accompany ten (10) students participating in the National Model United Nations Conference. Estimated cost: \$21,981.90. Funding source: \$10,981.90 from the general fund; \$6,000.00 from the ASRCC fund and \$5,000.00 from the RCCD Foundation Friends of Forensics fund.
- 8) Ms. Rebecca Moon-Stone, supplemental instructional coordinator, academic support, to travel to Dallas, Texas, March 9-13, 2013, to attend the 2013 Innovations Conference / Presenter. Estimated cost: \$2,390.43. Funding source: Basic Skills Grant funds.

Riverside Community College District

None.



Agenda Item (VI-B-8-a)

Meeting	2/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	Signature Authorization
College/District	District
Funding	N/A
Recommended Action	It is recommend that the Board of Trustees authorize the listing of District administrators to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, purchase orders, and grant documents.

Background Narrative:

On December 11, 2012, the Board of Trustees approved signature authorization for designated District administrators to sign orders drawn on District funds and notices of employment. In late December, Dr. Jim Buysse, Vice Chancellor of Administration and Finance announced his retirement effective December 30, 2012. On January 22, 2013, the Board of Trustees approved Aaron S. Brown as the Vice Chancellor, Business and Financial Services.

These changes make it necessary to update the signature authorizations for the District.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services

Attachments:

[02192013_Signature Authorization](#)

SIGNATURE AUTHORIZATION

FEBRUARY 19, 2013

It is recommended that the Board of Trustees authorize 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
Aaron S. Brown	Vice Chancellor, Business and Financial Services
Reza Maghroori	Provost/Vice Chancellor, Educational Services
Melissa Kane	Vice Chancellor, Diversity and Human Resources
Bill J. Bogle, Jr.	Controller
Michael W. Simmons	Director, Risk Management



Division of Administration and Business Services
 District Fiscal Services

County Use Only:

Date Received: _____

Approved By: _____

Certification of Signatures

District: _____

Date of Meeting: _____

Please Check: Newly Elected Governing Board Addition in Column(s) _____ Replacement in Column(s) _____

Column I	Column II	Column III
<i>Signatures of Members of the Governing Board</i>	<i>Signatures of Personnel Authorized to Sign Warrant Orders and Orders for Salary Payments*</i>	<i>Signatures of Personnel Authorized to Sign Notices of Employment</i>
_____ President of the Board	_____	_____
_____ Clerk or Vice President of the Board	_____	_____
_____ Member of the Board	_____	_____
_____ Member of the Board	_____	_____
_____ Member of the Board	_____	_____

**If the board has given special instructions for signing Warrant Orders, Orders for Salary Payment, or Notices of Employment, please attach a copy of the resolution to this form.*

Number of signatures district requires for: Orders of Salary Payments : _____ "B" Warrant Orders: _____

I, _____, Clerk/Secretary of the Board of Trustees certify that the signatures shown below in Column I are the verified signatures of the members of the governing board; verified signatures of personnel authorized to sign orders drawn on the funds of the school district appear in Column II, and verified signatures of personnel authorized to sign Notices of Employment appear in Column III. No person other than an officer or employee of the district can be authorized to sign orders. These certifications are made in accordance with the provisions of Education Code Sections 42632, 42633, 44843, 85232, and 85233. If those authorized to sign orders as shown in Column II are unable to do so, the law requires the signatures of the majority of the governing board. Attached is the board agenda authorizing the following signatures.

Signature: _____



Agenda Item (VI-B-8-b)

Meeting	2/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
Subject	Resolution No. 23-12/13 - PARS Plan Administrator
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees adopt Resolution No. 23-12/13 appointing the Vice Chancellor, Business and Financial Services as the District's Plan Administrator for Riverside Community College's District PARS Alternative Retirement System and PARS Supplementary Retirement Plans.

Background Narrative:

On June 16, 2004, the Board of Trustees adopted Resolution No. 53-03/04 approving the position of Vice President/Chancellor, Administration and Finance as the Plan Administrator for Public Agency Retirement Services (PARS) retirement plans. The Plan Administrator is responsible for determining the provisions of the Plan, directing distributions, and establishing investment policy.

In late December, Dr. Jim Buysse, Vice Chancellor of Administration and Finance announced his retirement effective December 30, 2012. On January 22, 2013, the Board of Trustees approved Aaron S. Brown as the Vice Chancellor, Business and Financial Services.

Due to these changes, PARS has requested that the Board of Trustees approve Resolution No. 23-12/13 appointing the Vice Chancellor, Business and Financial Services as the District's PARS Plan Administrator.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services

Attachments:

[02192013_Resolution No. 23-12/13 – Appointment for PARS Plan Administrator](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION FOR APPOINTMENT OF PARS PLAN ADMINISTRATOR

RESOLUTION No. 23-12/13

WHEREAS the Riverside Community College District is a member of the Public Agency Retirement System (PARS), a governmental trust, for the purpose of providing tax qualified retirement benefits;

WHEREAS the District has made available the following retirement plans: Riverside Community College District PARS Alternate Retirement System and PARS Supplementary Retirement Plans;

WHEREAS the District previously appointed the position of Vice President of Administration and Finance or Vice Chancellor, Administration and Finance to act as Plan Administrator of the Riverside Community College District's aforementioned plans; and

WHEREAS the aforementioned position/title no longer exists and the District desires to appoint a Plan Administrator for the ongoing administration of the Riverside Community College District PARS Alternate Retirement System and Supplementary Retirement Plans.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees hereby appoints the Vice Chancellor, Business and Financial Services, or his/her successor or his/her designee as the District's Plan Administrator for the Riverside Community College District PARS Alternate Retirement System and PARS Supplementary Retirement Plans; and
2. The District's Plan Administrator is hereby authorized to execute the PARS legal documents on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in PARS and to maintain PARS compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the District's PARS plan.

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA
COUNTY OF RIVERSIDE

Samuel Davis, the Secretary of the Board of Trustees for the Riverside Community College District of Riverside, California, hereby certifies that the above foregoing resolution was duly and regularly adopted by the said District at a regular meeting thereof held on the 19th day of February and passed by a _____ vote of said Board.

IN WITNESS WHEREOF I have hereunto set my hand and seal this _____, 2013.

Secretary of the Board



Agenda Item (VI-B-8-c)

Meeting	2/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-c)
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 on the attachment as complete, 2) approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works).

Background Narrative:

Facilities Planning & Development staff reports that the project listed on the attachment is now complete.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Bart Doering, Director, Construction
Majd Askar, Purchasing Manager

Attachments:

[02192013_Notices of Completion](#)

Completed Projects

February 19, 2013

Project

Existing Fire Line Upgrade at Moreno Valley College

Contractor

Fischer, Inc.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO:

Name
Business and Financial Services
Street
Address
City &
State

S	R	U	PAGE	SIZE	DA	MISC	LONG	RFD	COPY
M	A	L	465	426	PCOR	NCOR	SMF	NCHG	EXAM
						T:	CTY	UNI	

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 _____
- The full address of the owner is _____

- The nature of the interest or estate of the owner is in fee.
(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
_____	_____
_____	_____
- A work of improvement on the property hereinafter described was completed on _____ . The work done was:

- The name of the contractor, if any, for such work of improvement was _____
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of _____ ,
County of _____ , State of California, and is described as follows: _____

- The street address of said property is _____
(If no street address has been officially assigned, insert "none")

Dated: _____

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

VERIFICATION

I, the undersigned, say: I am the _____ the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
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 _____ , 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-d)

Meeting	2/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-d)
Subject	Surplus Property
College/District	District
Funding	N/A
Recommended Action	It is recommend that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find 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: Aaron Brown, Vice Chancellor, Business and Financial Services
Bill Bogle, Controller

Attachments:

[02192013_Surplus Property List](#)



[e-board](#) › [Agenda Item](#)

[Agenda Item](#)

Agenda Item (VII-A)

Meeting 2/19/2013 - Regular

Agenda Item Consent Agenda Information (VII-A)

Subject CCFS-311Q – Quarterly Financial Status Report for the Quarter Ended December 31, 2012

College/District District

Information Only

Background Narrative:

See the attached CCFS-311Q – Quarterly Financial Status Report for the Quarter ended December 31, 2012.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Bill Bogle, Controller

Attachments:

[02192013_CCFS-311Q \(Second Quarter\)](#)

CCFS-311Q – Quarterly Financial Status Report

Background Narrative

February 19, 2013

Education Code Section 84040 specifies that financial information be periodically reported to the California Community Colleges Board of Governors. To comply with this requirement, the District prepares Form CCFS-311Q – Quarterly Financial Status Report each fiscal quarter for submission to the Chancellor’s Office. The CCFS-311Q compares actual information for the prior three fiscal years to projected information for the current fiscal year. The Revenue, Expenditure and Fund Balance are the Unrestricted Funds of the General Fund. However the Cash Balance reflects both Unrestricted and Restricted Funds.

The General Fund consists of the following:

Fund 11 – Unrestricted

Resource 1000 – General Unrestricted

Resource 1080 – Community Education

Resource 1090 – Performance Riverside

Resource 1110 – Bookstore (Contractor Operated)

Resource 1170 – Customized Solutions

Fund 12 – Restricted

Resource 1050 – Parking

Resource 1070 – Student Health

Resource 1120 – Center for Social Justice and Civil Liberties

Resource 1180 – Redevelopment Pass-Through

Resource 1190 – Grants and Categorical Programs

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD ▾

Fiscal Year: 2012-2013
Quarter Ended: (Q2) Dec 31, 2012

District: (960) RIVERSIDE

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Aaron S. Brown

CBO Phone: 951-222-8769

CBO Signature: 

Date Signed: 2-7-13

Chief Executive Officer Name: Gregory W. Gray

CEO Signature: 

Date Signed: 2/7/13

Electronic Cert Date: 02/07/2013

District Contact Person

Name: Bill J. Bogle, Jr.

Title: Controller

Telephone: 951-222-8041

Fax: 951-222-8021

E-Mail: Bill.Bogle@rcod.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atallig (916)327-5772 catalin@ccccc.edu or Tracy Britten (916)323-6899 tbritten@ccccc.edu

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CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ

VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2012-2013

Quarter Ended: (Q2) Dec 31, 2012

District: (960) RIVERSIDE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	141,019,430	143,808,312	130,719,885	134,699,102
A.2	Other Financing Sources (Object 8900)	-2,610,591	1,410,028	-176,023	282,888
A.3	Total Unrestricted Revenue (A.1 + A.2)	138,408,839	145,218,340	130,543,862	134,981,990
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	139,960,566	142,578,585	135,251,667	135,281,745
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,152,570	632,790	1,251,129	1,941,414
B.3	Total Unrestricted Expenditures (B.1 + B.2)	141,113,136	143,211,375	136,502,796	137,223,159
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-2,704,297	2,006,965	-5,958,934	-2,241,169
D.	Fund Balance, Beginning	13,253,849	10,468,684	12,450,649	6,616,950
D.1	Prior Year Adjustments + (-)	-80,868	-25,000	125,235	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	13,172,981	10,443,684	12,575,884	6,616,950
E.	Fund Balance, Ending (C. + D.2)	10,468,684	12,450,649	6,616,950	4,375,781
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	7.4%	8.7%	4.8%	3.2%

I. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	31,185	29,437	25,858	25,353
-----	---	--------	--------	--------	--------

II. Total General Fund Cash Balance (Unrestricted and Restricted)

As of the specified quarter ended for each fiscal year			
2009-10	2010-11	2011-12	2012-2013

	Year 3:							
b. BENEFITS:								
	Year 1:							
	Year 2:							
	Year 3:							

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

YES

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

Due to the State's continuing Budget Strategy of deferring apportionment, the District was forced to seek cash flow alternatives such as internal borrowing, and Mid-Year Tax and Revenue Anticipation Notes (TRAN).

VII. Does the district have significant fiscal problems that must be addressed?

**This year?
Next year?**

**YES
YES**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

FY 2012-2013

Significant State budget cuts contributed to a budget shortfall for the District. The District was forced to make substantial cuts to section offerings despite surging demand; decrease discretionary expenses; continue a hiring freeze; impose layoffs; and utilize one-time sources to mitigate the impact of the budget shortfall. The State's action of deferring apportionment funding will cause the District to experience cash flow shortages. The District was forced to secure alternate financing and implement internal borrowing measures to mitigate the impact of expected cash deficits.

FY 2013-2014

It is anticipated that the State will experience a structural deficit in FY 13-14, albeit significantly smaller than in the prior four fiscal years due to the passage of Proposition 30. However substantial uncertainty still exists relative to the amount of new revenues to be generated by Proposition 30, and ultimately the impact on community college and, specifically, Riverside Community College District.

It is expected that the State will continue to defer apportionment funding albeit at lower amounts than in prior fiscal years. The District will be forced to again secure external financing and implement internal borrowing measures to mitigate the impact of cash deficits as a result of the apportionment deferrals.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL FUND REVENUE AND EXPENDITURE REPORT
FOR THE PERIOD ENDED DECEMBER 31, 2012**

Cash Position - Unrestricted and Restricted

	YTD Activity
Beginning Cash, July 1, 2012	\$ 5,050,878
Net Change in Accounts Receivables	39,056,606
Net Change in Accounts Payables	(20,067,441)
Revenue and Other Financial Sources	62,856,644
Expenditures and Other Outgo	(72,957,082)
Ending Cash, December 31, 2012	\$ 13,939,605

Budget and Actual Activity - Unrestricted

	Adopted Budget	Revised Budget	YTD Activity
Revenues			
Federal	\$ 199,313	\$ 217,515	\$ 8,250
State	94,080,630	94,080,630	32,462,248
Local	40,396,057	40,400,957	19,339,778
Total Revenues	134,676,000	134,699,102	51,810,276
Other Financing Sources	282,888	282,888	(682,367)
Total Revenues	134,958,888	134,981,990	51,127,909
Expenditures			
Academic Salaries	\$ 59,368,583	\$ 59,376,907	\$ 27,664,717
Classified Salaries	28,202,609	28,180,188	13,462,801
Employee Benefits	29,348,216	29,352,824	11,747,551
Materials & Supplies	2,416,607	2,356,639	780,650
Services	15,186,138	15,179,625	6,170,200
Capital Outlay	736,490	835,562	114,585
Total Expenditures	135,258,643	135,281,745	59,940,504
Other Outgo - Objects	1,941,414	1,941,414	970,707
Total Expenditures and Other Outgo	137,200,057	137,223,159	60,911,211
Revenues Over (Under)			
Expenditures	\$ (2,241,169)	\$ (2,241,169)	\$ (9,783,302)
Beginning Fund Balances	6,616,950	6,616,950	6,616,950
Ending Fund Balances	\$ 4,375,781	\$ 4,375,781	\$ (3,166,352)
Contingency			
Unrestricted	\$ 3,475,781	\$ 3,475,781	\$ (4,066,352)
Reserve	900,000	900,000	900,000
Total Contingency/Reserve	\$ 4,375,781	\$ 4,375,781	\$ (3,166,352)



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[Agenda Item](#)

Agenda Item (VII-B)

Meeting 2/19/2013 - Regular

Agenda Item Consent Agenda Information (VII-B)

Subject Monthly Financial Report

College/District District

Information Only

Background Narrative:

See the attached monthly Financial Report for the period July 1, 2012 through January 31, 2013.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Bill Bogle, Controller

Attachments:

[02192013_Financial Report \(July 2012-January 2013\)](#)

MONTHLY FINANCIAL REPORT JULY 1, 2012 – JANUARY 31, 2013

The Financial Report provides summary financial information, by Resource, for the period July 1, 2012 through January 31, 2013. The report presents the current year adopted budget, revised budget and year-to-date actual financial activity along with prior year actual financial information for comparison purposes.

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2013**

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

Fund 11, Resource 1000 - General Operating - Unrestricted

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 128,908,691	\$ 132,376,561	\$ 132,414,663	\$ 60,549,497
Inter/Intrafund Transfer from				
La Sierra Capital Fund (Resource 4130)	1,615,982	2,000,000	2,000,000	0
District Bookstore (Resource 1110)	160,165	250,000	250,000	62,500
Total Revenues	\$ 130,684,838	\$ 134,626,561	\$ 134,664,663	\$ 60,611,997
Expenditures				
Academic Salaries	\$ 60,722,870	\$ 59,364,311	\$ 59,375,479	\$ 32,965,710
Classified Salaries	28,803,886	27,651,295	27,644,708	15,395,664
Employee Benefits	29,745,571	29,152,842	29,157,119	14,629,192
Materials & Supplies	1,884,903	2,385,958	2,324,684	913,488
Services	11,791,813	14,351,442	14,305,608	6,466,614
Capital Outlay	806,346	736,490	872,842	169,231
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	665,157	665,157	665,157	332,579
Federal Work Study (Resource 1190)	197,302	365,798	365,798	78,499
Performance Riverside (Resource 1090)	730,982	0	0	0
General Fund Backfill (Resource 1190)	944,573	699,157	699,157	323,373
Interfund Transfer to:				
Resource 4130	678,000	0	0	0
Resource 6100	250,000	1,500,000	1,500,000	750,000
Total Expenditures	\$ 137,221,403	\$ 136,872,450	\$ 136,910,552	\$ 72,024,350
Revenues Over (Under) Expenditures	\$ (6,536,565)	\$ (2,245,889)	\$ (2,245,889)	\$ (11,412,353)
Beginning Fund Balance	13,342,484	6,805,919	6,805,919	6,805,919
Ending Fund Balance	\$ 6,805,919	\$ 4,560,030	\$ 4,560,030	\$ (4,606,434)
Ending Cash Balance				\$ 19,244,820

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2013**

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

Fund 12, Resource 1050 - Parking

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,297,564	\$ 2,594,061	\$ 2,594,061	\$ 1,161,631
Expenditures				
Classified Salaries	\$ 1,131,524	\$ 1,532,626	\$ 1,532,626	\$ 869,420
Employee Benefits	411,814	588,815	588,815	285,404
Materials & Supplies	45,336	49,000	51,289	21,489
Services	682,168	631,040	641,147	265,779
Capital Outlay	131,666	196,000	183,604	41,097
Total Expenditures	\$ 2,402,508	\$ 2,997,481	\$ 2,997,481	\$ 1,483,189
Revenues Over (Under) Expenditures	\$ (104,944)	\$ (403,420)	\$ (403,420)	\$ (321,558)
Beginning Fund Balance	749,233	644,289	644,289	644,289
Ending Fund Balance	\$ 644,289	\$ 240,869	\$ 240,869	\$ 322,731
Ending Cash Balance				\$ 355,692

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2013**

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

Fund 12, Resource 1070 - Student Health Services

	Prior Year Actuals <u>7-1-11 to 6-30-12</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,257,695	\$ 1,325,872	\$ 1,325,872	\$ 719,637
Expenditures				
Academic Salaries	\$ 289,876	\$ 332,035	\$ 332,035	\$ 161,910
Classified Salaries	566,923	681,894	681,894	334,241
Employee Benefits	192,143	235,167	235,167	96,419
Materials & Supplies	93,844	106,305	106,305	28,580
Services	267,132	328,309	328,309	190,246
Capital Outlay	58,144	46,786	46,786	239
Total Expenditures	\$ 1,468,062	\$ 1,730,496	\$ 1,730,496	\$ 811,635
Revenues Over (Under) Expenditures	\$ (210,367)	\$ (404,624)	\$ (404,624)	\$ (91,998)
Beginning Fund Balance	2,170,456	1,960,089	1,960,089	1,960,089
Ending Fund Balance	\$ 1,960,089	\$ 1,555,465	\$ 1,555,465	\$ 1,868,091
Ending Cash Balance				\$ 1,828,980

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2013**

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

Fund 11, Resource 1080 - Community Education

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 583,386	\$ 657,416	\$ 657,416	\$ 249,801
Expenditures				
Academic Salaries	\$ 4,197	\$ 4,272	\$ 4,272	\$ 2,492
Classified Salaries	229,183	229,313	229,313	143,106
Employee Benefits	54,632	58,594	58,594	29,945
Materials & Supplies	1,634	2,300	2,300	792
Services	295,780	330,775	330,775	147,505
Total Expenditures	\$ 585,426	\$ 625,254	\$ 625,254	\$ 323,840
Revenues Over (Under) Expenditures	\$ (2,040)	\$ 32,162	\$ 32,162	\$ (74,039)
Beginning Fund Balance	(47,023)	(49,063)	(49,063)	(49,063)
Ending Fund Balance	\$ (49,063)	\$ (16,901)	\$ (16,901)	\$ (123,102)
Ending Cash Balance				\$ (118,783)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2013**

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

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 595,079	\$ 735,931	\$ 735,931	\$ 297,499
Intrafund Transfer from General Operating (Resource 1000)	730,982	0	0	0
Total Revenues	<u>\$ 1,326,061</u>	<u>\$ 735,931</u>	<u>\$ 735,931</u>	<u>\$ 297,499</u>
Expenditures				
Classified Salaries	\$ 318,013	\$ 262,398	\$ 262,398	\$ 144,920
Employee Benefits	129,965	110,605	110,605	52,881
Materials & Supplies	19,021	18,749	18,749	6,061
Services	344,453	343,600	343,600	154,821
Total Expenditures	<u>\$ 811,452</u>	<u>\$ 735,352</u>	<u>\$ 735,352</u>	<u>\$ 358,683</u>
Revenues Over (Under) Expenditures	\$ 514,609	\$ 579	\$ 579	\$ (61,184)
Beginning Fund Balance	<u>(784,316)</u>	<u>(269,707)</u>	<u>(269,707)</u>	<u>(269,707)</u>
Ending Fund Balance	<u>\$ (269,707)</u>	<u>\$ (269,128)</u>	<u>\$ (269,128)</u>	<u>\$ (330,891)</u>
Ending Cash Balance				<u>\$ (310,296)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2013**

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

Fund 11, Resource 1110 - Contractor-Operated Bookstore

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 573,266	\$ 689,092	\$ 689,092	\$ 239,764
Expenditures				
Services	\$ 43,920	\$ 43,920	\$ 43,920	\$ 10,969
Interfund Transfer to				
Food Services (Resource 3200)	323,129	441,414	441,414	220,707
Intrafund Transfer to				
General Operating (Resource 1000)	160,165	250,000	250,000	62,500
Total Expenditures	\$ 527,214	\$ 735,334	\$ 735,334	\$ 294,176
Revenues Over (Under) Expenditures	\$ 46,052	\$ (46,242)	\$ (46,242)	\$ (54,412)
Beginning Fund Balance	10,190	56,242	56,242	56,242
Ending Fund Balance	\$ 56,242	\$ 10,000	\$ 10,000	\$ 1,830
Ending Cash Balance				\$ 1,830

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2013**

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

Fund 12, Resource 1120 - Center for Social Justice and Civil Liberties

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 0	\$ 50,000	\$ 50,000	\$ 25,005
Expenditures				
Academic Salaries	\$ 0	\$ 11,000	\$ 11,000	\$ 5,554
Employee Benefits	0	533	533	269
Materials & Supplies	0	2,500	6,502	348
Services	0	35,967	31,965	4,985
Total Expenditures	\$ 0	\$ 50,000	\$ 50,000	\$ 11,156
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 13,849
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 13,849</u>
Ending Cash Balance				<u>\$ 13,849</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2013**

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

Fund 11, Resource 1170 - Customized Solutions

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 74,489	\$ 230,000	\$ 230,000	\$ 5,010
Expenditures				
Academic Salaries	\$ 17,436	\$ 0	\$ 0	\$ 0
Classified Salaries	4,322	59,603	59,603	17,474
Employee Benefits	4,068	26,175	26,175	6,173
Materials & Supplies	1,865	9,600	9,600	0
Services	27,788	116,401	116,401	9,492
Total Expenditures	\$ 55,479	\$ 211,779	\$ 211,779	\$ 33,139
Revenues Over (Under) Expenditures	\$ 19,010	\$ 18,221	\$ 18,221	\$ (28,129)
Beginning Fund Balance	54,549	73,559	73,559	73,559
Ending Fund Balance	\$ 73,559	\$ 91,780	\$ 91,780	\$ 45,430
Ending Cash Balance				\$ 45,665

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2012**

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

Fund 12, Resource 1180 - Redevelopment Pass-Through

	Prior Year Actuals <u>7-1-11 to 6-30-12</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,355,113	\$ 1,423,300	\$ 1,423,300	\$ 763,693
Expenditures				
Services	\$ 574,795	\$ 350,604	\$ 350,604	\$ 226,686
Capital Outlay	4,020,531	3,321,363	3,321,363	53,914
Total Expenditures	\$ 4,595,326	\$ 3,671,967	\$ 3,671,967	\$ 280,600
Revenues Over (Under) Expenditures	\$ (3,240,213)	\$ (2,248,667)	\$ (2,248,667)	\$ 483,093
Beginning Fund Balance	9,407,665	6,167,452	6,167,452	6,167,452
Ending Fund Balance	<u>\$ 6,167,452</u>	<u>\$ 3,918,785</u>	<u>\$ 3,918,785</u>	<u>\$ 6,650,545</u>
Ending Cash Balance				<u>\$ 6,503,551</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2013**

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

Fund 12, Resource 1190 - Grants and Categorical Programs

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 20,609,768	\$ 31,217,754	\$ 31,780,973	\$ 10,851,070
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	897,223	874,302	874,302	437,151
For EOPS	97,313	0	0	0
For Federal Work Study	197,302	365,798	365,798	78,499
For Matriculation	524,050	334,599	334,599	167,300
For Middle College High School	91,144	103,002	103,002	51,501
For General Fund Backfill	0	52,411	52,411	0
Total Revenues	<u>\$ 22,416,800</u>	<u>\$ 32,947,866</u>	<u>\$ 33,511,085</u>	<u>\$ 11,585,521</u>
Expenditures				
Academic Salaries	\$ 3,939,937	\$ 4,258,878	\$ 4,390,416	\$ 2,336,592
Classified Salaries	7,120,950	7,860,093	8,448,886	4,559,696
Employee Benefits	3,515,537	3,759,939	4,035,117	1,886,263
Materials & Supplies	1,475,125	2,983,784	2,682,972	421,010
Services	4,160,592	8,143,549	7,912,693	1,639,961
Capital Outlay	1,448,459	3,780,936	3,902,084	670,444
Student Grants (Financial, Book, Meal, Transportation)	756,200	2,160,687	2,138,917	399,673
Total Expenditures	<u>\$ 22,416,800</u>	<u>\$ 32,947,866</u>	<u>\$ 33,511,085</u>	<u>\$ 11,913,639</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ (328,118)
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (328,118)</u>
Ending Cash Balance				<u>\$ (700,270)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2013**

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

Fund 32, Resource 3200 - Food Services

	Prior Year Actuals <u>7-1-11 to 6-30-12</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,790,321	\$ 1,859,153	\$ 1,859,153	\$ 867,586
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>323,129</u>	<u>441,414</u>	<u>441,414</u>	<u>220,707</u>
Total Revenues	<u>\$ 2,113,450</u>	<u>\$ 2,300,567</u>	<u>\$ 2,300,567</u>	<u>\$ 1,088,293</u>
Expenditures				
Classified Salaries	\$ 815,659	\$ 736,658	\$ 736,658	\$ 415,055
Employee Benefits	333,096	257,081	257,081	127,507
Materials & Supplies	838,126	856,926	856,926	428,435
Services	160,708	163,124	163,124	80,164
Capital Outlay	<u>14,702</u>	<u>7,000</u>	<u>7,000</u>	<u>586</u>
Total Expenditures	<u>\$ 2,162,291</u>	<u>\$ 2,020,789</u>	<u>\$ 2,020,789</u>	<u>\$ 1,051,747</u>
Revenues Over (Under) Expenditures	\$ (48,841)	\$ 279,778	\$ 279,778	\$ 36,546
Beginning Fund Balance	<u>58,473</u>	<u>9,632</u>	<u>9,632</u>	<u>9,632</u>
Ending Fund Balance	<u>\$ 9,632</u>	<u>\$ 289,410</u>	<u>\$ 289,410</u>	<u>\$ 46,178</u>
Ending Cash Balance				<u>\$ 39,013</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2013**

Child Care was established to manage the finances of the District's child care centers at all three colleges.

Fund 33, Resource 3300 - Child Care

	Prior Year Actuals <u>7-1-11 to 6-30-12</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,046,881	\$ 1,036,513	\$ 1,036,513	\$ 508,946
Expenditures				
Academic Salaries	\$ 601,845	\$ 591,573	\$ 591,573	\$ 296,779
Classified Salaries	142,656	148,905	148,905	55,467
Employee Benefits	134,576	163,403	163,403	61,817
Materials & Supplies	36,028	44,355	44,355	12,175
Services	80,740	86,225	86,225	22,347
Capital Outlay	13,971	10,000	10,000	505
Total Expenditures	\$ 1,009,816	\$ 1,044,461	\$ 1,044,461	\$ 449,090
Revenues Over (Under) Expenditures	\$ 37,065	\$ (7,948)	\$ (7,948)	\$ 59,856
Beginning Fund Balance	26,760	63,825	63,825	63,825
Ending Fund Balance	\$ 63,825	\$ 55,877	\$ 55,877	\$ 123,681
Ending Cash Balance				\$ 131,651

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2013**

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

Fund 41, Resource 4100 - State Construction & Scheduled Maintenance

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 12,940,526	\$ 12,882,075	\$ 12,882,075	\$ 467,716
Expenditures				
Capital Outlay	\$ 12,940,526	\$ 12,882,075	\$ 12,882,075	\$ 3,577,907
Total Expenditures	\$ 12,940,526	\$ 12,882,075	\$ 12,882,075	\$ 3,577,907
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ (3,110,191)
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ (3,110,191)
Ending Cash Balance				\$ (8,065,399)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2013**

La Sierra Capital is used to account for the revenues and expenses associated with the District's La Sierra Property.

Fund 41, Resource 4130 - La Sierra Capital

	Prior Year Actuals <u>7-1-11 to 6-30-12</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 34,587	\$ 20,000	\$ 20,000	\$ 11,038
Inter/Intrafund Transfer from				
General Operating (Resource 1000)	678,000	0	0	0
General Operating (Resource 1000)	555	0	0	0
Total Revenues	<u>\$ 713,142</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 11,038</u>
Expenditures				
Services	\$ (14,848)	\$ 2,593	\$ 2,593	\$ 2,575
Capital Outlay	128,192	5,908,936	5,908,936	0
Interfund Transfer to				
General Operating (Resource 1000)	1,615,982	2,000,000	2,000,000	0
Total Expenditures	<u>\$ 1,729,326</u>	<u>\$ 7,911,529</u>	<u>\$ 7,911,529</u>	<u>\$ 2,575</u>
Revenues Over (Under) Expenditures	\$ (1,016,184)	\$ (7,891,529)	\$ (7,891,529)	\$ 8,463
Beginning Fund Balance	<u>8,907,713</u>	<u>7,891,529</u>	<u>7,891,529</u>	<u>7,891,529</u>
Ending Fund Balance	<u>\$ 7,891,529</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,899,992</u>
Ending Cash Balance				<u><u>\$ 7,749,992</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2013**

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

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

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 245,575	\$ 490,284	\$ 490,284	\$ 189,737
Expenditures				
Classified Salaries	\$ 235,332	\$ 501,480	\$ 501,480	\$ 216,266
Employee Benefits	103,407	245,321	245,321	85,500
Materials & Supplies	24,695	0	0	0
Services	461,801	615,715	615,715	300,508
Capital Outlay	2,886,594	54,483,217	54,483,217	1,038,281
Total Expenditures	\$ 3,711,829	\$ 55,845,733	\$ 55,845,733	\$ 1,640,555
Revenues Over (Under) Expenditures	\$ (3,466,254)	\$ (55,355,449)	\$ (55,355,449)	\$ (1,450,818)
Beginning Fund Balance	32,708,389	29,242,135	29,242,135	29,242,135
Ending Fund Balance	\$ 29,242,135	\$ (26,113,314)	\$ (26,113,314)	\$ 27,791,317
Ending Cash Balance				\$ 27,973,879

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2013**

General Obligation Series 2010D Capital Appreciation Bonds were established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

Fund 41, Resource 4170 - General Obligation Bond Series 2010D Capital Appreciation Bonds

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget *	Year to Date Activity
Revenues	\$ 32,729	\$ 30,000	\$ 30,000	\$ 8,726
Expenditures				
Capital Outlay	\$ 524,072	\$ 5,522,051	\$ 5,522,051	\$ 780,524
Total Expenditures	\$ 524,072	\$ 5,522,051	\$ 5,522,051	\$ 780,524
Revenues Over (Under) Expenditures	\$ (491,343)	\$ (5,492,051)	\$ (5,492,051)	\$ (771,798)
Beginning Fund Balance	7,380,458	6,889,115	6,889,115	6,889,115
Ending Fund Balance	\$ 6,889,115	\$ 1,397,064	\$ 1,397,064	\$ 6,117,317
Ending Cash Balance				\$ 6,147,517

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2013**

General Obligation Series 2010D Build America Bonds were established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

Fund 41, Resource 4180 - General Obligation Bond Series 2010D Build America Bonds

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget*	Year to Date Activity
Revenues	\$ 319,173	\$ 300,000	\$ 1,200,000	\$ 62,405
Expenditures				
Academic Salaries	\$ 5,524	\$ 0	\$ 0	\$ 0
Classified Salaries	43,104	0	0	15,046
Employee Benefits	3,484	0	0	952
Materials & Supplies	145	0	0	635
Services	338,503	29,303	29,303	19,716
Capital Outlay	32,862,512	79,494,239	80,394,239	8,642,877
Total Expenditures	\$ 33,253,272	\$ 79,523,542	\$ 80,423,542	\$ 8,679,226
Revenues Over (Under) Expenditures	\$ (32,934,099)	\$ (79,223,542)	\$ (79,223,542)	\$ (8,616,821)
Beginning Fund Balance	83,078,092	50,143,993	50,143,993	50,143,993
Ending Fund Balance	\$ 50,143,993	\$ (29,079,549)	\$ (29,079,549)	\$ 41,527,172
Ending Cash Balance				\$ 41,809,194

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2013**

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

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

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,798,379	\$ 4,405,878	\$ 4,405,878	\$ 2,775,695
Interfund transfer from General Operating (Resource 1000)	250,000	1,500,000	1,500,000	750,000
Total Revenue	<u>\$ 5,048,379</u>	<u>\$ 5,905,878</u>	<u>\$ 5,905,878</u>	<u>\$ 3,525,695</u>
Expenditures				
Classified Salaries	\$ 113,758	\$ 171,185	\$ 171,185	\$ 91,323
Employee Benefits	53,178	79,219	79,219	33,938
Materials & Supplies	46,514	3,200	3,200	311
Services	5,377,355	5,512,300	5,509,544	4,633,136
Capital Outlay	422,814	2,597	5,353	2,596
Total Expenditures	<u>\$ 6,013,619</u>	<u>\$ 5,768,501</u>	<u>\$ 5,768,501</u>	<u>\$ 4,761,304</u>
Revenues Over (Under) Expenditures	\$ (965,240)	\$ 137,377	\$ 137,377	\$ (1,235,609)
Beginning Fund Balance	<u>2,110,632</u>	<u>1,145,392</u>	<u>1,145,392</u>	<u>1,145,392</u>
Ending Fund Balance	<u>\$ 1,145,392</u>	<u>\$ 1,282,769</u>	<u>\$ 1,282,769</u>	<u>\$ (90,217)</u>
Ending Cash Balance				<u>\$ 1,264,480</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2013**

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

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

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,681,849	\$ 2,333,098	\$ 2,333,098	\$ 1,295,821
Expenditures				
Classified Salaries	\$ 120,564	\$ 249,237	\$ 249,237	\$ 116,821
Employee Benefits	35,701	101,484	101,484	37,828
Materials & Supplies	4	300	300	342
Services	1,553,142	2,783,867	2,783,867	994,546
Capital Outlay	0	2,597	2,597	2,596
Total Expenditures	\$ 1,709,411	\$ 3,137,485	\$ 3,137,485	\$ 1,152,133
Revenues Over (Under) Expenditures	\$ (27,562)	\$ (804,387)	\$ (804,387)	\$ 143,688
Beginning Fund Balance	3,221,022	3,193,460	3,193,460	3,193,460
Ending Fund Balance	\$ 3,193,460	\$ 2,389,073	\$ 2,389,073	\$ 3,337,148
Ending Cash Balance				\$ 5,040,617

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2013**

Associated Students of RCCD is used to record the financial transactions of the student government, college clubs, and organizations of the District. Revenue includes student activity fees, interest income, payphone commissions and athletic ticket sales.

Associated Students of RCCD

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 614,011	\$ 650,000	\$ 650,000	\$ 352,512
Expenditures				
Materials & Supplies	\$ 759,958	\$ 734,213	\$ 734,213	\$ 354,434
Total Expenditures	\$ 759,958	\$ 734,213	\$ 734,213	\$ 354,434
Revenues Over (Under) Expenditures	\$ (145,947)	\$ (84,213)	\$ (84,213)	\$ (1,922)
Beginning Fund Balance	994,561	848,614	848,614	848,614
Ending Fund Balance	<u>\$ 848,614</u>	<u>\$ 764,401</u>	<u>\$ 764,401</u>	<u>\$ 846,692</u>
Ending Cash Balance				<u>\$ 2,015,250</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2013**

Student Financial Aid is used to record financial transactions for scholarships given to students from the Federal Pell and FSEOG Grant Programs as well as the State's Cal Grant Program.

Student Financial Aid

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 51,887,581	\$ 53,769,010	\$ 53,769,010	\$ 22,969,756
Expenditures				
Other				
Scholarships and Grant Reimbursements	\$ 51,887,581	\$ 53,769,010	\$ 53,769,010	\$ 22,697,355
Total Expenditures	\$ 51,887,581	\$ 53,769,010	\$ 53,769,010	\$ 22,697,355
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 272,401
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ 272,401
Ending Cash Balance				\$ 402,975

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2013**

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

RCCD Development Corporation

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 10	\$ 0	\$ 0	\$ 5
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 20
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 20
Revenues Over (Under) Expenditures	\$ 10	\$ 0	\$ 0	\$ (15)
Beginning Fund Balance	16,222	16,232	16,232	16,232
Ending Fund Balance	\$ 16,232	\$ 16,232	\$ 16,232	\$ 16,217
Ending Cash Balance				\$ 16,217

[e-board](#) › [Agenda Item](#)[Agenda Item](#)

Agenda Item (VIII-C-1)

Meeting	2/19/2013 - Regular
Agenda Item	Committee - Planning and Operations (VIII-C-1)
Subject	Norco College 2013-2018 Strategic Plan
College/District	Norco
Funding	N/A
Recommended Action	It is recommended the Board of Trustees approve the Norco College 2013-2018 Strategic Plan.

Background Narrative:

Presented for the Board's review and consideration is the Norco College 2013-2018 Strategic Plan. Through a collaborative process of dialogue, discussion, and analysis Norco College began a review and revision of its Strategic Plan 2008-2012 in the spring of 2012. Led by the Institutional Strategic Planning Council (ISPC), the process included a review and revision of the College Mission and Vision, Strategic Goals and Objectives, and Core Commitments. The document serves to detail the fundamental components that have defined and continue to direct the Strategic Plan and Process of Norco College through 2018.

Prepared By: Paul Parnell, President, Norco College
Diane Dieckmeyer, Vice President, Academic Affairs

Attachments:

[Norco Strategic Plan 2013-2018](#)

NORCO
COLLEGE

**STRATEGIC PLAN
AND PROCESS
2013 - 2018**



MESSAGE FROM THE PRESIDENT



Following, you will find the Norco College Strategic Plan and Process for 2013-18. Preparation was an inclusive process with input for each component of the plan from faculty, staff, students, administrators, and community members which formed its foundation. The work of the Institutional Strategic Planning Council, under the guidance of co-chairs Dr. Diane Dieckmeyer and Dr. Gail Zwart, was invaluable in the completion of this publication and their efforts are greatly appreciated. The ISPC members are:

Andy Aldasoro	Joe Eckstein
Greg Aycock	Monica Green
Melissa Bader	Mark Lewis
David Bobbitt	Jason Rey
Celia Brockenbrough	Jim Thomas
Sharon Crasnow	Jefferson Tiangco
Leona Crawford	Deborah Tompsett-Makin
Mark DeAsis	Shaunna Winn (ASNC rep)
Debbie DiThomas	

Ongoing strategic planning includes our core commitments, revised mission statement, and the vision of Norco College. Clear goals direct us toward improving student access, increasing student persistence and success, enhancing the quality of student life, strengthening our academic programs and learning environment to meet student and community needs, and institutional effectiveness. The objectives support the goals and lay out the milestones to achieve our goals. Our collective actions will be driven by our commitments, values, goals and objectives.

This document compels Norco College faculty, staff, and administration to use our planning process as a guide to our work. We are fully committed to this ongoing, inclusive planning process. It will be critical to implementing our redefined goals to accomplish our updated mission.

Our vision and mission will be fulfilled as we use this plan to guide us. I look forward to sharing the measurable results and celebrating our accomplishments following our plan.

A handwritten signature in black ink that reads "Paul Parnell". The signature is written in a cursive, flowing style.

Paul Parnell, Ph.D.
President

EXECUTIVE SUMMARY

Through a collaborative process of dialogue, discussion, and analysis Norco College began a review and revision of its Strategic Plan and Process 2008-2012 in the spring of 2012. Led by the Institutional Strategic Planning Council (ISPC), the process included a review and revision of the College Mission and Vision statements as well as its Strategic Goals and Objectives, which also reflect the Goals and Objectives of the Norco College Educational Master Plan 2008-2012. Lastly, as part of the process, the Core Commitments were reviewed and reaffirmed.

The mission statement was approved by the Committee of the Whole (COTW) in May 2012 and approved by the Board of Trustees in August 2012. The Vision Statement and Strategic Goals and Objectives were approved by the COTW in September 2012 and October 2012, respectively, with the entire document being approved by the Board of Trustees in February 2013.

Built upon the previous work of the College, this document represents the culmination of a revised Strategic Plan and Process for 2013-2018 that is reflective of the faculty, staff, administration, community, and students of Norco College. Many of the challenges and opportunities that the College faces in the next five years are highlighted in the Strategic Goals and Objectives with a commitment to the important work to be accomplished in the upcoming years.

The Norco College Strategic Plan and Process 2013-2018 also aligns with current Riverside Community College District standards, and statewide initiatives and mandates such as those found within the Student Success Act of 2012. Likewise, it demonstrates responsiveness to the findings obtained by the strengths, weaknesses, opportunities, and threats analysis performed by the Institutional Strategic Planning Council.

The Strategic Plan and Process 2013-2018 crystallizes the key planning processes and strategies of Norco College: the Core Commitments, the Mission, and the Vision. These cornerstone elements, along with our committee structure and processes for program review, learning outcomes, resource allocation, and institutional planning and assessment will provide direction to the College as it continues to remain committed to student success in the future.

This document serves to detail the fundamental components that have defined and continue to direct the Strategic Plan and Process of Norco College through 2018.

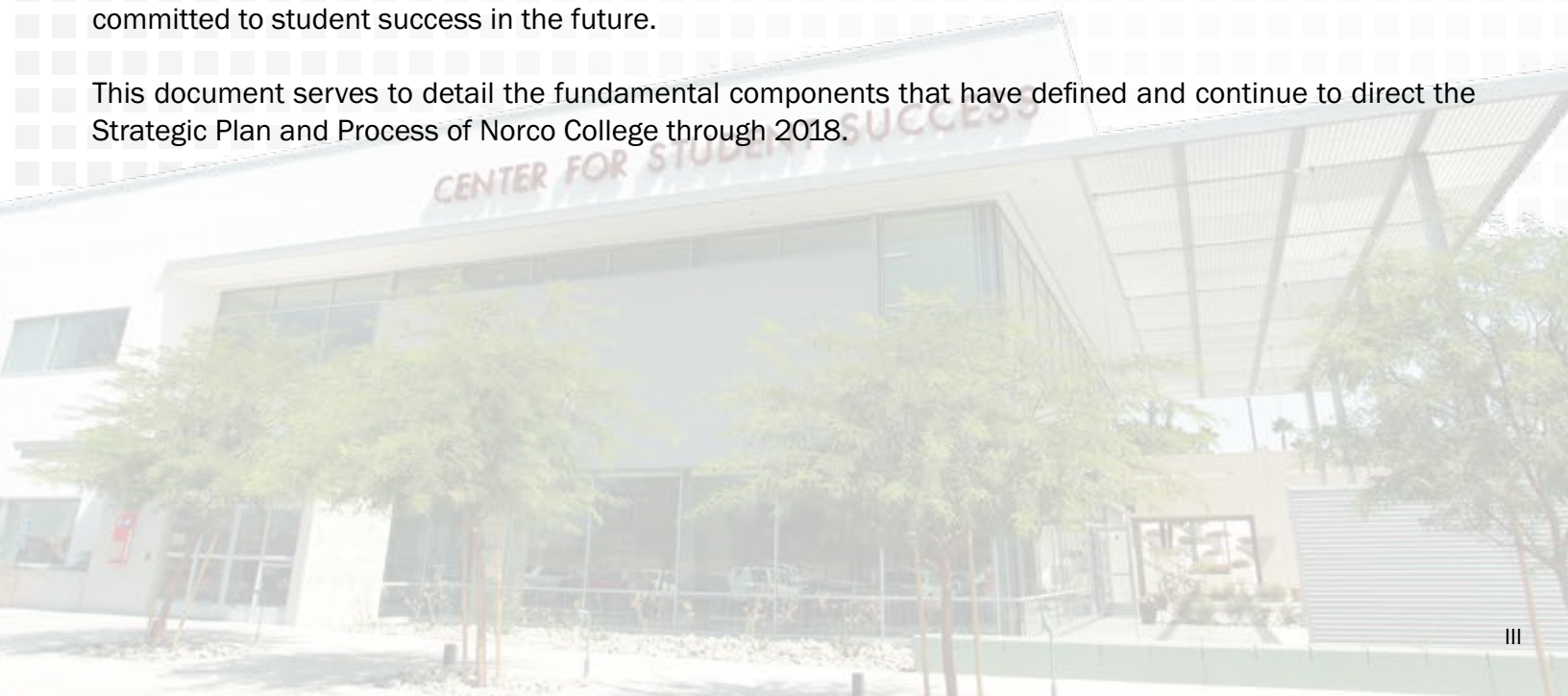


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I. INTRODUCTIONS



NORCO COLLEGE

Norco College is a two-year public institution of higher education, one of three colleges in the Riverside Community College District (RCCD). The Norco College campus is located approximately forty miles east of Los Angeles in the city of Norco in Riverside County, California. Established as a campus in 1991, Norco College was granted accreditation by the Accrediting Commission for Community and Junior Colleges (ACCJC) in January 2010 and is the 112th college of the California Community College system.

Norco College provides a comprehensive transfer program for students wishing to transfer to a four-year university. In addition to transfer preparation, Norco College provides career readiness and workforce development through innovative academic programs aligned with industry

needs. Norco College strategically leverages external grants and resources in numerous areas including Simulation and Gaming, Multimedia, and STEM fields. As the host of the National Science Foundation (NSF) National Center for Supply Chain Technology Education, Norco College is strategically positioned as a national leader of logistics in community college education.

Norco College is governed by the RCCD Board of Trustees, a five member Board elected for four-year terms by the voters of Riverside Community College District. The College offers over 40 CTE certificates and over 45 associate degree options. New certificates and/or degree options are regularly added to meet the diverse needs of Norco College's students and community.

THE STUDENTS

During the 2011-2012 year, 87.8% of Norco College's approximately 13,323 students came from 29 communities in the greater Riverside County area. The remaining 12.2% of the student population came from dozens of other inland communities at rates ranging from <0.1% to 2.4% of the total student body.

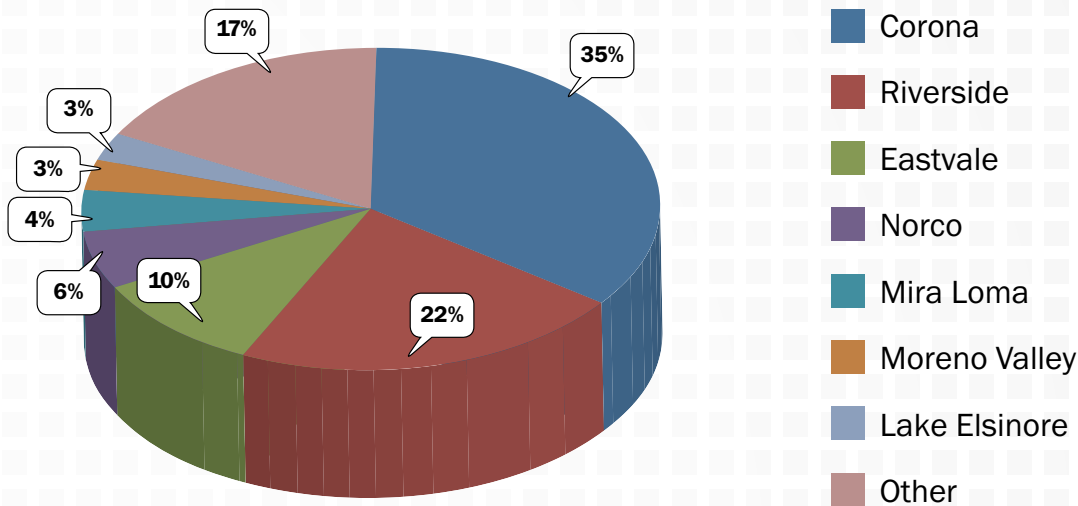


DEGREES AND CERTIFICATES 2011-12

- 614 degrees
- 396 certificates

*duplicated count, students can receive both a degree and a certificate.

NORCO COLLEGE ATTENDANCE CITIES 2011-2012



DEMOGRAPHIC DATA FOR NORCO COLLEGE

During the same Fall 2011 semester, the largest proportion of our student population identified themselves as:

GENDER

- Female- 54.5%
- Male- 45.0%
- Unknown- 0.5%

AGE

- Under 20- 31.2%
- 20 to 24- 39.7%
- 25 to 34- 17.7%
- 35 and over- 11.4%

STUDENT UNIT LOAD

- 6 or less: 45.7%
- 6 - 11.9: 36.7%
- 12 or above: 17.5%

ETHNICITY

- African American- 6.9%
- Asian- 9.2%
- Hispanic- 47.9%
- White- 28.5%
- Two or more races- 3.4%
- Other- 4.2%

EDUCATIONAL GOALS

- Transfer- 60.0%
- 2-Year Degree- 15.3%
- Career Advancement- 1.6%
- Vocational Certificate- 1.5%
- Undecided- 11.4%
- Other/Unknown- 10.2%

GUIDING FRAMEWORK

At Norco College the Core Commitments, Mission Statement, and Vision Statement drive every aspect of planning.

CORE COMMITMENTS – The College’s enduring set of values that guide the implementation of the plan. These are the most basic elements of the institution’s plan – the “truth’s held as self-evident” that emanate from the fundamental traditions and values that guide not only our institution’s plan, but its day-to-day decisions.

MISSION STATEMENT – The Mission Statement expresses what our College is, what it does; who it services; and how it is unique.

VISION STATEMENT – The Vision Statement is a brief statement that describes our College’s desired future state of being – where we would like to be in the future.

STRATEGIC GOALS AND OBJECTIVES – These are our College’s directions for change that provide indicators to measure our progress towards achieving our core commitments, mission and vision.



SHARED GOVERNANCE

Norco College has established a robust planning and decision-making process which includes the Academic Senate and its standing committees, as well as a number of other standing committees and councils, each with its own unique membership and purpose. Representation within committees and councils includes faculty, staff, administrators, and students who make significant contributions based on their particular areas of expertise and knowledge. Resource allocation decisions are vetted through the Academic Planning Council, the Student Services Planning Council, and the Business and Facilities Planning Council. In addition, we solicit input from a variety of community sources such as career and technical advisory groups, the Corona Norco Unified School District, local Chambers of Commerce, Kiwanis and Rotary clubs, the Norconian Foundation, and the President’s Advisory Group. The development of the Strategic Plan and Process 2013-2018 represents the collaboration of all college stakeholders.

STRATEGIC PLANNING PROCESS

In 2011, the College successfully reorganized its strategic planning process to accomplish several outcomes such as aligning the committee structure to the Accreditation standards, collapsing several committees with redundant purposes, and more fully integrating the Academic Senate into the planning process. Resource allocation continues to be fully integrated into college-wide planning through the program review and resource prioritization process.

MISSION, VISION, AND CORE COMMITMENTS

MISSION STATEMENT

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

VISION STATEMENT

Norco – creating opportunities to transform our students and community for the dynamic challenges of tomorrow.

CORE COMMITMENTS

Norco College is dedicated to following a set of enduring Core Commitments that guide it through changing times and give rise to our Vision, Mission, and Strategic Goals.

MUTUAL RESPECT

Belief in the personal dignity and full potential of every individual and in fostering positive human values in the classroom and in all interactions

COLLEGIALITY

Being a supportive community that is distinctive in its civility, where the views of each individual are respected, humor and enjoyment of work are encouraged, and success is celebrated

INCLUSIVENESS

Embracing diversity in all its forms – global as well as local – and creating a supportive climate that encourages a variety of perspectives and opinions

INNOVATION

Valuing creative solutions and continuing to seek inventive ways to improve instruction and service to students and to the community

QUALITY

Achieving excellence in the broad range of academic programs and services provided to students and to the community, fostering an environment of inquiry, learning and culture, and providing professional development opportunities for faculty and staff

INTEGRITY

Maintaining an open, honest, and ethical environment

ACCESS

Providing open admissions and comprehensive educational opportunities for all students

STUDENT SUCCESS

Being an institution that places high value on the academic and personal success of students in and outside of the classroom and where meeting student needs drives all decisions regarding educational programs and services

CIVIC ENGAGEMENT

Being fully engaged with the local community by listening to needs; establishing programs and partnerships to meet regional needs; forming alliances with other educational institutions to create a continuum of educational opportunities; and communicating information about Norco programs and services to the external community

ENVIRONMENTAL STEWARDSHIP

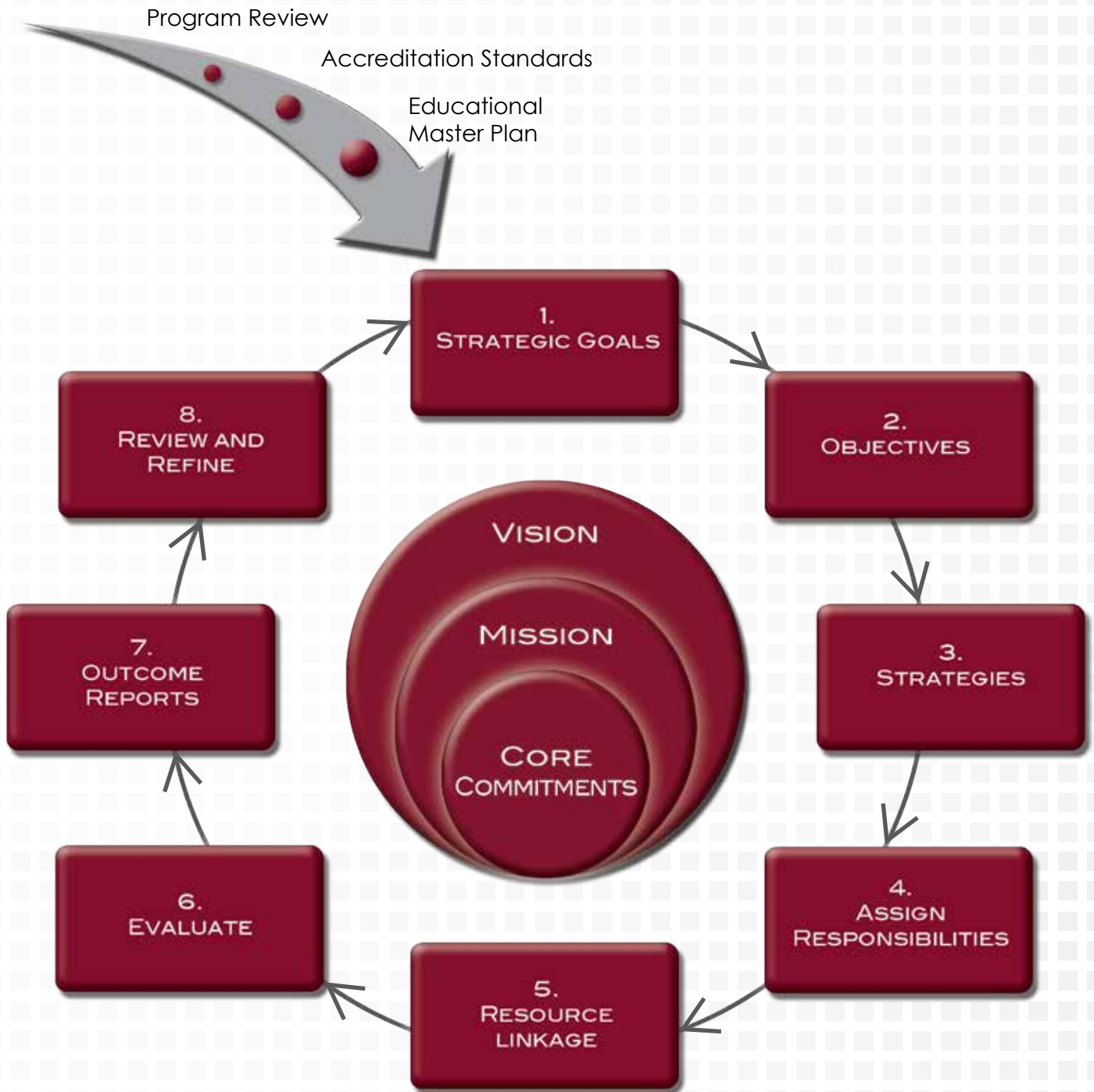
Being mindful of the impact we have on the environment, as individuals and as a community, and fostering environmental responsibility among students

II. STEPS IN THE STRATEGIC PLANNING CYCLE

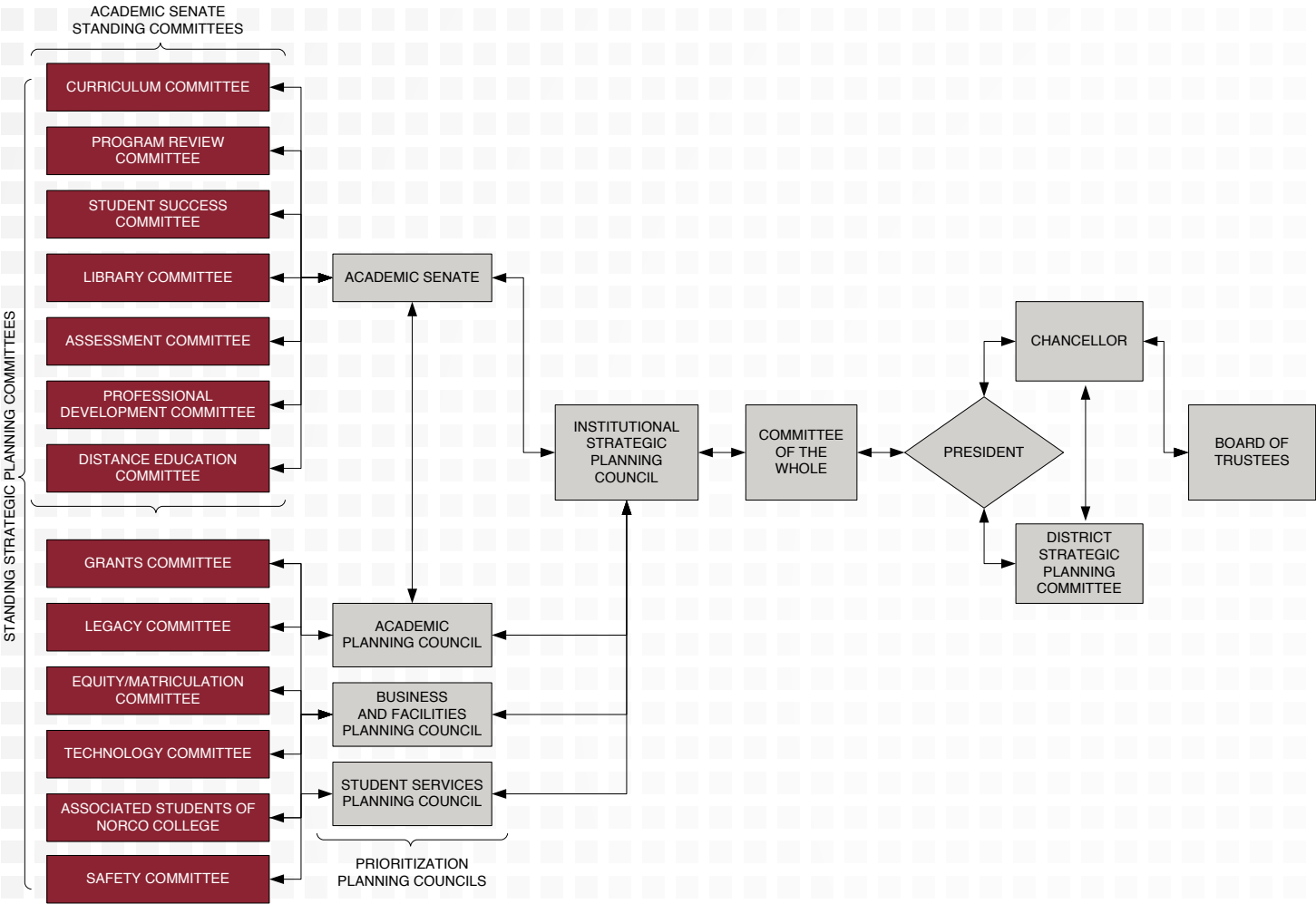
The College's Core Commitments, Mission, and Vision serve as the foundation of the Strategic Planning Process. The steps in the Strategic Planning Cycle arise from these key planning statements and are driven by the Educational Master Plan, Accreditation Self-Evaluation, and Program Review documents.

1. **STRATEGIC GOALS** are the primary directions in which Norco College will proceed in order to reflect its core commitments and to realize its vision and mission.
2. **OBJECTIVES** are measurable outcomes that move the institution toward realizing its goals. Because objectives are measurable, the raw numbers, percentages, and data associated with them can also be used to create "dashboard indicators" and provide a quick measure of progress toward the College's desired ends.
3. **STRATEGIES** are specific activities and initiatives that enable an institution to achieve its objectives. Long range strategies are derived from the Educational Master Plan, Accreditation Self - Evaluation, and Annual Program Review documents.
4. The Norco Institutional Strategic Planning Committee (ISPC) **ASSIGNS RESPONSIBILITIES** for the oversight and execution of objectives and strategies to the appropriate strategic planning committee or when necessary to a specific campus leader(s). The strategic planning councils establish criteria linking program review and the achievement of strategic goals to the prioritization of staffing and equipment needs. College shared governance processes are followed (see Norco College Prioritization Process and Strategic Planning Implementation Process) culminating in final recommendations that are determined by the College President.
5. **RESOURCE LINKAGE** ensures the sustainability of the planning process and the ability to accomplish strategies. Creating intentional linkages between resource allocation and planning demonstrates an institutional commitment to the process. Not all objectives and strategies require financial resources in order to be implemented. When financial resources are necessary, the Norco College President allocates resources based upon funding availability.
6. Norco College **EVALUATES** not only its progress toward achieving objectives and strategies, but also the effectiveness of the strategic planning process itself. The former is completed by the appropriate strategic planning subcommittee or responsible campus leader by means of measuring and assessing defined strategies and objectives (dashboard indicators).
 The latter is accomplished via surveys addressing the effectiveness of the process; these include the Annual Survey of Effectiveness of Planning Councils, the Annual Survey of Strategic Planning Committee Membership, the Bi-annual Accreditation Survey, and the Bi-annual Community College Survey of Student Engagement (CCSSE).
7. **OUTCOME REPORTS** analyze progress and identify areas of accomplishment and areas where continuous improvement is necessary. These reports include the Annual Progress Report on the Educational Master Plan and the Annual Program Review documents. The Annual Memorandum from the College President to the Committee of the Whole (COTW) provides feedback to the College.
8. **REVIEW AND REFINE** completes the planning cycle and demonstrates an institutional commitment to act upon data and stakeholder feedback. At the Annual Open Dialogue Session strategies and objectives are refined. The Annual Evaluation Report updates the College.

STRATEGIC PLANNING CYCLE



STRATEGIC PLANNING PROCESS



NORCO STRATEGIC PLANNING COMMITTEES

Each planning committee has a defined role and purpose. The committees are listed below:

ACADEMIC SENATE

Statement of Purpose

The Norco Academic Senate, composed of elected faculty representatives, makes recommendations to the College administration and to the Board of Trustees regarding academic and professional matters (defined by AB1725, Section 53200) and facilitates communication among faculty, students, administration, and the Board of Trustees in all matters related to community college education.

NORCO ASSESSMENT COMMITTEE

Statement of Purpose

The Norco Assessment Committee (NAC) is a standing committee of the Academic Senate, comprised of representatives from all academic departments as well as administrators with particular interest in or responsibility for learning outcomes assessment. The NAC formulates and helps to implement policy on all aspects of assessment at the College, including processes for gathering information on student learning and using data to improve courses, programs and institution-wide learning outcomes.

LEADERSHIP

Academic Co-Chair: Appointed by the Academic Senate

Administrative Co-Chair: Dean, Student Success

ASSOCIATED STUDENTS OF NORCO COLLEGE

Statement of Purpose

The Associated Students of Norco College (ASNC) is the official legislative body responsible for the establishment of an effective student government. The duties and responsibilities of the ASNC include, but are not limited to: recognizing the inherent rights and responsibilities of self-government; representing student interests, rights and concerns; sponsoring events; and stimulating student awareness and involvement in the many academic, cultural, social, and community opportunities available at Norco College. In addition, they provide college, local, and statewide representation for the Norco College student body.

LEADERSHIP

Full-time coordinator and advisor: Faculty Member

Elected Student President

CURRICULUM COMMITTEE

Statement of Purpose

The Curriculum Committee, a sub-committee of the Academic Senate, has two primary purposes: to review and approve new curriculum including new courses, course modifications, new programs and program modifications, and to review and approve the curriculum approval process. The College Curriculum Committee is the sole approving body for Norco College only curriculum. For district shared curriculum it has one vote in the district curriculum committee. The Curriculum Committee is also responsible for keeping abreast with state mandated curriculum changes and reporting those changes to faculty. Committee members report on curriculum at their department meetings and solicit suggestions and recommendations when needed.

LEADERSHIP

Faculty Co-Chair: Appointed by the Academic Senate

Administrative Co-Chair: Vice President, Academic Affairs

EQUITY/MATRICULATION COMMITTEE

Statement of Purpose

The purpose of the Equity/Matriculation Committee is to lead innovative campus initiatives, projects, and services to support student access, equity, and success. Matriculation brings the student and Norco College into an agreement regarding the student's educational goal. Student equity brings the concept of "community" drawing from E. Grady Bogue, in "An Agenda of Common Caring: The Call for Community in Higher Education." This "Call for Community" states, *"The concept of community is central to our colleges and universities for the lessons that may be gained in the pursuit of community. Colleges and universities exist for purposes beyond developing knowledge and skill in our students. They are also sanctuaries of our personal and civic values, incubators of intellect and integrity. A collegiate community must be more than a collection of buildings connected only by steam lines and fiber optic cables. It must be a set of relations that recognize and celebrate a shared vision of purpose and values."*

The purpose and values that drive the Equity/Matriculation Committee are evident in the Norco College Student Equity Plan and Matriculation Plan. This diverse group works collaboratively enabling Norco College's community of faculty and staff to ensure all students who attend this institution have the opportunity to achieve their educational goals in an environment that values who they are, where they come from, and what they aspire to become.

LEADERSHIP

Dean, Student Services

Dean, Special-Funded Programs

Matriculation Program Assistant

GRANTS COMMITTEE

Statement Of Purpose

The purpose of the Grants Advisory Committee is to identify grant opportunities that are aligned with the Norco College Educational Master Plan, college mission, and strategic goals and resource needs. The committee also informs the college community about existing grants, serves as a liaison between the RCCD Grants Office and Norco College, and provides local support for grant efforts to college staff, faculty, and administration.

LEADERSHIP

Faculty Co-Chair: Appointed by the Academic Senate

Administrative Co-Chair: Dean, Grants & College Support Programs

NORCO LEGACY

Statement of Purpose

Norco Legacy is a diverse group of colleagues that represents the Norco College family. We are building a culture of practices to promote inclusiveness, dialog, community, and harmony. As ambassadors of the College, we aspire to model and facilitate respectful interactions with an appreciation for diversity. In promoting, understanding, and valuing a diverse humanity, we address and embrace the relevant concerns and needs within our community. We respond to current issues as well as plan for the future by developing policy, programs, and activities.

LEADERSHIP

Faculty Co-Chair: Appointed by the Academic Senate

Administrative Co-Chairs:

Dean, Student Services

Assistant to the Coordinator, Upward Bound Program

LIBRARY COMMITTEE

Statement of Purpose

The purpose of the Library Advisory Committee is to offer counsel and advice on library services and library information resources. The committee also has as its purview the learning support services provided by the Instructional Media Center (IMC), and the Learning Resources Center (Tutorial Services; Math Lab; CIS Lab; and Writing and Reading Center).

LEADERSHIP

Faculty Co-Chair: Assistant Professor, Library Services

Administrative Co-Chair: Dean, Technology and Learning Resources

PROGRAM REVIEW COMMITTEE

Statement of Purpose

The purpose of this committee will be to review and accept the Norco College Comprehensive Instructional Program Reviews and the Annual Instructional Reviews and forward them to the District for posting to the web. The information from these Program Reviews will then be forwarded to and integrated into the College's Strategic Planning Processes.

LEADERSHIP

Faculty Co-Chair: Appointed by the Academic Senate

Administrative Co-Chair: Representative from the office of the Vice President of Academic Affairs

STUDENT SUCCESS COMMITTEE

Statement of Purpose

Through the integrated efforts of academic and student services, the Norco College Student Success Committee supports students in achieving their educational goals by responding to evolving academic needs, implementing student success initiatives, and analyzing resulting data to share findings with the college community.

LEADERSHIP

Faculty Co-Chair: Appointed by the Academic Senate

Administrative Co-Chair: Dean of Student Success

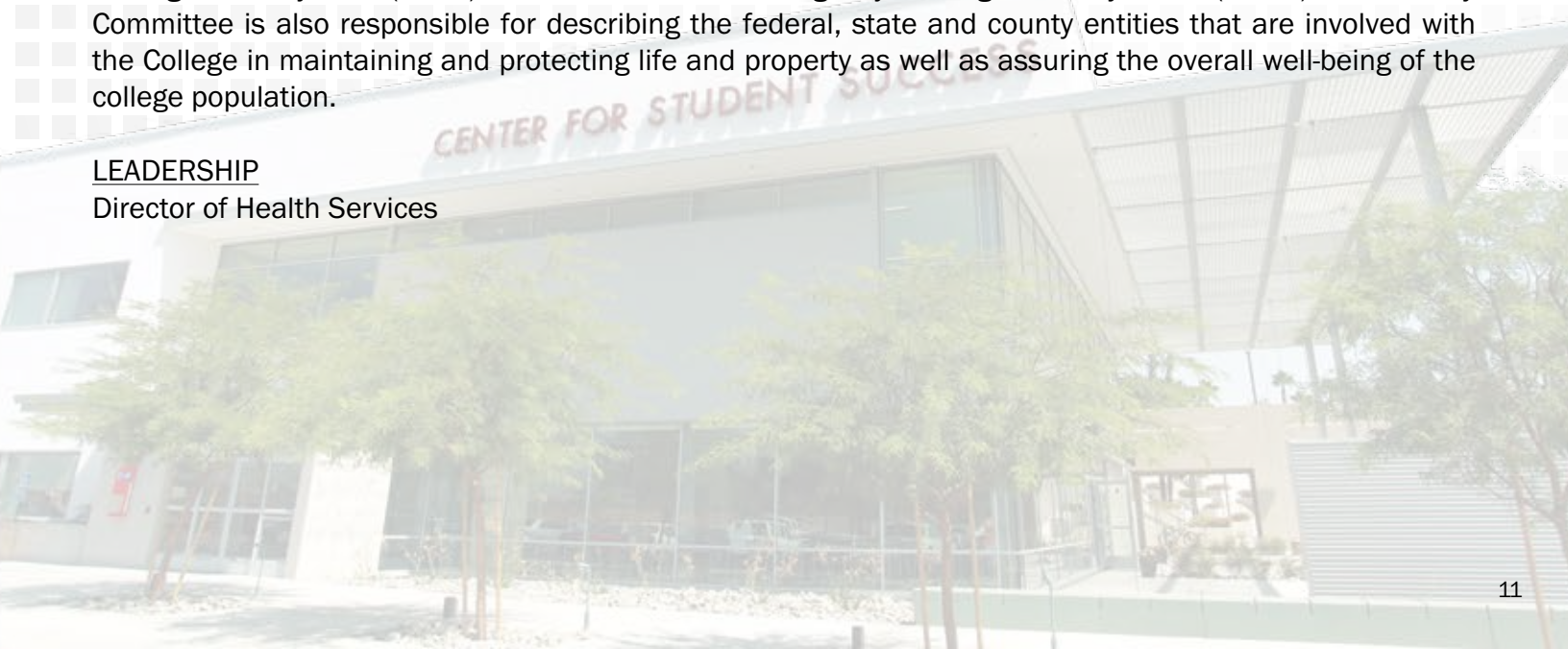
SAFETY COMMITTEE

Statement of Purpose

The Safety Committee addresses Norco College's planned response to emergencies associated with natural disasters as well as man-made or technological incidents. It provides an overview of operational concepts, identifies components of the College's emergency management organization within the National Incident Management System (NIMS) and Standardized Emergency Management Systems (SEMS). The Safety Committee is also responsible for describing the federal, state and county entities that are involved with the College in maintaining and protecting life and property as well as assuring the overall well-being of the college population.

LEADERSHIP

Director of Health Services



TECHNOLOGY COMMITTEE

Statement of Purpose

The Norco College Technology Committee provides recommendations for the strategic direction, implementation and sustainability of technology resources throughout the College used to support student learning programs and services and improve institutional effectiveness consistent with the College's mission.

LEADERSHIP

Dean of Technology and Learning Resources

Staff Member

PRESIDENT'S COMMUNITY ADVISORY GROUP

External input is provided to the College President by the President's Community Advisory Group. This connection also serves to keep the community apprised of the state of the college.

Statement of Purpose

The Norco College President's Community Advisory Group was established as a community based interest group designed to advise and assist Norco College in developing outreach projects and activities that mutually meet the needs of the College and the cities of Norco, Corona, and Eastvale for a broader based linkages, involvement and participation.

MEMBERSHIP

The Community Advisory Group includes representatives from the communities of Norco, Corona, and Eastvale in business and municipal leadership and, in the fall of 2012, merged with the President's Advisory Council. The group reflects the diversity of the Norco, Corona, and Eastvale communities and student body.

PROFESSIONAL DEVELOPMENT COMMITTEE

Statement of Purpose

The Norco Professional Development Committee offers ongoing opportunities to improve, develop and expand the skills and practices of faculty and staff who promote students' ability to achieve their educational goals.

LEADERSHIP

Faculty Co-Chair: Professional Development Coordinator

Administrative: Dean of Instruction

DISTANCE EDUCATION COMMITTEE

Statement of Purpose

The Distance Education Committee develops guidelines for distance education courses and recommends to the Senate policies and procedures for distance education training of faculty and students. The committee advises strategic planning committees on institutional needs and best practices for distance education.

LEADERSHIP

Faculty Co-Chair: Appointed by the Senate

Administrative: Dean of Instruction



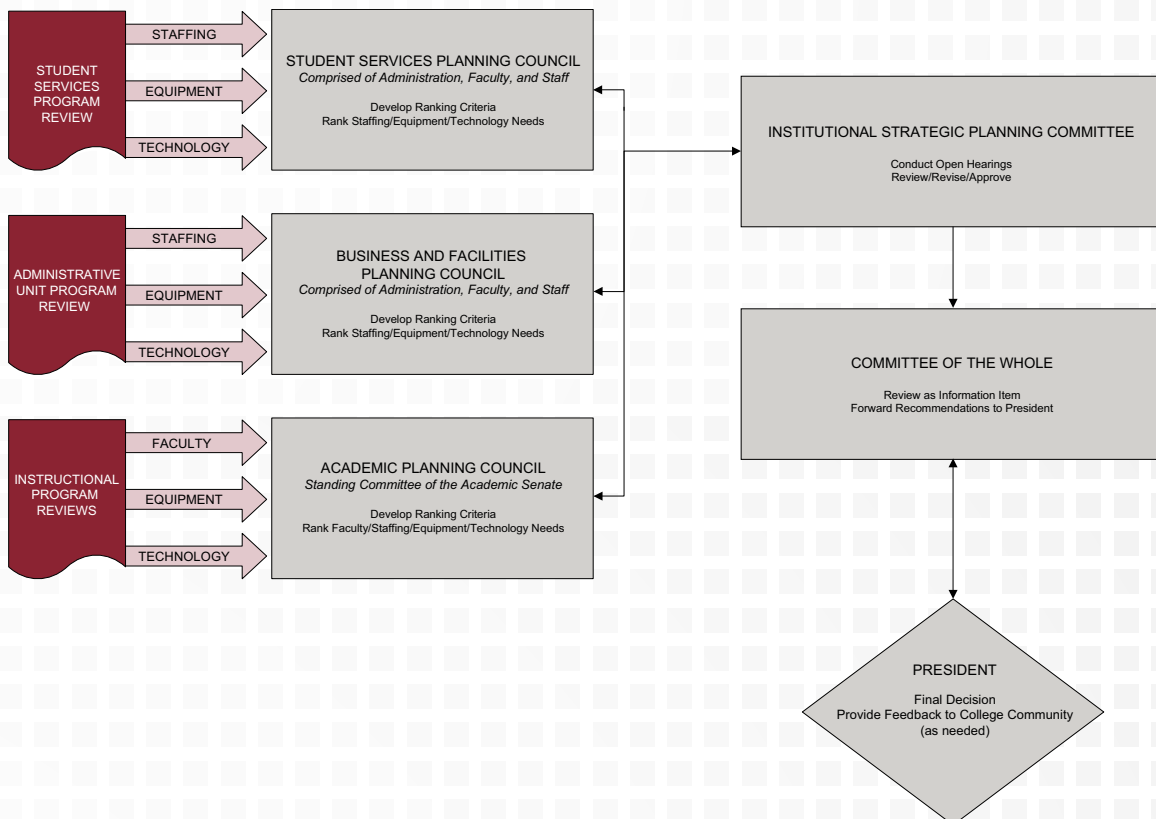
NORCO COLLEGE PRIORITIZATION PROCESS

The Business and Facilities Planning Council, Academic Planning Council, and Student Services Planning Council exist to provide additional leadership and support to the planning committees. Each of these councils provides direction for long-term planning needs, operational needs, and special initiatives in their respective areas. In addition, the resource requests generated through the program review process are systematically prioritized annually within these councils. Each council ranks staffing, equipment, and technology requests through the use of a criteria developed by that particular council. Prioritized lists are then submitted for approval to the Institutional Strategic Planning Council, followed by the Committee of the Whole, which ultimately forwards the ranked lists to the President as a recommendation.

The prioritization of staffing and equipment needs is accomplished on an annual basis utilizing three Planning Councils: the Academic Planning Council, the Student Services Planning Council, and the Business and Facilities Planning Council.

Staffing and equipment needs are identified in the Annual Program Review document. Each Planning Council develops a set of criteria for ranking requested staff and equipment. These criteria serve to link resource allocation to the program review process and to the Mission and Goals of Strategic Planning. (See examples in Appendix A-C.)

Prioritized lists developed by the Planning Councils are brought to the Institutional Strategic Planning Council for discussion, review and revision before being forwarded to the Committee of the Whole for open hearing, and ultimately the President.



INSTITUTIONAL STRATEGIC PLANNING COUNCIL

ISPC is the main coordinating body for all strategic planning at Norco College. The ISPC's purpose is to ensure that all phases of planning and resource allocation at the College emanate from program review, have improvement of student learning as the highest priority, and are driven by the College Mission and the Educational Master Plan.

LEADERSHIP

Faculty Co-Chair: Elected by the ISPC

Administrative Co-Chair: Vice President of Academic Affairs

MEMBERSHIP

Academic Senate President

Chair of Chairs (APC)

VP Student Services

VP Academic Affairs

VP Business Services

Dean of Student Success

CTE Faculty and Grant Advisory Representative

CTE Faculty

Faculty Representative to the District Enrollment Management Task Force

Basic Skills Faculty Member

Library Faculty Member

ASNC Representative

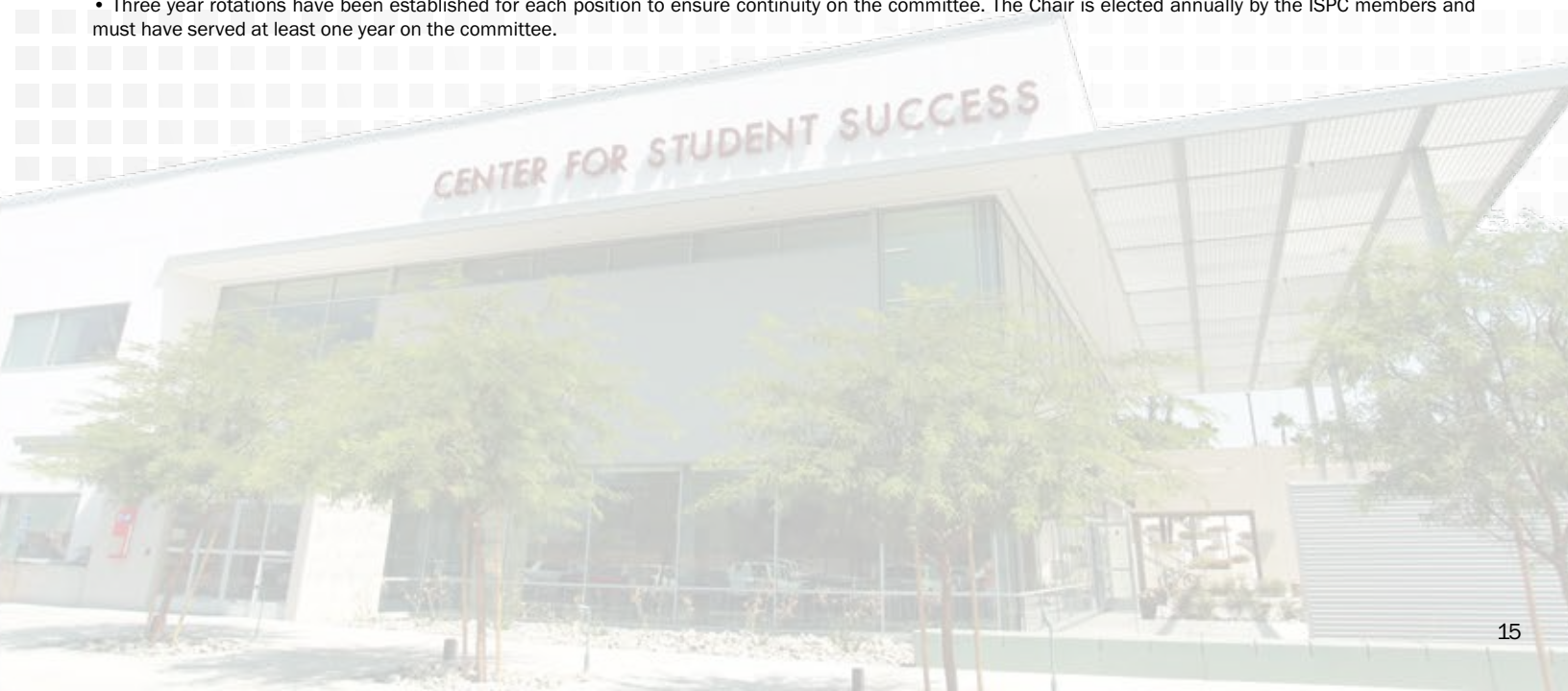
Dean, Admissions and Records

Staff Members (3)

Transfer Faculty Member

At-Large Faculty Member nominated by and elected by the faculty as a whole

- Three year rotations have been established for each position to ensure continuity on the committee. The Chair is elected annually by the ISPC members and must have served at least one year on the committee.



BUSINESS AND FACILITIES PLANNING COUNCIL

Statement of Purpose

The Business and Facilities Planning Council (BFPC) is a standing committee and is part of the college strategic planning process. The BFPC is comprised of faculty, staff, students and administrators. The BFPC recommends budgeting of additional funds as they become available as well as budget cuts when necessary. The BFPC recommendations go to the ISPC for approval before being forwarded to the President of the College.

LEADERSHIP

Faculty Co-Chair: Appointed by the Academic Senate

Administrative Co-Chair: Vice President, Business Services

MEMBERSHIP

CSEA Representative

Vice President, Academic Affairs

Vice President, Student Services

Faculty Member

Senator of Relations, ASNC

Director, Facilities

Dean, Technology and Learning Resources

Associate Dean, Grants and College Support Programs

Maintenance and Operations Staff Member

Faculty Member

Project Director, National Center for Supply Chain Technology Education

Administrative Assistant, VPBS office

ACADEMIC PLANNING COUNCIL

Statement of Purpose

The Academic Planning Council (APC) is a standing committee of the Academic Senate, comprised of faculty chairs, co-chairs, and assistant chairs. The APC serves in an advisory capacity to College administrators on matters concerning faculty hiring, budget planning, capital expenditures, course scheduling and staffing, and program development.

LEADERSHIP

Administrative Co-Chair: Dean of Instruction

Faculty Co-Chair: Voted by APC members

MEMBERSHIP

Department Chairs And Co-Chairs

STUDENT SERVICES PLANNING COUNCIL

Statement of Purpose

Guided by the College Mission, the Student Services Planning Council is a representative group of student services professionals that produces data-driven recommendations to increase the effectiveness of student services programs. The primary task of the Student Services Planning Council is to provide guidance to administrative decision-makers by developing criteria for ranking staffing and equipment requests generated through program reviews and to rank the requests in accordance with the adopted criteria.

LEADERSHIP

Vice President, Student Services

MEMBERSHIP

Dean, Special Funded Programs
Matriculation Program Assistant
Program Director, Student Support Services
Dean, Admissions and Records
Director, Student Financial Services
Administrative Assistant, Student Services
Assistant Dean, CalWORKs & Special Funded Programs
Faculty, Counseling
Faculty Coordinator, Student Activities

COMMITTEE OF THE WHOLE

The Committee of the Whole (COTW) provides all college stakeholders with the opportunity to have input, dialogue, and a voting presence to approve/disapprove matters affecting the entire college.

LEADERSHIP

Faculty Co-Chair: Co-Chair of ISPC
Administrative Co-Chair: Vice President of Academic Affairs

MEMBERSHIP

All faculty, staff and administrative personnel are members of the committee, along with officially designated representatives of the College's student governing body. In addition, Norco College students are encouraged and welcome to attend meetings.

RESOURCE LINKAGE

Prioritized lists, proposals, evaluations, and reports approved by the Committee of the Whole (COTW) are forwarded to the President for final decisions, resource allocation, and action. The President makes final decisions regarding requests and recommendations received from the Committee of the Whole. Based on the Board of Trustees' approval of the budget, and the Chancellor's notification of the College's allocation, the President determines final priorities and plans resource allocation guided by the core commitments, mission, and vision with full consideration given to the College's strategic goals. The recommendations of the President are then forwarded to the Chancellor or the District Strategic Planning Committee. The decision making at the level of the planning councils, committees, and the office of the President ensures the linkage between resource allocation, strategic planning, and program review.

EVALUATE, REPORT, REVIEW, REFINE

Formal feedback on resource allocation decisions made by the President is provided to the institution in the form of an annual memo from the President to the entire college community. This communique formally explains the rationale for the President's decisions regarding resources. The decision-making process is thereby made transparent.

Evaluation and feedback regarding the process itself occurs:

- On an annual basis by means of the
 - o Survey of the Committee of the Whole
 - o Evaluation of Effectiveness of the Planning Councils
- And on a longer-range bi-annual basis by means of the
 - o Accreditation Survey (obtaining feedback from faculty, staff, and students regarding the College's success at achieving Accreditation standards)
 - o The Community College Survey of Student Engagement (CCSSE) (obtaining feedback from students and faculty regarding student engagement, campus climate, and satisfaction)

The Annual Open Dialogue Session serves as a venue to assess our specific strategies and objectives and to refine and revise them as appropriate.

Synthesis of the Open Dialogue Session and the follow-up Annual Report on Evaluation of Effectiveness offer formal feedback and is provided to the COTW and campus community.

STRATEGIC PLANNING TIMELINE



FALL

- Annual Report Evaluation of Effectiveness
- Planning Councils prioritize staffing and equipment requests
- Bi-annual Accreditation Survey
- Executive Summary Report of Open Dialogue
- Report of Resource Allocation
- Annual Progress Report on Institutional Goals
- Annual Grant Status Report
- Annual Survey of Councils' Prioritization Process
- Annual Evaluations of Senate and Senate Standing Committees



SPRING

- Survey of COTW
- Annual Open Dialogue Session
- Bi-Annual College Survey of Student Engagement (CCSSE)
- Evaluation of Effectiveness of Strategic Planning Committees/Councils
- Memorandum from College President
- Annual Instructional Program Reviews Submitted (Comp P.R. on four-year rotation)



SUMMER

- Administrative and Student Services Program Reviews submitted



III. STRATEGIC GOALS AND OBJECTIVES

The goals and objectives provide indicators to measure our progress towards achieving our core commitments, mission, and vision. Our commitment to upholding accreditation standards, and our mission to “encourage an inclusive, innovative approach to learning” is integrated throughout each goal. The goals and objectives are also aligned with the strategic planning structure of the College.

*In some instances, objectives reflect the gathering of initial baseline data.

Norco College’s Overarching Goals:

- Goal 1: Increase Student Achievement and Success
- Goal 2: Improve the Quality of Student Life
- Goal 3: Increase Student Access
- Goal 4: Create Effective Community Partnerships
- Goal 5: Strengthen Student Learning
- Goal 6: Demonstrate Effective Planning Processes
- Goal 7: Strengthen our Commitment to our Employees

GOALS:

1. INCREASE STUDENT ACHIEVEMENT AND SUCCESS

Measures of achievement and success vary according to the educational goals of students. Together, achievement and success include completion of certificates, degrees and transfer as well as persistence, retention and the progress made towards one’s goals.

Objectives:

1. Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).
2. Improve transfer rate by 10% over 5 years.
3. Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.
4. Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).
5. Increase completion rate of degrees and certificates over 6 years.
6. Increase success and retention rates.
7. Increase percentage of students who complete 15 units, 30 units, 60 units.
8. Increase the percentage of students who begin addressing basic skills needs in their first year.
9. Decrease the success gap of students in online courses as compared to face-to-face instruction.
10. Increase course completion, certificate and degree completion, and transfer rates of under-represented students.

2. IMPROVE THE QUALITY OF STUDENT LIFE

The quality of student life will increase as students actively engage in learning, participate in college events, and utilize student support services in a climate that is inclusive, safe and welcoming.

Objectives:

1. Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).
2. Increase frequency of student participation in co-curricular activities.
3. Increase student satisfaction and importance ratings for student support services.
4. Increase the percentage of students who consider the college environment to be inclusive.
5. Decrease the percentage of students who experience unfair treatment based on diversity-related characteristics.
6. Increase current students' awareness about college resources dedicated to student success.

3. INCREASE STUDENT ACCESS

Norco College conceives of increasing access as another means by which we support students in their pursuit of a specific educational goal. Through careful enrollment management and strategic planning, providing counseling services, and responding to the needs of our community we will increase access to programs and services necessary to the success of our students.

Objectives:

1. Increase percentage of students who declare an educational goal.
2. Increase percentage of new students who develop an educational plan.
3. Increase percentage of continuing students who develop an educational plan.
4. Insure the distribution of our student population is reflective of the communities we serve.
5. Reduce scheduling conflicts that negatively impact student completion of degrees and programs.



4. CREATE EFFECTIVE COMMUNITY PARTNERSHIPS

Norco College is committed to establishing effective partnerships with the community that will benefit our students through increased scholarships, internships, and job opportunities. We also serve our community by providing relevant academic and career and technical programs that equip our students for the future.

Objectives:

1. Increase the number of students who participate in summer bridge programs or boot camps.
2. Increase the number of industry partners who participate in industry advisory council activities.
3. Increase the number of dollars available through scholarships for Norco College students.
4. Increase institutional awareness of partnerships, internships, and job opportunities established with business and industry.
5. Continue the success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of students who are able to access courses; number of college units taken).
6. Increase community partnerships.
7. Increase institutional awareness of community partnerships.
8. Increase external funding sources which support college programs and initiatives.

5. STRENGTHEN STUDENT LEARNING

Through systematic and authentic assessment of courses, programs, and service areas Norco College will improve its practices and strengthen student learning.

Objectives:

1. 100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.
2. Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.
3. Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.
4. Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.
5. Increase the number of faculty development workshops focusing on pedagogy each academic year.

6. DEMONSTRATE EFFECTIVE PLANNING PROCESSES

Norco College demonstrates effective planning by following an integrated planning model based on actionable data, transparent dialogue, and systematic processes.

Objectives:

1. Increase the use of data to enhance effective enrollment management strategies.
2. Systematically assess the effectiveness of strategic planning committees and councils.
3. Ensure that resource allocation is tied to planning.
4. Institutionalize the current Technology Plan.
5. Revise the Facilities Master Plan.

7. STRENGTHEN OUR COMMITMENT TO OUR EMPLOYEES

Norco College demonstrates commitment to our employees through professional development, an inclusive environment, and programs focused on safety, health and wellness.

Objectives:

1. Provide professional development activities for all employees.
2. Increase the percentage of employees who consider the college environment to be inclusive.
3. Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.
4. Increase participation in events and celebrations related to inclusiveness.
5. Implement programs that support the safety, health, and wellness of our college community.



IV. REFERENCES

Riverside Community College District Master Plan:

<http://www.norcocollege.edu/about/president/strategic-planning/Documents/PlanningDocs/AcademicMasterPlan2005.pdf>

Norco College Catalog

<http://www.norcocollege.edu/academics/Pages/College-Catalog.aspx>

Norco College Strategic Planning: Policy 2010-01

Policy and Procedures for Regular Evaluation of Integrated Institutional Planning, Budgeting and Decision-making Processes, April 2010.

[http://www.norcocollege.edu/about/president/strategic-planning/Documents/PlanningDocs/NSPC%20Policy%202010-01\(2\).pdf](http://www.norcocollege.edu/about/president/strategic-planning/Documents/PlanningDocs/NSPC%20Policy%202010-01(2).pdf)

Norco Prioritization Process, 2006.

Norco College Office of Student Success, College Profile.

WEBSITES:

Norco Strategic Planning

<http://www.norcocollege.edu/about/president/strategic-planning/>

Norco Strategic Planning Councils and Committees:

Institutional Strategic Planning Council:

<http://www.norcocollege.edu/about/president/strategic-planning/Pages/ispc.aspx>

Committee of the Whole:

<http://www.norcocollege.edu/about/president/strategic-planning/Pages/cotw.aspx>

Academic Planning Council:

<http://www.norcocollege.edu/about/president/strategic-planning/Pages/apc.aspx>

Academic Senate:

<http://www.norcocollege.edu/employees/faculty/Pages/Academic-Senate.aspx>

Assessment Committee:

<http://www.norcocollege.edu/about/president/strategic-planning/Pages/Assessment-Committee.aspx>

Business and Facilities Planning Council:

<http://www.norcocollege.edu/about/president/strategic-planning/Pages/Business-and-Facilities-Planning-Council.aspx>

Curriculum Committee:

<http://www.norcocollege.edu/about/president/strategic-planning/Pages/Curriculum-Committee.aspx>

Equity/Matriculation Committee:

<http://www.norcocollege.edu/about/president/strategic-planning/Pages/EquityMatriculation-Committee.aspx>

Grant Advisory Committee:

<http://www.norcocollege.edu/about/president/strategic-planning/Pages/Grant-Advisory-Committee.aspx>

Legacy Committee:

<http://www.norcocollege.edu/about/president/strategic-planning/Pages/Legacy-Committee.aspx>

Library Advisory Committee:

<http://www.norcocollege.edu/about/president/strategic-planning/Pages/Library-Advisory-Committee.aspx>

Program Review Committee:

<http://www.norcocollege.edu/about/president/strategic-planning/Pages/Program-Review-Committee.aspx>

Student Services Planning Council:

<http://www.norcocollege.edu/about/president/strategic-planning/Pages/Student-Services-Planning-Council.aspx>

Student Success Committee:

<http://www.norcocollege.edu/about/president/strategic-planning/Pages/Student-Success-Committee.aspx>

Technology Committee:

<http://www.norcocollege.edu/about/president/strategic-planning/Pages/Technology-Committee.aspx>

V. ACKNOWLEDGEMENTS

Under the direction of the College President, the information in this document was compiled, organized, and summarized by Dr. Gail Zwart, Co-Chair of Institutional Strategic Planning Council, and Dr. Diane Dieckmeyer, Vice President of Academic Affairs. It reflects the ongoing work in the area of Strategic Planning for the entire Norco College community.

Completion of this project was made possible thanks to the encouragement and leadership of Dr. Paul Parnell, President, and Dr. Debbie DiThomas, 2011-2012 Interim President.

Invaluable feedback, perspective, information, design consultation, and data were provided by the Institutional Strategic Planning Council; Dr. Diane Dieckmeyer, Vice President of Academic Affairs; Dr. Debbie DiThomas, Vice President of Student Services; Dr. Monica Green, Dean of Student Services; Dr. Greg Aycok, Dean of Student Success; and Dr. Carol Farrar, Dean of Instruction.

Expert clerical, technical, and design support were provided by Ms. Debra Creswell, Executive Administrative Assistant to the President; Ms. Ruth Smith, Administrative Assistant to the Vice President of Academic Affairs; Ms. Linda Wright, Administrative Assistant to the Vice President of Business and Facilities; and Ms. Deb Ferguson, Graphic Designer, RCCD Printing and Graphic Center.



APPENDIX A: WEIGHTING CRITERIA FOR ACADEMIC POSITIONS

Adopted By Academic Planning Council
 09/14/12

CRITERION	DESCRIPTION	POINTS
Improvement of Student Learning	Level of engagement in authentic assessment of Student Learning Outcomes (Norco Assessment Committee reviewed NAC Rating). Potential for new position to contribute to increased student learning.	20
Student Retention	Potential for new position to contribute to increased Student Retention. Potential for improvement in retention associated with adding a full-time position.	20
Increased Student Success	Potential for new position to contribute to increased student success.	20
Improved Quality of Student Experience	A somewhat subjective criterion designed to address disciplines and service areas for which quantitative data pertaining to above criteria are not readily available. Points awarded based on the extent to which requesting unit has demonstrated that adding the position requested will enhance the quality of the student experience at Norco.	20
Current Full-time Staffing	Extent to which department or service area depends upon part-time positions to deliver services. Maximum points awarded for disciplines with no full-timers; near maximum points awarded for those with only one FT position currently.	20
		100

APPENDIX B: WEIGHTING CRITERIA FOR STUDENT SERVICES POSITIONS

Student Services
 Weighting of Ranking Criteria for all Resource Requests

CRITERION	DESCRIPTION	POINTS
Institutional Strategic Planning Initiatives	Master plan, technology plan, facilities master plan, student services mission and goals	30
Student Success	Access, quality of student experience, persistence, student success, awards and certificate completion.	30
Outcomes Assessment	Demonstration of area effectiveness through the outcomes assessment process.	20
Current Staffing	Benefits more than one department, ratio, level of student contact, student demand, function/service.	20
		100



APPENDIX C: WEIGHTING CRITERIA FOR ADMINISTRATIVE POSITIONS

Business & Facilities Planning Council 11-12
Weighting of Ranking Criteria for all Resource Requests

CRITERION	DESCRIPTION	POINTS
Service Area Outcomes	<p>The potential for the resource requested to address specific service area outcomes / dashboard indicators, etc. Requestor should provide data to substantiate the need for the resource request and a specific service area outcome.</p> <p>25 points = High Relevance; 0 points = No Relevance</p>	25
Campus Safety	<p>The potential for the resource requested to address specific or general campus safety issues. The requestor should provide specific information relative to the particular safety issue and how the resource requested will mitigate the same.</p> <p>25 points = High Relevance; 0 points = No Relevance</p>	25
Regulatory Compliance/ Industry or District Standards	<p>The potential for the resource requested to address regulatory compliance issues and Industry and/or District Standards. The requestor should provide specific information relative to the particular compliance issue and how the resource request will mitigate the same.</p> <p>25 points = High Relevance; 0 points = No Relevance</p>	25
Promotes Long Range Campus/District Plans *	<p>The potential for the resource requested to promote specific Campus and/or District Strategic Initiatives. The requestor should provide specific information on the particular strategic initiative and how the resource requested will address such.</p> <p>* Educational Master Plan; Facilities Master Plan; District Strategic Vision, Values, Themes</p> <p>25 points = High Relevance; 0 points = No Relevance</p>	25

100

APPENDIX D: NORCO STRATEGIC PLANNING COMMITTEE POLICY 2010-11

POLICY AND PROCEDURES FOR REGULAR EVALUATION OF INTEGRATED INSTITUTIONAL PLANNING, BUDGETING AND DECISION-MAKING PROCESSES

BACKGROUND

Since the 2006/07 academic year, Norco College (formerly the Norco Campus of the Riverside Community College District) has had procedures in place for full integration of its institutional planning, program review, resource allocation and decision-making processes. The purpose of this policy is to codify these procedures in order to ensure that they are regularly evaluated through the established College decision-making structure.

POLICY STATEMENT

On an annual basis, the strategic planning, program review and resource allocation processes of Norco College will be evaluated in an effort to ensure that:

- Planning, program review and resource allocation are effectively linked;
- Decisions regarding the allocation of resources are driven by goals and objectives identified in the College Strategic Plan, programmatic initiatives enumerated in annual program review documents and evidence of effectiveness in achieving course-, program- and institutional-level student learning outcomes; and
- The concerns of stakeholders (students, faculty, staff, administrators and the communities served by the College) are ascertained on a regular basis and continually incorporated into the College's planning, resource allocation and decision-making processes.

EVALUATION PROCEDURES

Evaluation of Norco College's strategic planning; program review, resource allocation and decision-making process shall be comprised of an annual cycle that includes the following elements:

1. Annual Survey of Effectiveness of the Planning Councils: Academic Planning Council, Business and Facilities Planning Council and Student Services Planning Council – at the end of November of each academic year, participating members of each planning council will be surveyed to determine their degree of satisfaction with committee level planning, program review, resource allocation and decision-making processes, annually evaluate the criteria used, and their perceptions regarding the degree to which these processes are effective and linked at the planning council level.
2. Annual Survey of Effectiveness of Academic Senate and Senate Standing Committees: In October of each academic year, each standing committee and the Academic Senate will participate separately in dialogue sessions to evaluate the effectiveness of their planning and decision-making processes during the previous year. The Academic Senate will receive an executive summary from each standing committee for review and discussion at the last Academic Senate meeting in November. The Academic Senate will make recommendations to and receive recommendations from each of the standing committees based on the results of the evaluation and discussion.

3. Memorandum from College President to Norco College – By the end of each academic year (or as soon thereafter as budget recommendations and decisions for the subsequent academic year have been made) the College President will submit a memorandum to the Committee membership that identifies which of the faculty and staff positions identified in previous year program review and prioritized by the Planning Councils will be recommended for funding. In instances in which the President’s decisions do not correspond to the recommendations of the Planning Councils a detailed rationale for the divergence will be provided.
4. Annual Progress Report on Educational Master Plan Goals, Objectives and “Dashboard Indicators” – This report, to be prepared by the College Office of Student Success, shall be presented at a Committee of the Whole meeting during the beginning of the fall term of each academic year.
5. Survey of Committee of the Whole Membership – At the final Committee of the Whole meeting of each academic year the membership (which constitutes faculty, staff, students and administrators) will be surveyed to determine their degree of satisfaction with College planning, program review, resource allocation and decision-making processes as well as their perceptions regarding the degree to which these processes are effectively linked.
6. Report of Resource Allocation – After the Board of Trustees approves the budget, a report will be made to the Committee of the Whole membership, informing them of budget allocations decisions which impact the College and District, and providing ample opportunity for institution-wide dialogue.
7. Annual Open Dialogue Session – This session, to be conducted toward the end of each academic year in late May or early June, will provide all Norco College stakeholders with an opportunity for open dialogue concerning the extent to which college planning, program review, resource allocation and decision-making processes contribute to the achievement of course-, program- and institutional-level student learning outcomes. Content of the open dialogue session will be captured through minutes and a summary report will be written. The open dialogue summary report will be presented in a Committee of the Whole meeting of the following fall term.
8. Annual Evaluation Report – This report, to be prepared by the Office of Student Success, will be transmitted to the Norco Strategic Planning Committee membership at the first meeting of each academic year, at which time the Committee membership will be invited to make suggestions for improving the process. Any recommended revisions to the procedures and processes, if approved by the College President, will be incorporated into the next year’s cycle.

APPENDIX E: ANNUAL MEMORANDUM FROM THE COLLEGE PRESIDENT

June 4, 2012

Memo To: Norco College Strategic Planning Committee
From: Dr. DiThomas, Interim President
Subject: Memorandum on Program Review Resource Allocations for 2011-12

Dear Norco College,

Congratulations on completing another successful year. Despite the budgetary hardships we experienced as a district and a college we continued to move forward with our characteristic resiliency. During the past year, we approved transfer degrees in Sociology, Early Childhood Education, and Communication Studies. We also developed exciting new programs in commercial music, gaming, CNC Programming and Digital Electronics, and have begun the work on the development and standardization of a national curriculum for supply chain technology. We implemented our “Community for Academic Progress” (CAP) programs which are new learning communities that guarantee classes in 7 programs of study to complete a Norco College certificate in just 4 semesters.

We celebrated the award of three Upward Bound grants totaling \$4.09 million over the next five years. The National Science Foundation awarded us \$3.5 million over 4 years to establish the National Center for Supply Chain Technology Education (NCSCTE). We successfully landed a Title III grant for \$4.3 million that will support the creation of a STEM Center to facilitate student success in science and technology fields, a new MESA student support program, and a summer bridge component. In addition, with nothing but the sweat of our brows, we launched Rites to Thrive, a new African American success initiative; took steps to make Norco College accessible to another often-overlooked student population through our Foster Youth Initiative; and designed a pilot Summer Advantage Program with Corona Norco Unified School District to ensure access to college for the recent high school graduates of our community. We reorganized our strategic planning process, revised our program review templates, broke ground on our Water Demonstration Garden, stood in awe at the first exhibition of our new art gallery, and celebrated numerous showcase events featuring the work of our amazing students. Wow! Thank you all for making 2011-12 such a great school year at Norco College.

This memorandum is my report to the institution on the resource allocation decisions which have been made to-date, completing the last step in our program review process.

PROGRAM REVIEW RESOURCE ALLOCATION PROCESS – Each year, our process begins with the completion of Annual Instructional Program Reviews, Administrative Program Reviews, and the Student Services Program Review. The resource requests from the program reviews are aggregated and submitted to the Academic Planning Council, Business and Facilities Planning Council, and Student Services Planning Council, respectively. Each of the councils uses a specifically developed rubric to prioritize the requests, developing a list of ranked items which are approved and moved forward to the Institutional Strategic Planning Council (ISPC). The ISPC reviews the list and the processes which were followed in establishing the lists and approves/disapproves. If approved, as was the case in 2011-12, the prioritized lists of faculty, staff, and equipment requests move forward as an information item to the Committee of the Whole, and as a recommendation for consideration to the president. Based on the president’s approval, resource allocations are made in response to the prioritized lists.

PRIORITIZED PERSONNEL NEEDS:

Faculty Positions – Though it was a long time in coming, we were able to hire a full-time tenure-track Multi Media faculty member as a replacement for a tenure-track faculty position in Game Art that was non-renewed in 2010. This position was the #1 faculty hire request on the 2010-11 prioritization list of the Academic Planning Council.

In January 2012, as a result of the district-wide “golden handshake” retirement incentive package we lost one full-time art faculty member. Although replacement of this position was ranked as the #1 position on the 2011-12 prioritization list, we were unable to backfill that faculty position. However, we were able to utilize some of the salary savings from that retirement to hire a part-time Director for the Art Gallery.

Staff Positions – The “golden handshake” retirement incentive resulted in the loss of our Tutorial Services Clerk and our Assessment Specialist. The Assessment Specialist was the highest ranked position on the 2011-2012 prioritization list of the Student Services Planning Council. Though we were unable to backfill these retirements, we were successful in having district resources redistributed to our college in the form of a Matriculation Program Assistant position. This enabled us to reorganize our tutorial and placement departments under one umbrella position called Placement and Tutorial Services Coordinator and to staff that position with our current Matriculation Specialist. In addition, we also lost a Library Clerk II to retirement. Though we were unable to hire a replacement position, we again were able to backfill that position through a transfer from another campus.

I would also like to note that funding from various grants has enabled us to hire two full-time Grants Administrative Specialists, a part-time Microcomputer Support Specialist, and a full-time Educational Advisor.

Administrative Positions – As a result of the long-time hiring freeze, we have had several interim administrative positions within our structure. In response to that need, the Chancellor approved the hiring of a permanent President and Vice President, Academic Affairs. In addition, grant funds allowed us to hire Project Directors for the Title III STEM grant and the NSF grant for the National Center for Supply Chain Technology Education.

PRIORITIZED EQUIPMENT NEEDS:

California community college block grants from the state, the traditional source of instructional and non-instructional equipment money, have not been funded for the past several years. This has dramatically limited the amount of investment we can make in new equipment. However, prioritized equipment requests were funded through the contingency funds of the President and Vice Presidents.

In Academic Affairs, each department submitted a ranked program review equipment list to the Vice President, Academic Affairs. Purchases included, stage monitors, digital cameras, barometers, a flat table scanner, skeletons, reading diagnostic materials, new computer chairs and keyboard trays in an ATEC classroom, a new classroom instructor chair, and the repair of costly machinery in the CACT building.

In response to program review requests for the library and Instructional Media departments, purchases included 7 replacement laptops for use at Kennedy Middle College High School, a faculty office computer and printer, 50 student computers, and 1 additional computer for student log in the Learning Resource Center. As an added benefit, the purchase of the 50 new computers enabled us to repurpose computers in various work stations throughout the library.

The Business and Facilities Planning Council ranked the equipment requests from the Administrative Program Reviews. The college was able to complete or has pending purchases on the top 15 items on the prioritized list. These include a backhoe and carpet cleaning machine for facilities, and a new patrol vehicle (to replace one with over 300,000 miles on it) and a cart for the Police. Other items are earmarked for purchase by other funds including Measure C (Forklift as part of the Operations Center) and IMC projectors in the West End Quad and ATEC as part of the IT Audit.

The Student Services Planning Council ranked equipment and technology requests from each area program review. Before making purchase recommendations to the Vice President of Student Services, the Council determined if grant or categorical funds could be used for purchases. In addition to using alternate funding sources, many items listed on the equipment requests were covered under Secondary Effects. The college was able to purchase a laptop and portable projector in response to the program review requests. All purchase recommendations by the Student Services Planning Council were funded this year.

It is my hope that as you review the many allocations that were made in response to the prioritized resource requests, you will be reminded of the important role that program review plays in our institutional planning and resource allocation. I commend you for your continued commitment to Norco College and to its processes.

[e-board](#) » [Agenda Item](#)[Agenda Item](#)

Agenda Item (VIII-E-1)

Meeting	2/19/2013 - Regular
Agenda Item	Committee - Facilities (VIII-E-1)
Subject	Amendment 1 with LPA for Design Services for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts
College/District	Riverside
Funding	Riverside City College/Program Reserve Measure C Funds, Redevelopment Funds, and La Sierra Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment 1 with LPA in the amount of \$69,595 for design services for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts.

Background Narrative:

On June 19, 2012, the Board of Trustees approved the architectural agreement with LPA for design services for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts (CSA) project in the amount of \$2,131,599.

Staff now requests approval of Amendment 1 with LPA in the amount of \$69,595 for the CSA project. Approval of the amendment is requested to add Fire Protection Design Services to LPA's agreement as required by the Division of the State Architect (DSA) to eliminate deferred approval items no longer allowed. Detailed explanation of this additional scope of work is outlined in the attached amendment (Exhibit I). The agreement with LPA now totals \$2,201,194 including this amendment and reimbursable expenses. It should also be noted that the cost for LPA to prepare the fire sprinkler design now will result in a corresponding reduced bid cost for the fire sprinkler Prime Contractor in the near future, resulting in a zero net cost increase.

Cost for the requested amendment is within the original project budget approved by the Board of Trustees, and will be paid from project contingency.

Prepared By: Cynthia Azari, President, Riverside City College
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development
John Baker, Interim-Director of Construction

Attachments:

[20130219_Amendment 1_LPA](#)

FIRST (1) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
LPA
(Henry W. Coil Sr. and Alice Edna Coil School for the Arts)

This document amends the original agreement between the Riverside Community College District and LPA, originally approved by the Board of Trustees on June 19, 2012.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$69,595 including reimbursable expenses, totaling agreement to \$2,201,194. The term of this agreement shall be from the original agreement date of June 20, 2012 to the completion of the project. Payments and final payment shall coincide with original agreement.

Additional scopes of work shall be provided 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 as of the date written below.

LPA, Inc.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
Robert O. Kupper, AIA
Chief Executive Officer
5161 California Avenue, Suite 100
Irvine, CA 92617

By: _____
Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit I

Project: Henry W. Coil Sr. and Alice Edna Coil School for the Arts

College: Riverside City College

For PSA #1:

Scope of Work: Provide Fire Protection Design Services in include Design Development, Construction Documentation and Construction Administration.

Fire Protection Design will be inclusive of the following:

- Fire Sprinkler Design & Engineering for CSA
- Class I Stand Pipe System Design & Engineering for the 4-Level Parking Structure.

Compensation for PSA #1:

Fixed Fee =	\$64,440.00
Reimbursable Expenses (Maximum) =	\$ 5,155.00
Total =	\$69,595.00



PROFESSIONAL SERVICES AUTHORIZATION

Client: Riverside Community College District	Project No.: 12030.20	Date: January 16, 2013
Facilities Planning & Development	Project: RCCD Coil School for the Arts & Parking Structure	
450 E. Alessandro Blvd.	Location: Riverside	PSA No.: 1
Riverside, CA 92508	Office: Irvine	Issued By: Steve Tiner
Attn: Orin L. Williams, Associate Vice Chancellor	Client Contract: C-0003953	LPA PIC: Steve Flanagan
Email: orin.williams@rcc.edu cc: Cathy Gerke	Client Job No.: C-0003953	License #: C23695
Phone: 951-222-8201 Fax:	LPA Contracts: Lorrie Ellis	LPA PM: Steve Tiner

Execution of this document will confirm your request for professional services. Please refer to the 'Terms and Conditions' of the Architectural Services Agreement dated 6/20/2012 for additional information. The 'Terms & Conditions' are a part of this Agreement. The Project is generally described as:

Coil School for the Arts and 4-Level Parking Structure located within the Riverside Community College District.

LPA will provide: New Services Additional Services Revised Scope of Services

Services shall include:

Provide Fire Protection Design Services to include Design Development, Construction Documentation and Construction Administration.

Fire Protection Design will be inclusive of the following:

- **Fire Sprinkler Design & Engineering for CSA.**
- **Class I Stand Pipe system Design & Engineering for the 4-Level Parking Structure.**

Services shall commence upon receipt of a signed copy of this document and a retainer in the amount of \$0.00 and shall be completed:

Pursuant to project schedule.

LPA shall be compensated for these services as indicated below. Unless otherwise noted below, neither Consultant Costs nor Project Expenses are included in the LPA fee and shall be reimbursed to LPA per the 'Terms and Conditions' shown on the Architectural Services Agreement dated 6/20/2012. The 'Terms and Conditions' are a part of this Agreement.

Fee:	Fixed Fee	\$64,440.00
Reimbursable Expenses:	Maximum	\$5,155.00

The following consultants shall provide services for this scope of services:

Rolf Jensen & Associates - Fire Protection Engineering

Special Conditions:

None

Contract Status:	Services:	Expenses:	Contract Total:
Original Contract Amount:	\$2,111,599.00	\$20,000.00	\$2,131,599.00
Total of Previous Addenda:	\$0.00	\$0.00	\$0.00
Previous Totals:	\$2,111,599.00	\$20,000.00	\$2,131,599.00
This PSA Amount:	\$64,440.00	\$5,155.00	\$69,595.00
New Fee Totals:	\$2,176,039.00	\$25,155.00	\$2,201,194.00

Client Authorized Signature	Date	LPA Authorized Signature	Date
			January 16, 2013
			January 16, 2013
		Robert O. Kupper, AIA, LEED® AP, Chief Executive Officer	
		Steven Flanagan, AIA, LEED® AP, Principal	

Please return one fully executed copy to LPA, Inc. at 5161 California Avenue, Suite 100, Irvine, CA 92617 Tel: 949.261.1001 Fax: 949.260.1190

[e-board](#) » [Agenda Item](#)[Agenda Item](#)

Agenda Item (VIII-E-2)

Meeting	2/19/2013 - Regular
Agenda Item	Committee - Facilities (VIII-E-2)
Subject	Amendment 3 with VBS Leasing for Wheelock Gymnasium Seismic Retrofit Project
College/District	Riverside
Funding	Riverside City College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment 3 with VBS Leasing for the Wheelock Gymnasium Seismic Retrofit Project in the amount of \$14,276.57.

Background Narrative:

On June 16, 2009, the Board of Trustees approved the design and tentative project budget for Wheelock Gymnasium, Seismic Retrofit project at Riverside City College in an amount of \$18,411,120. Later, on February 16, 2010, the Board approved a budget augmentation in the amount of \$600,000 for the interim housing facilities for the project. Then, 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. Lastly, on October 18, 2011, the Board approved a budget augmentation in the amount of \$395,000 for removal of the existing plaster and installation of the new exterior plaster due to the deterioration of the current exterior plaster and moisture barrier on the Wheelock Gymnasium, bringing the project budget total to \$21,531,120.

The previous two amendments with VBS Leasing, approved by the Board of Trustees on June 21, 2011 and December 13, 2011, were to extend the lease duration of the interim facility.

Staff now requests approval of Amendment 3 with VBS Leasing for the Wheelock Seismic Retrofit Project as compensation for damages and repairs which were identified during the dismantling and removal of the interim facility, in the amount of \$14,276.57. Agreement with VBS Leasing now totals \$486,227.20.

Requested amendment is within the original project budget approved by the Board of Trustees, and will be paid from project contingency.

Prepared By: Orin Williams, Associate Vice Chancellor, Facilities Planning & Development
John Baker, Interim-Director of Construction
Dale Adams, Project Manager

Attachments:

[20130219_Amendment 3_VBS Leasing](#)

THIRD (3) 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 amendments 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:

Additional compensation of this amended agreement shall not exceed \$14,276.57, totaling agreement to \$486,227.20. Payments and final payment shall coincide with original agreement.

Additional compensation for damage/repairs shall be provided 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 as of the date written below.

VBS LEASING

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
Darcy Dahlem
General Manager
3150 West Wigwam Avenue
Las Vegas, NV 89139

By: _____
Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit I

Return of Structure Conditions – Damage/Repairs:

Classic Door & Trim, Inc.	(1)	12,533.74	=	12,533.74
Hollow Metal Doors	(2)			
Panic Hardware at Doors	(2)			
Closers	(2)			
Sweeps	(2)			
Threshold	(2)			
Termination Flame Materials	(2)	151.86	=	303.72
Anti-corrosive Aluminum Chanel	(25)	122.44	=	3,061.00
1000W Metal Halide	(1)	429.00	=	429.00
15% of Total Costs		2,449.11	=	2,449.11
Credit		(4,500.00)	=	(4,500.00)
Total				\$14,276.57



Agenda Item (IX-A-1)

Meeting	2/19/2013 - Regular
Agenda Item	Administrative Reports (IX-A-1)
Subject	2012-2013 Riverside City College Catalog Addendum
College/District	Norco
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the addendum to the 2012-2013 Riverside City College Catalog as submitted.

Background Narrative:

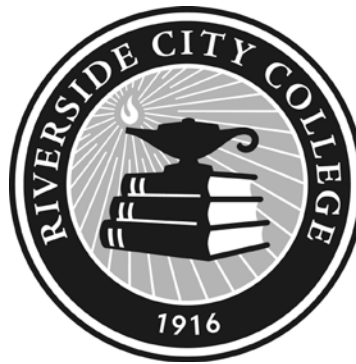
During the late Spring of 2012, the college developed curriculum which required State approval. The State Chancellor's Office approved some of these curricular changes after the publication of the 2012-13 catalog. This addendum allows these items which were approved by the District Curriculum Committee and the Board of Trustees during the previous academic year to be made available to students in this academic year.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
Cynthia Azari, President, Riverside City College

Attachments:

[RCC Catalog Addendum](#)

Riverside City College
2012-2013 Catalog Addendum



This addendum to the 2012-2013 Riverside City College Catalog contains changes that offer new educational opportunities for students. These updates were approved after the 2012-13 Catalog went to press.

Although every effort has been made to ensure accuracy of the information, students and others who use the catalog and addendum should consult with a counselor, dean, department chair or program director for any additions, deletion or changes.

4800 Magnolia Avenue
Riverside, California 92506-1299
(951) 222-8000
www.rcc.edu

NEW STATE APPROVED DEGREES

Associate in Science in Administration of Justice for Transfer Degree

(CSUGE) AS642
(IGETC) AS643

This degree is designed to facilitate the student's passage from Riverside City College to the California State University System with an Associate Degree in Administration of Justice. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Criminal Justice at a CSU. With this degree the student will be prepared to enter the American Justice System as an entry level professional in numerous areas.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an applicable knowledge of the many facets of the American Justice System and the interrelationship of functions among them.
- Demonstrate a working knowledge of the theory and practice of law enforcement, community policing, criminal law, judicial procedure, criminal investigation, and corrections within the American Justice System.
- Demonstrate the ability to interact with the public and members of the American Justice System in a manner to reflect professionalism in speaking, reading, writing, and the ability to compile, integrate, and disseminate diverse information.

Required Courses (18 units)		Units
ADJ-1	Introduction to the Administration of Justice	3
ADJ-3	Concepts of Criminal Law	3
Electives from List A		6
Electives from List B		6
Electives List A (6 units)		
ADJ-2	Principles and Procedures of the Justice System	3
ADJ-4	Legal Aspects of Evidence	3
ADJ-5	Community Relations	3
ADJ-8	Juvenile Law and Procedures	3
ADJ/JUS-12	Introduction to Criminalistics	3
ADJ-13	Criminal Investigation	3
ADJ-20	Introduction to Corrections	3
Electives List B (6 units)		
PSY-1	General Psychology	3
SOC-1	Introduction to Sociology	3
SOC-20	Introduction To Criminology	3
SOC-50	Introduction to Social Research Methods	3

Associate in Science for Transfer Degree

The Associate in Science in Administration of Justice for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and 2-8 units of electives with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

Associate in Arts in English for Transfer Degree**(CSUGE) AA648
(IGETC) AA649**

The Associate in Arts in English for Transfer degree is a curricular pattern designed specifically to transfer students as English majors with junior status to the CSU system. Though the Associate in Arts in English for Transfer also provides broad general preparation for English majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in English for Transfer will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses, and they will encounter interpretive questions to which there are multiple plausible answers. Students earning this degree will also have exposure to a variety of literary genres and periods and will be able to illustrate a basic understanding of the ways that literature can embody cultural, intellectual, and artistic trends.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Think critically about and interpret literature, employing language and methods of literary analysis to construct interpretive arguments and to address the ways that literature invites multiple interpretive possibilities.
- Write essays of literary analysis effectively supported by effectively integrated, interpreted, and relevant textual evidence.
- Demonstrate an understanding of how cultural history informs and is informed by literature.

<u>Required Courses (19 units)</u>		<u>Units</u>
ENG-1B/1BH*	Critical Thinking and Writing	4
List A	Choose from the list below	6
List B	Choose from the list below	6
List C	Choose from the list below	3

List A: Choose two courses from the following (6 units):

ENG-6*	British Literature I: Anglo-Saxon through Eighteenth Century	3
ENG-7*	British Literature II: Romanticism through Modernism/Post-Modernism	3
ENG-14*	American Literature I: Pre-Contact through Civil War	3
ENG-15*	American Literature II: 1860 to the Present	3
ENG-40*	World Literature I: From Ancient Literatures to the Seventeenth Century	3
ENG-41*	World Literature II: Seventeenth Century Through the Present	3

List B: Choose two courses from the following (6 units):

Any course from List A not already used		
ENG/HUM-8*	Introduction to Mythology	3
ENG-11*	Creative Writing	3
ENG-16*	Introduction to Language	3
ENG-44*	Poetry from the Twentieth Century to the Present	3

List C: Choose one course from the following (3 units):

Any course from List A and List B not already used		
ENG-9*	Introduction to Shakespeare	3
ENG-10	Special Studies in Literature	3
ENG-12*	Special Studies in Creative Writing	3
ENG-13	Introduction to Playwriting	3

ENG-18*	Survey of Native American Literature	3
ENG-20*	Survey of African American Literature	3
ENG/HUM-23*	The Bible as Literature	3
ENG-25*	Latino Literature of the United States	3
ENG-26*	The Literature of Mysticism, Meditation, and Madness	3
ENG-30*	Children's Literature	3
ENG-35*	Images of Women in Literature	3
ENG-38	Introduction to Screenwriting	3
ENG-39	Screenwriting II	3
ENG-45*	Modern Drama	3
ENG-47	Inlandia: Regional Writing about the Inland Empire	3
ENG-48*	Short Story and Novel from the Twentieth Century to the Present	3
ENG-49	Introduction to the One-Hour Teleplay	3

*Courses may be double counted in CSUGE or IGETC.

Associate in Arts for Transfer Degree

The Associate in Arts in English for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements, 2-17 units of electives and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

NEW STATE APPROVED COURSES

BUS-67 - Business Practices for Photographers 3 units

(Same as PHO-67)

Prerequisite: None.

This course provides a foundation in business practices for photographers. Topics include: building a personal photography business model, pricing photographic services, negotiating with clients, protecting the photographer's work, assessing equipment needs and costs, insurance, accounting, contracts, copyright, marketing, stock photography, and archiving photographs. 54 hours lecture.

NRN-21 - Acute Care and Chronic Illness II/Mental Health 9 unit

Prerequisite: NRN-13

Focuses on concepts necessary for safe, patient-centered nursing care to a developmentally and culturally diverse patient population experiencing various acute and chronic medical/surgical and mental health conditions. Incorporates application of nursing theory, communication, collaboration, and critical thinking as well as evidence-based nursing practice, professional standards, and legal and ethical responsibilities of the professional nurse in various healthcare settings. Includes acquisition of nursing skills required in acute medical/surgical settings and acute and chronic mental health care settings. Application of knowledge and skills occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 81 hours lecture and 243 hours laboratory.

NRN-21A – Nursing Learning Laboratory .5 unit

Prerequisite: NRN-13.

Corequisite: NRN-21.

Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program.

An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. 27 hours laboratory. (TBA option)(Non-degree credit course. Pass/No Pass only.)

NRN-21B – Nursing Learning Laboratory 1 unit

Prerequisite: NRN-13.

Corequisite: NRN-21.

Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program.

An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 54 hours laboratory. (TBA option)(Non-degree credit course. Pass/No Pass only.)

NRN-21C – Nursing Learning Laboratory 2 units

Prerequisite: NRN-13.

Corequisite: NRN-21.

Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program.

An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 108 hours laboratory. (TBA option)(Non-degree credit course. Pass/No Pass only.)

**PHO-67 - Business Practices for Photographers 3 units
(Same as BUS-67)**

Prerequisite: None.

This course provides a foundation in business practices for photographers. Topics include: building a personal photography business model, pricing photographic services, negotiating with clients, protecting the photographer's work, assessing equipment needs and costs, insurance, accounting, contracts, copyright, marketing, stock photography, and archiving photographs. 54 hours lecture.

AP Exam	RCCD Equivalent	Units
Art History	Art 1 and 2	3 + 3
Biology	Biology 1	4
Calculus AB	Math 1A	4
Calculus BC	Math 1A and 1B	4 + 4
Chemistry	Chemistry 1A and 1B	5 + 5
Chinese Language and Culture	Chinese 1-2	5 + 5
Macroeconomics	Economics 7	3
Microeconomics	Economics 8	3
English Language	English 1A	4
English Literature	English 1A and 1B	4 + 4
Environmental Science	Biology 36	3
European History	History 5	3
French Language	French 1-2	5 + 5
French Literature	None	0
German Language	German 1 and 2	5 + 5
Comparative Government & Politics	Political Science 2	3
U.S. Government and Politics	Political Science 1	3
Human Geography	Geography 2	3
Italian Language and Culture	Italian 1-2	5 + 5
Japanese Language and Culture	Japanese 1-2	5 + 5
Latin Literature	Latin 1-2	5 + 5
Latin: Vergil	None	0
Physics B	Physics 2A and Physics 2B	4 + 4
Physics C mechanics	Physics 4A	4
Physics C electricity/magnetism	Physics 4B	4
Psychology	None	0
Spanish Language	Spanish 1 and 2	5 + 5
Spanish Literature	None	0
Statistics	Math 12	3
U.S. History	History 6 and 7	3 + 3
World History	History 1 and 2	3 + 3



Agenda Item (IX-A-2)

Meeting	2/19/2013 - Regular
Agenda Item	Administrative Reports (IX-A-2)
Subject	2012-2013 Norco College Catalog Addendum
College/District	Norco
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the addendum to the 2012-2013 Norco College Catalog as submitted.

Background Narrative:

During the late Spring of 2012, the college developed curriculum which required State approval. The State Chancellor's Office approved some of these curricular changes after the publication of the 2012-2013 catalog. This addendum allows these items which were approved by the District Curriculum Committee and the Board of Trustees during the previous academic year to be made available to students in this academic year.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
Paul Parnell, President, Norco College

Attachments:

[Norco Catalog Addendum 12-13](#)

Norco College
2012-2013 Catalog Addendum



This addendum to the 2012-2013 Norco College Catalog contains changes that offer new educational opportunities for students. These updates were approved after the 2012-13 Catalog went to press.

Although every effort has been made to ensure accuracy of the information, students and others who use the catalog and addendum should consult with a counselor, dean, department chair or program director for any additions, deletion or changes.

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NEW STATE APPROVED CERTIFICATE/DEGREES

COMPUTER NUMERICAL CONTROL PROGRAMMING

NAS655/NCE655

This program prepares individuals for an entry level career in computer numerical control programming. Computer control programmers and operators use computer numerically controlled (CNC) machines to cut and shape precision products, such as automobile, aviation, and machine parts. CNC machines operate by reading the code included in a computer-controlled module, which drives the machine tool and performs the functions of forming and shaping a part formerly done by machine operators. CNC machines include machining tools such as lathes, multi-axis spindles, milling machines, laser cutting machines, and wire electrical discharge machines. CNC machines cut away material from a solid block of metal or plastic—known as a workpiece—to form a finished part. Computer control programmers and operators normally produce large quantities of one part, although they may produce small batches or one-of-a-kind items. They use their knowledge of the working properties of metals and their skill with CNC programming to design and carry out the operations needed to make machined products that meet precise specifications.

CNC programmers—also referred to as *numerical tool and process control programmers*—develop the programs that run the machine tools. They review three-dimensional computer aided/automated design (CAD) blueprints of the part and determine the sequence of events that will be needed to make the part. This may involve calculating where to cut or bore into the workpiece, how fast to feed the metal into the machine, and how much metal to remove.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Create a steam or stirling engine based on blueprints that involves parts using both the mill and the lathe.
- Create five-axis part drawing files using Computer Aided Manufacturing program such as Mastercam, numerical code files and Solid Works.
- Compose written assignments on occupation safety in general industry.
- Solve mathematical formulas by using unknowns and apply this knowledge to solve problems for the industry.
- Establish a systematic approach to recognizing the essential information given on a blueprint.

In addition to achieving the program learning outcomes for the Computer Numerical Control programming certificate, students who complete the Associate in Science Degree in Computer Numerical Control Programming (CNC) technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

Required Courses (29 units)		Units
ENE-30	Computer Aided Drafting (CAD)	3
ENE-42	SolidWorks I	3
ENE-51	Blueprint Reading	2
ENE-52	Geometric Dimensioning and Tolerancing	2
ENE-60	Math for Engineering Technology	3
MAN-52	Computer-Aided Manufacturing-Mastercam	4
MAN-53	Advanced Computer-Aided Manufacturing	3
MAN-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	2
MAN-56	CNC Machine Set-up and Operation	4
MAN-57	CNC Program Writing	3

Associate in Science Degree

The Associate in Science Degree in Computer Numerical Control Programming will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

DIGITAL ELECTRONICS**NAS656/NCE656**

The Digital Electronics Program first prepares students with the fundamental theories of DC and AC electronic components, circuits & behaviors. It then grows to emphasize digital integrated circuit logic, analysis, design, mapping & simplification, and then culminates in microcontroller construction and programming. Printed Circuit Board (PCB) design will follow from schematic capture and circuit simulations. Students will learn to communicate, verbally and graphically, to a wide range of audiences, using various media and delivery methods. Completers of this program may qualify for a certificate, an Associate in Science Degree, or an entry level position in the Digital Electronics Industry, as knowledgeable and productive employees.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Fluently read and write electronic symbols of schematics, and develop schematic diagrams to guide the simulation, construction, maintenance, troubleshooting or repair of DC, AC, microcontrollers & digital circuits.
- Explain the operation of electronic components and predict their behavior in given circuit designs, and calculate solutions to complex networks, and justify the formulas and calculations.
- Capture a schematic of a mixed-signals circuit, using the appropriate electronics computer-aided-design (CAD) software, and simulate the behavior of it, and then create a PCB design for that circuit. Then, after fabrication of a Printed Circuit Board (PCB), “stuff” and solder components to it, test and contrast with simulation predictions.
- Fluently read and write Boolean Algebra logic equations, symbols, truth-tables and circuits, then synthesize logic forms, simplify to lowest terms, and implement circuits using only NAND or NOR logic gates.
- Design, program, compile, install, wire, test, verify and explain the proper operation of a microcontroller with respect to given specifications, then explain the purpose and methods whereby a microcontroller may perform math, logic or conversions between analog and digital forms.

<u>Required Courses (29 units)</u>		<u>Units</u>
ELE-11	DC (Direct Current) Electronics	4
ELE-13	AC (Alternating Current) Electronics	4
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4
ENE/ELE-27	Technical Communications	3
ELE-28	MultiSim CAD & PCB Design/Fab	3
Electives	Choose from the list below	7

<u>Electives (7 units)</u>		
ELE-10	Survey of Electronics	4
ELE-23	Electronic Devices and Circuits	4
ELE/MAN-61	Introduction to Robotics	3
ELE/MAN-63	LabView Visual Programming for Automated Systems	3
ELE/MAN-64	Programmable Logic Controllers	3
ELE-91	Fundamentals of Solar Energy	3
ELE-200	Electronics, Work-Experience	1-4
MAN-55	Occupational Safety and Health Administration (OSHA) for General Industry	2

Associate in Science Degree

The Associate in Science Degree in Digital Electronics will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

SUPPLY CHAIN TECHNOLOGY**NAS608/NCE608**

Supply Chain Technologies such as Radio Frequency Identification (RFID), Geographic Information Systems (GIS) and Global Positioning Systems (GPS) are the critical technologies related to logistics. Logistics is the management of the flow of goods and services between the point of origin and the point of consumption in order to meet the requirements of customers. The Supply Chain Technology Certificate/Associate of Science degree prepares students for immediate entry or promotion within the Supply Chain/Warehousing/Transportation industry in a variety of roles such as Supply Chain Technician, designer of equipment to support operations within the supply chain. This program provides students with the theoretical knowledge and hands on training necessary to function as part of an interdisciplinary team in the creation of mechatronic equipment used in the supply chain.

Certificate Program**Program Learning Outcomes**

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of Supply Chain Technology by compiling a portfolio of their work, which will include:

- Application of routing problems and algorithms related to transportation and delivery of goods and services;
- Description of the role of transportation in the economy and supply chain using ArcGIS;
- Application of Programmable Logic Control (PLCs) and Radio Frequency Identification systems to design, configure and drive conveyor belt systems.
- Compose written assignments on occupation safety in general industry on an advanced level to help companies prevent industrial accidents;
- Formal presentations as required by technicians working the field of supply chain technology.

In addition to achieving the program learning outcomes for the Supply Chain Technology certificate, students who complete the Associate of Science Degree in Supply Chain Technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

<u>Required Courses (25-29 units)</u>		<u>Units</u>
SCT-2	Supply Chain Technology Analysis and Models	3
SCT-3	Supply Chain Technology	4
SCT-4	Transportation Technology and Vehicle Routing	3
ELE/ENE-27	Technical Communications	3
ELE/MAN-64	Programmable Logic Controllers	3
MAN-55	OSHA Standards for General Industry	2
MAN-60	Hydraulic/Pneumatic Systems	3
Electives	Choose either Option A or B	4- 8
<u>Option A (4 units)</u>		
ELE-10	Survey Electronics	4
OR		
<u>Option B (8 units)</u>		
ELE-11	DC Electronics	4
ELE-13	AC Electronics	4

Associate in Science Degree

The Associate in Science Degree in Supply Chain Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

CERTIFICATE/DEGREE MODIFICATIONS

COMMERCIAL MUSIC

COMMERCIAL MUSIC: PERFORMANCE

NAA645/NCE645

The *Commercial Music: Performance* certificate is a program designed to provide students with the knowledge and skills necessary for studio recording and live performance in the commercial music industry. Courses allow students to become proficient on an instrument or voice, gain experience as an ensemble member, study the fundamentals of music including sight-reading and piano skills, become familiar with music technology and record in a state-of-the-art recording studio. Classes are taught utilizing industry-standard software and equipment in state-of-the-art facilities. The program prepares students for a wide variety of careers as instrumentalists and vocalists in studio or live performance settings.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Understand and employ fundamentals of music and musicianship such as melody, harmony, chord structure, rhythm, key signatures, phrasing, sight-singing and scalar patterns.
- Identify and discuss the origins of commercial music and explain how it relates to society today.
- Create and manipulate vocal or instrumental technique in a studio and live performance setting such as fingerings, dynamics, diction, breathing, rhythm, phrasing and vowel or finger placement.
- Memorize and recall standard commercial music literature in a live ensemble performance.

Required Courses (32 units)		Units
MUC-1	Performance Techniques for Studio Recording (take 3 times/2 units)	6
MUC-7	Introduction To Music Technology	3
MUS-3	Fundamentals of Music	4
MUS-32	Class Piano	1
MUS-38	Beginning Applied Music Training (take 3 times/2 units)	6
MUS-65	Basic Musicianship	2
Electives (choose from the lists below)		10

Select 6 units from the following:

MUC-3	Introduction to Pro Tools: MIDI and Audio Production	3
MUS-19	Music Appreciation	3
MUS-23	History of Rock and Roll	3
MUS-93	The Business of Music	3

Select 4 units from the following:

MUC-10	Norco Choir	2
MUC-11	Studio Arts Ensemble	2

Associate in Arts Degree

The Associate in Arts Degree in Commercial Music: Performance will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

ARCHITECTURAL GRAPHICS**NCE787**

The Architectural Graphics certificate prepares students with technical communication skills, and the knowledge and craft of two dimensional drafting solutions for architecturally related industry applications. Students learn to present graphic solutions, provide design refinements, modifications, and delineations of working technical drawings using current Computer-Aided Drafting CAD methods and techniques with an understanding of industry standards. Certificate completers are able to secure drafting technician positions in areas related to architecture, environmental design, and to assist in the development of architectural construction documents for light frame structures, under the supervision of a professional.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Complete a set of residential working drawings, which may include first floor drawings, second floor drawings, foundation drawings, elevations, cross-sections, framing, electrical drawings, and structural detail.
- Demonstrate an ability to apply and integrate computer technology into the design process to achieve a desired result.

<u>Required Courses (9 units)</u>		<u>Units</u>
ARE-24	Architectural Drafting	3
ENE-21	Drafting	3
ENE-30	Computer-Aided Drafting	3



Agenda Item (IX-A-3)

Meeting	2/19/2013 - Regular
Agenda Item	Administrative Reports (IX-A-3)
Subject	Resolution No. 24-12/13 – Resolution Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees adopt Resolution No. 24-12/13, authorizing the Chancellor, or Designee, of the District to layoff and reduce hours of the classified service and send the appropriate notification.

Background Narrative:

The Jurupa Unified School District ceased funding that provided coverage for a RCC Community Service Coordinator at Rubidoux annex. This will cause the elimination of the Community Service Coordinator assigned to this site as listed in the Board resolution.

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

Attachments:

[20130219_Res No 24-12-13_Layoff and Reduce Hours of the Clsfd Serv_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution No. 24-12/13

Resolution of the Board of Trustees of Riverside Community College District Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service

WHEREAS, funds and/or work load have been eliminated/reduced; and

WHEREAS, projected funding levels and/or work load for a classified position load has been eliminated or reduced, the Governing Board of the Riverside Community College District (“District”) hereby finds it necessary and in the best interest of the District to eliminate the classified service as specified below:

<u>Position Title</u>	<u>Department</u>	<u>FTE</u>
Riverside City College Community Service Coordinator	College Safety & Police	1.0

NOW THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that, as of the April 30, 2013 the classified position specified herein shall be eliminated to the extent set forth in accordance with California Education Code §88017;

BE IT FURTHER RESOLVED, DETERMINED, AND ORDERED that the Board of Trustees, Chancellor, or Designee, of the District is authorized and directed to give notice of layoff to all affected employees and to the appropriate exclusive bargaining representative not later than 60 days prior to the effective date of layoff as set forth above.

ADOPTED this 19th day of February, 2013.

President of the Board of Trustees

ATTEST:

Secretary, Board of Trustees



Agenda Item (XII-A)

Meeting	2/19/2013 - 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	

Background Narrative:

Members of the Board of Trustees will briefly share information about recent events/conferences they attended since the last meeting, including any updates regarding the following assigned associations:

Association of Community College Trustees (ACCT)

Association of Governing Board of Universities and Colleges (AGB)

California Community College Trustees and Legislative Network (CCCT)

Community College League of California (CCLC)

Latino Trustees Association

Inland Valleys Trustees and CEO Association

African-American Organizations Liaison Riverside Branch - NAACP

Hispanic Chambers of Commerce: Corona, Moreno Valley, and Riverside

Chambers of Commerce: Corona, Moreno Valley, and Norco

Riverside County School Board Association

Riverside County Committee on School District Organization

Alvord Unified School District Ad-Hoc Committee

Mine Okubo Committee

Prepared By: Chris Carlson, Chief of Staff

Attachments:



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (XIII-A)

Meeting 2/19/2013 - Regular

Agenda Item Closed Session (XIII-A)

Subject Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release

College/District District

Funding

Recommended Action To Be Determined

Background Narrative:

None

Prepared By: Greg Gray, Chancellor

Attachments: