



**Board of Trustees - Regular Meeting  
Board of Trustees Governance Committee,  
Teaching and Learning Committee, Planning and  
Operations Committee, Facilities Committee and  
Resources Committee  
Tuesday, February 04, 2014 6:00 PM  
Riverside City College, Bradshaw Building - Hall  
of Fame, 4800 Magnolia Avenue, Riverside, CA  
92506**

**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](http://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. PUBLIC HEARING (NONE)

III. CHANCELLOR'S REPORT

- A. [Chancellor's Communications](#)  
*Information Only*
- B. [Health Care Update](#)  
*Information Only*

IV. BOARD COMMITTEE REPORTS

- A. Governance

1. [Presentation on Accreditation and the Role of the Governing Board](#)  
*Information Only*
- B. Teaching and Learning
  1. [Open Campus Distance Education Fact Book 2013](#)  
*Information Only*
  2. [Moreno Valley College Fact Book 2013](#)  
*Information Only*
  3. [Norco College Fact Book 2013](#)  
*Information Only*
  4. [Riverside City College Fact Book 2013](#)  
*Information Only*
- C. Planning and Operations (None)
- D. Resources
  1. [Presentation for FY 2014-15 Governor's Budget Proposal](#)  
*Information Only*
- E. Facilities
  1. [Agreement Amendment 2 for Moreno Valley College Phase III Student Academic Services Facility with PALid Studio](#)  
  
*The Committee to review Agreement Amendment 2 with PALid Studio in the amount of \$8,204, with an extension of time to April 30, 2014.*

V. OTHER BUSINESS (NONE)

VI. CLOSED SESSION (NONE)

VII. ADJOURNMENT



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## Agenda Item (III-A)

Meeting                    2/4/2014 - Committee  
Agenda Item              Chancellor's Report (III-A)  
Subject                    Chancellor's Communications  
College/District        District  
Information Only

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### **Background Narrative:**

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

Prepared By: Cynthia Azari, Interim Chancellor

### **Attachments:**



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[Agenda Item](#)

## Agenda Item (III-B)

Meeting                    2/4/2014 - Committee  
Agenda Item              Chancellor's Report (III-B)  
Subject                    Health Care Update  
College/District        District  
Information Only

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### **Background Narrative:**

Since our last report of January 21, 2014, the Interim Chancellor's Benefits Sub-committee has not met. The next meeting will be held on February 6, 2014.

Any new claims or concerns will be brought forward.

Prepared By: Vicki Nicholson, Vice Chancellor (Interim), Diversity and Human Resources

### **Attachments:**



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## Agenda Item (IV-A-1)

Meeting 2/4/2014 - Committee

Agenda Item Committee - Governance (IV-A-1)

Subject Presentation on Accreditation and the Role of the Governing Board

College/District District

Information Only

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### Background Narrative:

Interim Chancellor Cynthia Azari and Interim Vice Chancellor of Educational Services, Workforce Development and Planning, Robin Steinback will present on the Role of the Governing Board in Accreditation.

Prepared By: Cynthia Azari, Interim Chancellor  
Robin Steinback, Interim Vice Chancellor, Ed. Svcs., Workforce Dev. and Planning

### Attachments:

[Presentation on Accreditation and the Role of the Governing Board](#)

The seal of Riverside Community College District is a circular emblem. It features a central torch with a flame, set against a background of radiating lines. Below the torch are two banners with the mottoes "THROUGH KNOWLEDGE, WISDOM" and "THROUGH SERVICE, PURPOSE". At the bottom of the seal is a graduation cap and the year "1916". The outer ring of the seal contains the text "RIVERSIDE COMMUNITY COLLEGE DISTRICT".

# **Accreditation: The Role of the Governing Board**

**Presentation to the RCCD Governing Board**

**Governance Committee**

**February 4, 2014**

# Accreditation is...

- A peer review process
- About quality and standards
- Required for participation in Federal programs (Grants, Contracts, and Student Financial Aid)
- Self-Evaluation, reflection, improvement

# **Comprehensive Review (6 year cycle)**

## **Four-Step Process**

<b>January</b>	<b>Institutional Self Evaluation Reports Submitted to ACCJC</b>
<b>March 3 – 6</b>	<b>External Evaluation by Professional Peers</b>
<b>June</b>	<b>ACCJC Review &amp; Action</b>
<b>Ongoing</b>	<b>Continuous Quality Improvement</b>





**Governing Boards have roles and responsibilities that relate to all aspects of accreditation.**

- **Set Policy Direction**
- **Delegation of Responsibility to Chancellor**
- **Accountability**
- **Upholding Effective Practices of Leadership & Governance**

## **Governing Boards assure ...**

- Mission is carried out and achieved
- District and college goals are achieved
- Plans are integrated and linked
- Quality, integrity and effectiveness of programs and services for student achievement
- Financial stability
- Accountability

# District/System Evaluation Team



MVC Team Chair  
Mr. Marvin Martinez, Pres.  
East Los Angeles College



Norco College Team Chair  
Dr. Kathleen Burke, Pres.  
Pierce College



“Chair of Chairs”  
Dr. Brian King, Chancellor  
Los Rios CCCD



RCC Team Chair  
Dr. Steven Kinsella, Supt./Pres.  
Gavilan College



Others from  
College Site  
Teams Based on  
Expertise

# Purpose of the District/System Evaluation Team

- Evaluate information provided in college Self-Evaluation Reports and confirm functions provided by the District enable colleges to meet Eligibility Requirements, Accreditation Standards, and Commission policies
- Identify issues pertaining to the Standards that are related to district functions (District Function Map)
- Ensure commonality and comparability of evaluation team external reports when accreditation issues have district implications
- Support work of the college site teams

# **What can our Board expect during the Site Visits, March 3 – 6, 2014?**

- Meet with the District/System Evaluation Team (March 3)
- Team representatives will likely observe Board Meeting (March 4);
- Open Community Forums (to be scheduled at colleges)
- Plan to Attend Oral Report at Conclusion of Team Visit (RCC, MVC, NOR)



**Questions?**



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## Agenda Item (IV-B-1)

Meeting 2/4/2014 - Committee

Agenda Item Committee - Teaching and Learning (IV-B-1)

Subject Open Campus Distance Education Fact Book 2013

College/District District

Information Only

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### Background Narrative:

The Open Campus Fact Book is produced annually and its intended purpose is to provide data and analysis to explore the impact of online education and its role in the educational programs of the colleges. The Fact Book includes indicators that document the growth and vitality of the distance education program and information about the students who are taking distance education courses and their success. The Fact Book is intended to be a catalyst for discussion focused on long-term strategic planning of educational programs and a source of information to improve the effectiveness and future growth of online and hybrid course offerings.

Prepared By: Robin Steinback, Interim Vice Chancellor, Ed. Svcs., Workforce Dev. and Planning  
Sylvia Thomas, Associate Vice Chancellor, Educational Services  
Glen Brady, Director, Distance Education/Open Campus

### Attachments:

[Master Presentation of Fact Books](#)  
[Open Campus - Distance Education Fact Book 2013](#)



# 2013 RCCD & College Annual Fact Books: Selected Findings

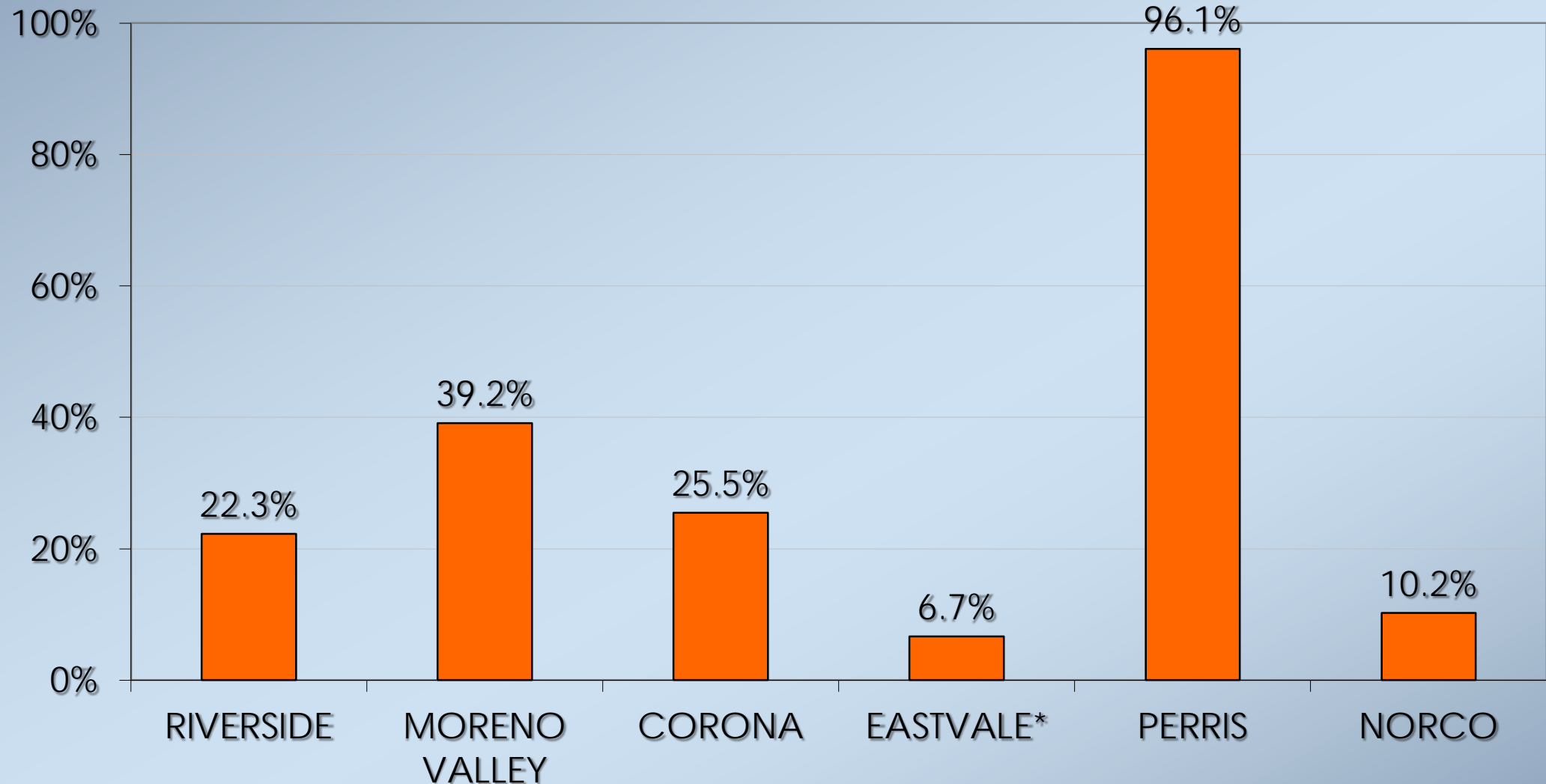
Raj Bajaj, Dean, Educational Services  
Sylvia Thomas, Associate Vice Chancellor,  
Educational Services  
David Torres, Dean, Institutional Research  
and Strategic Planning



# Purpose of the Fact Books

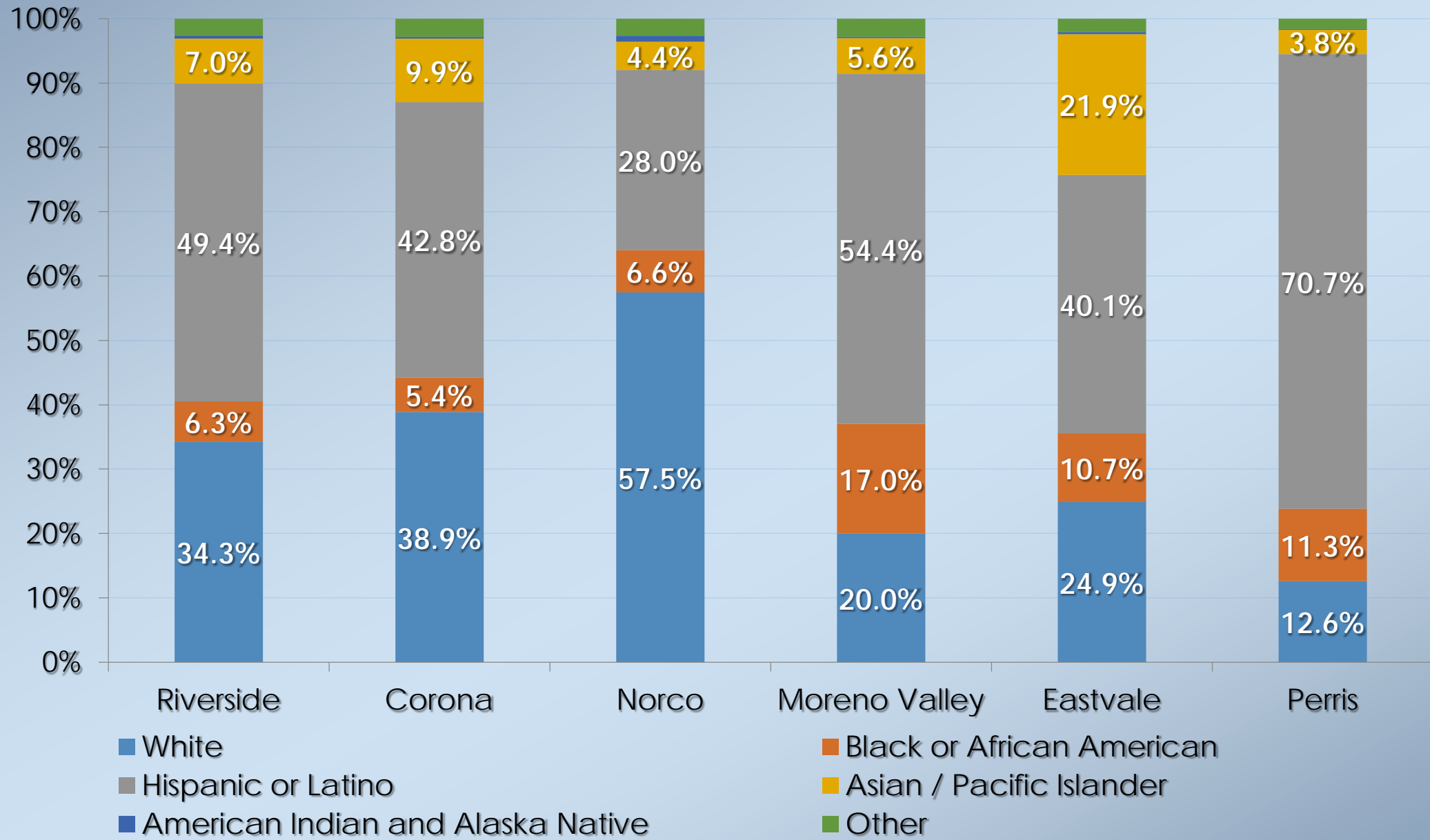
- Provide data that will stimulate dialogue, support strategic planning, inform decision making, and enhance institutional effectiveness
- Provide demographic information about students, staff, and the community
- Include indicators that document program completion, growth, and vitality
- Report on FTES, student success and retention, efficiency, and workload

# RCCD Service Area Population Percent Change 2000-2013

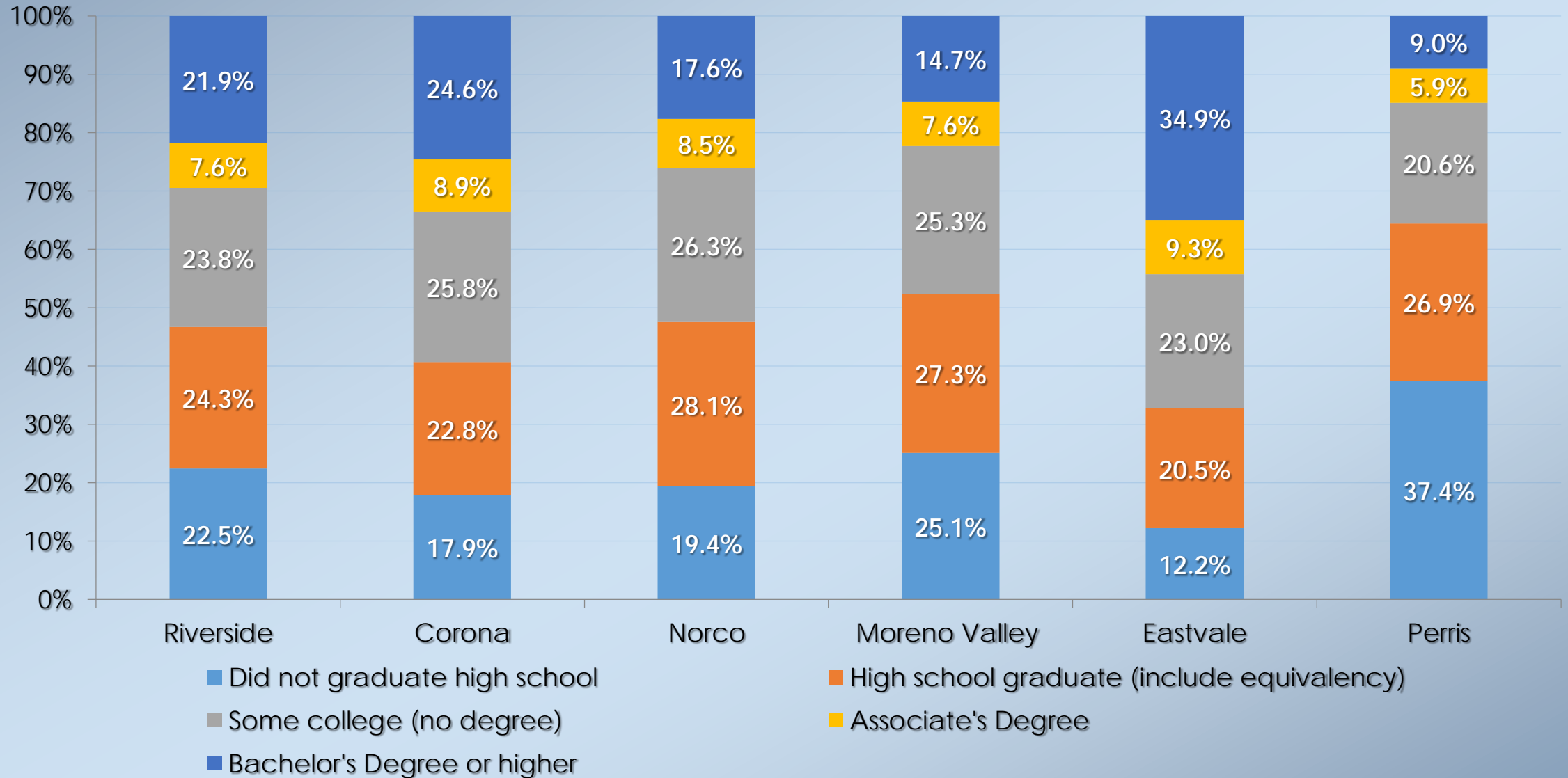


\*Eastvale percent change time period is 2010-2013.

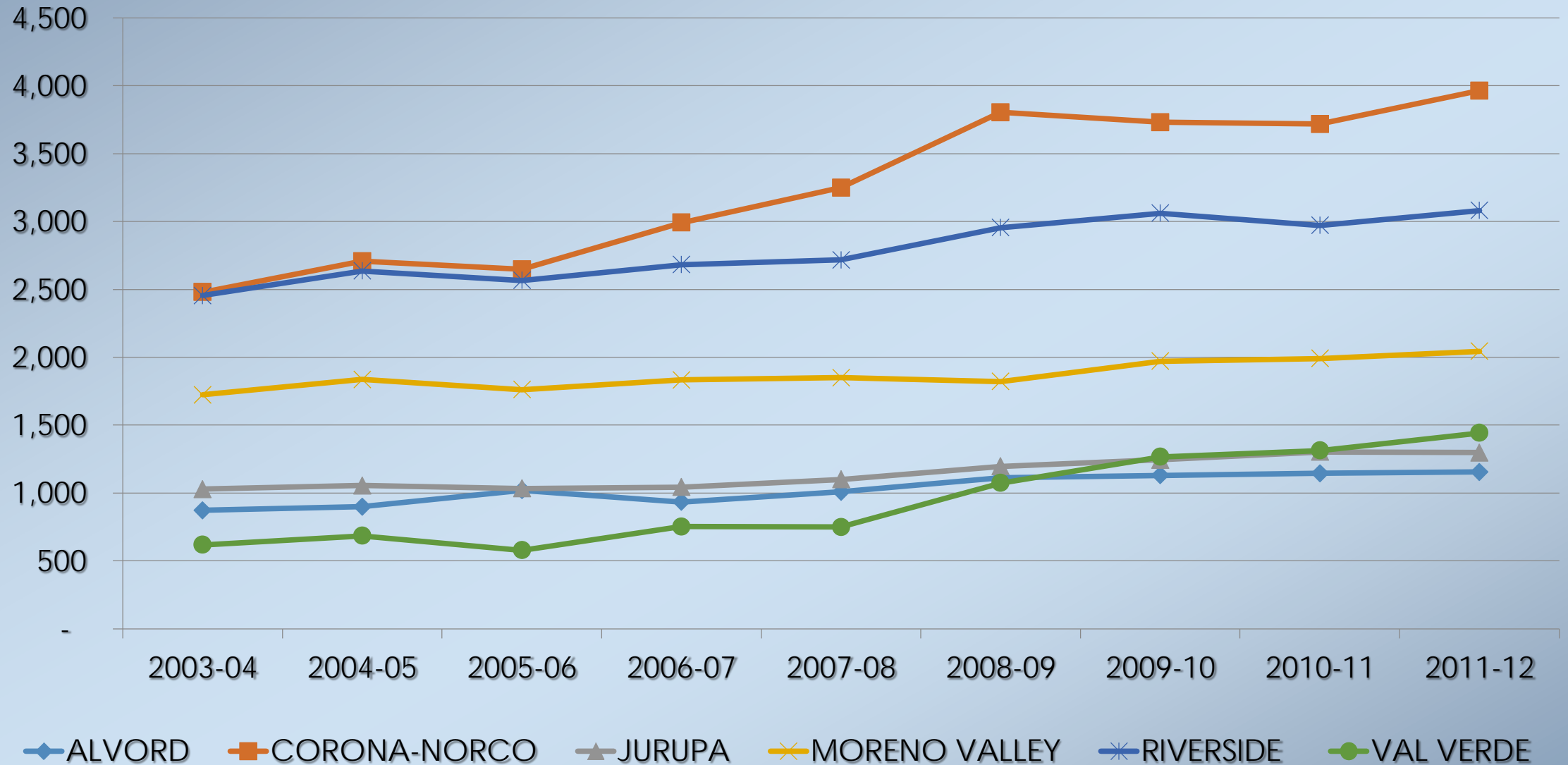
# RCCD Service Area Ethnicity



# RCCD Service Area Population Educational Attainment



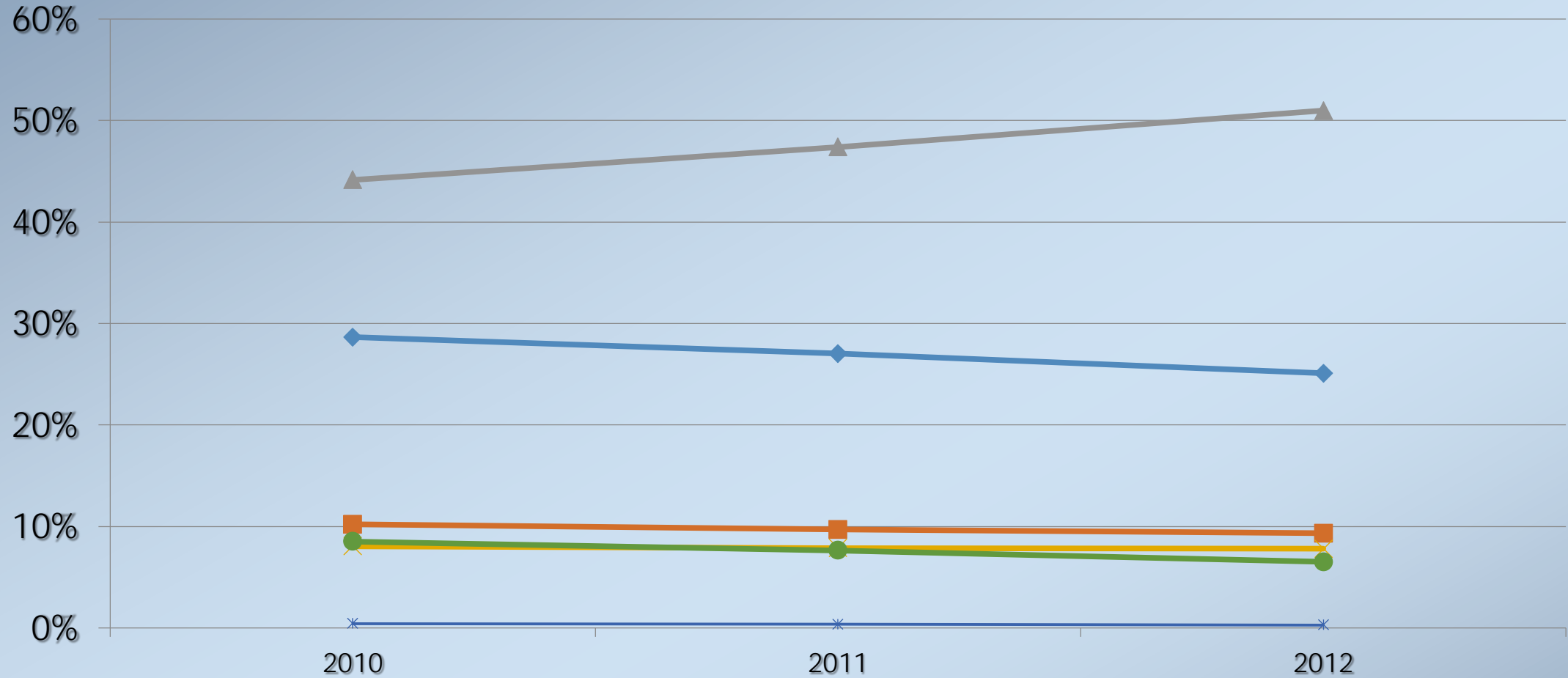
# RCCD Feeder High School Graduates 2003-2012



# RCCD Capture Rates from Feeder Districts 2000-2012



# RCCD Ethnicity Population Trend, 2010-2012



◆ White Non-Hispanic

▲ Hispanic

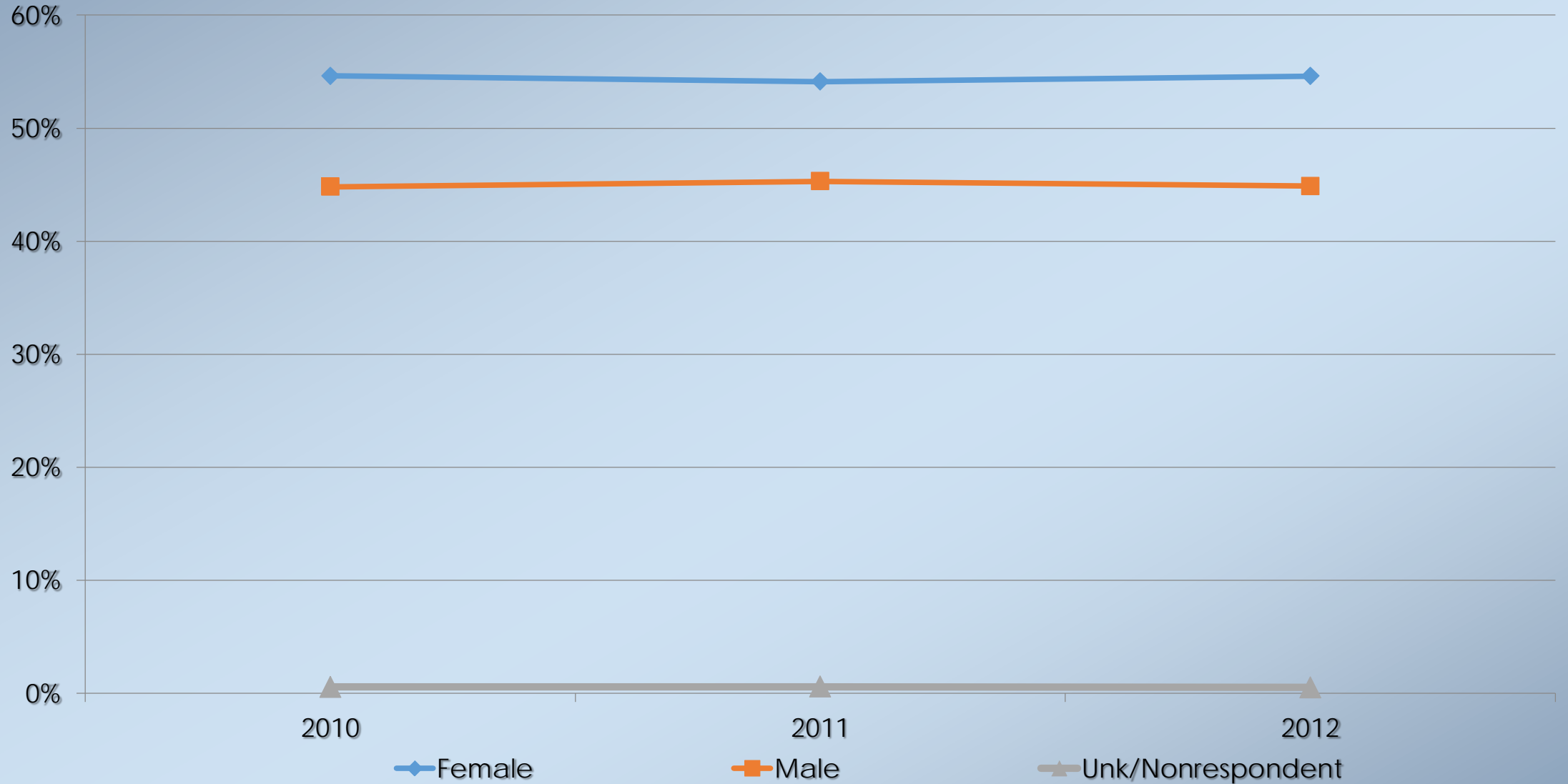
\* American Indian/Alaskan Native

■ African-American

× Asian / Pac Islander

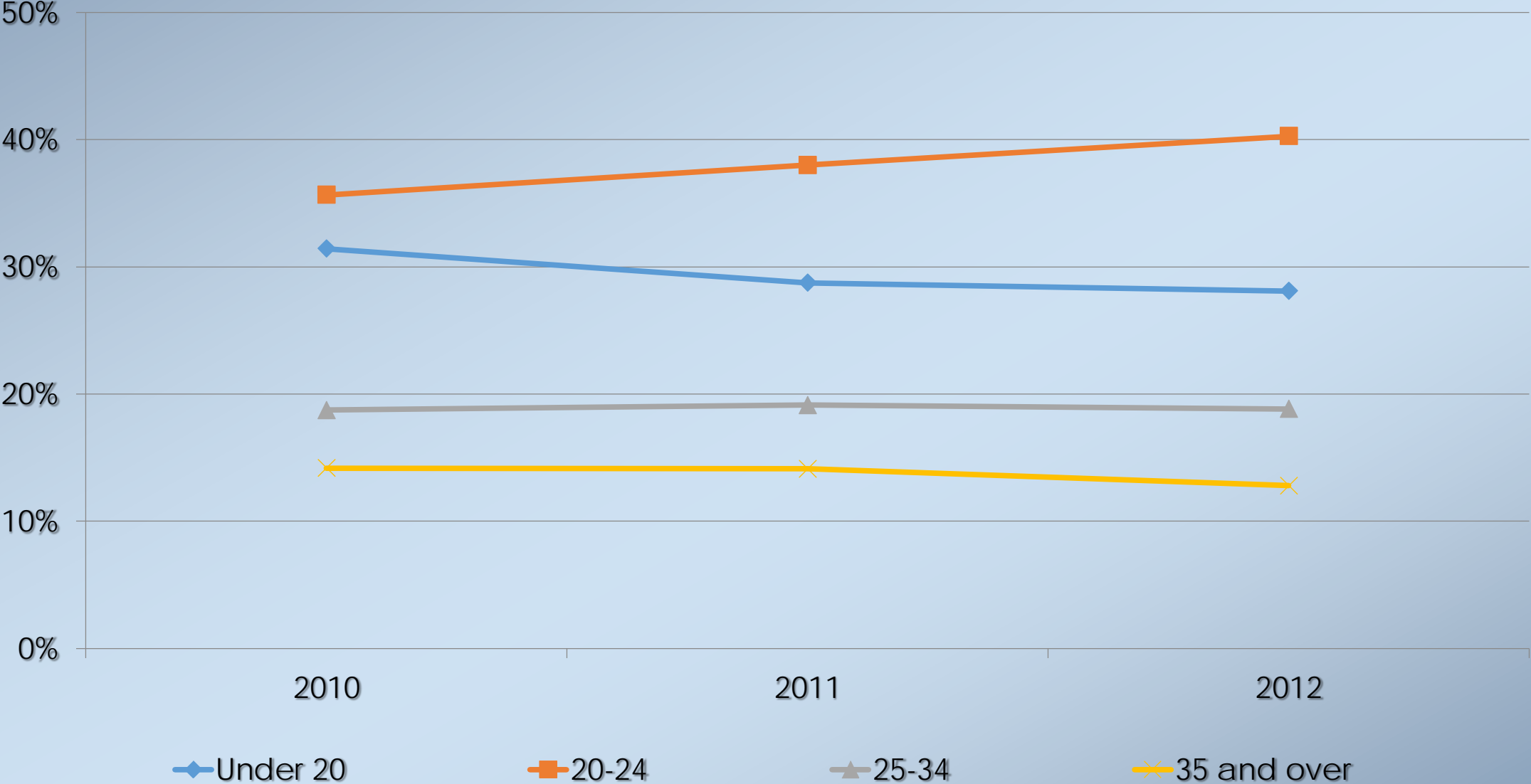
● Other

# RCCD Student Demographics - Gender

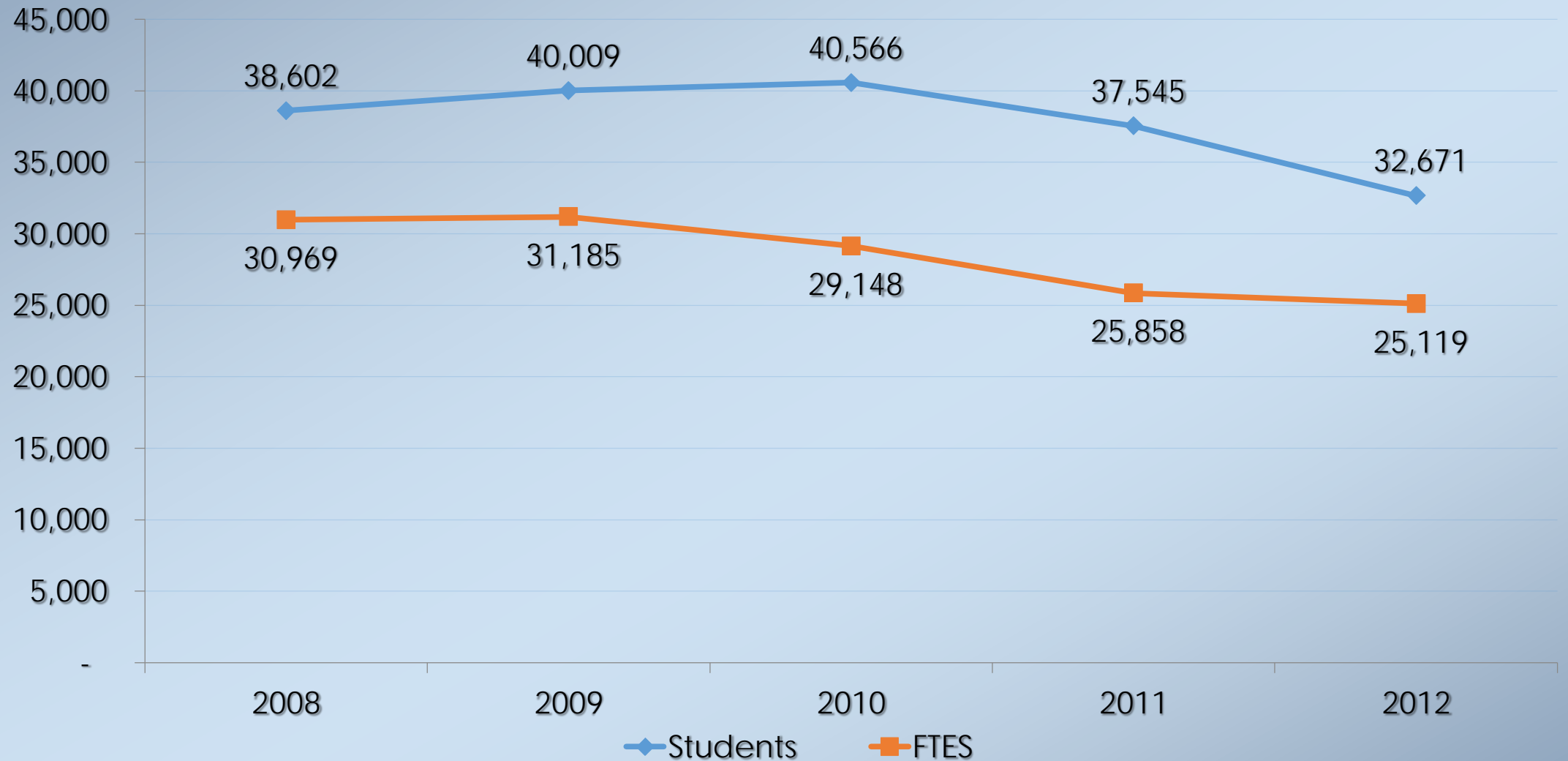




# RCCD Student Demographics – Age Groups

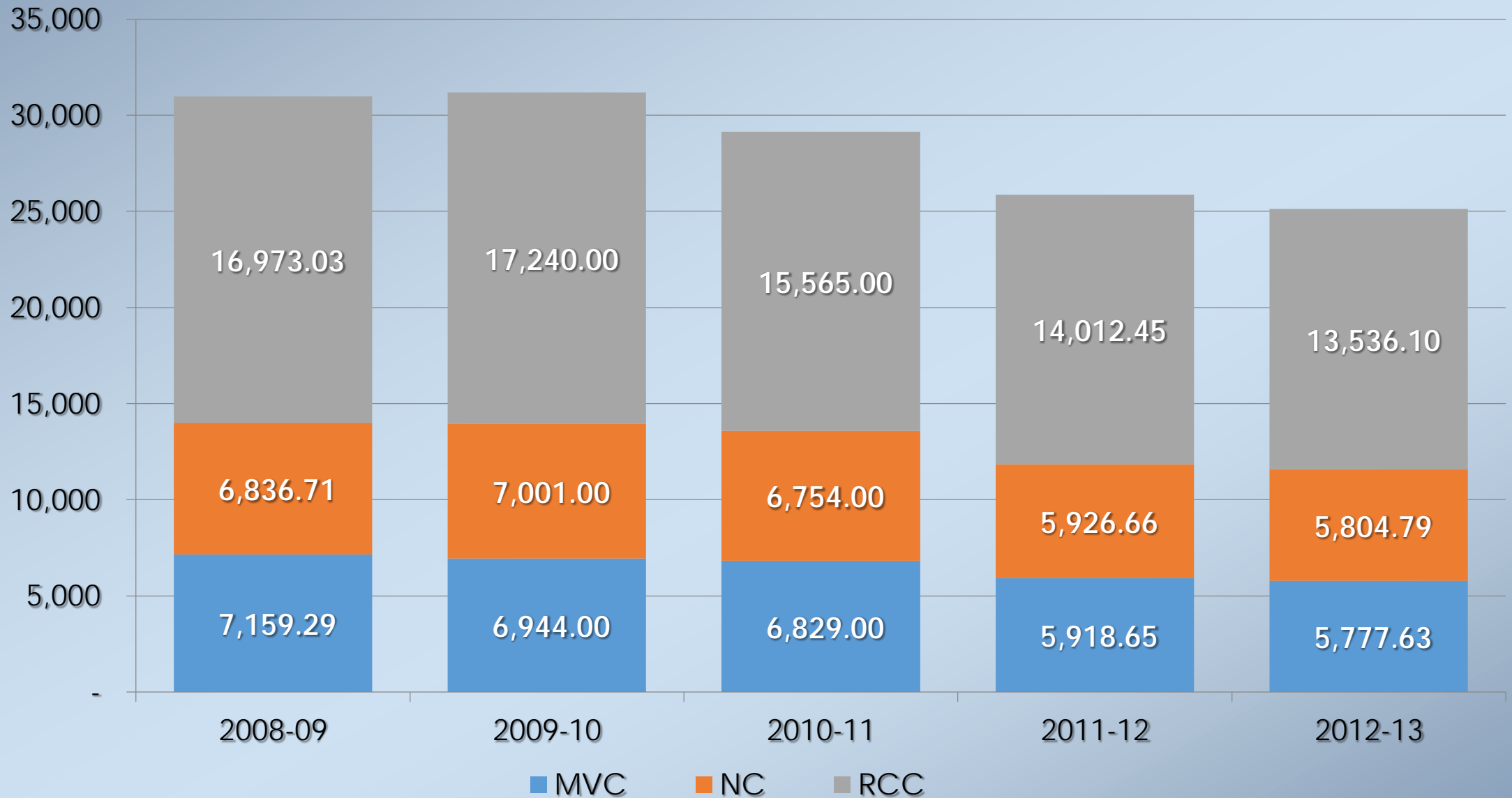


# RCCD Student Headcount and Full-Time Equivalent Students, 2008-2012

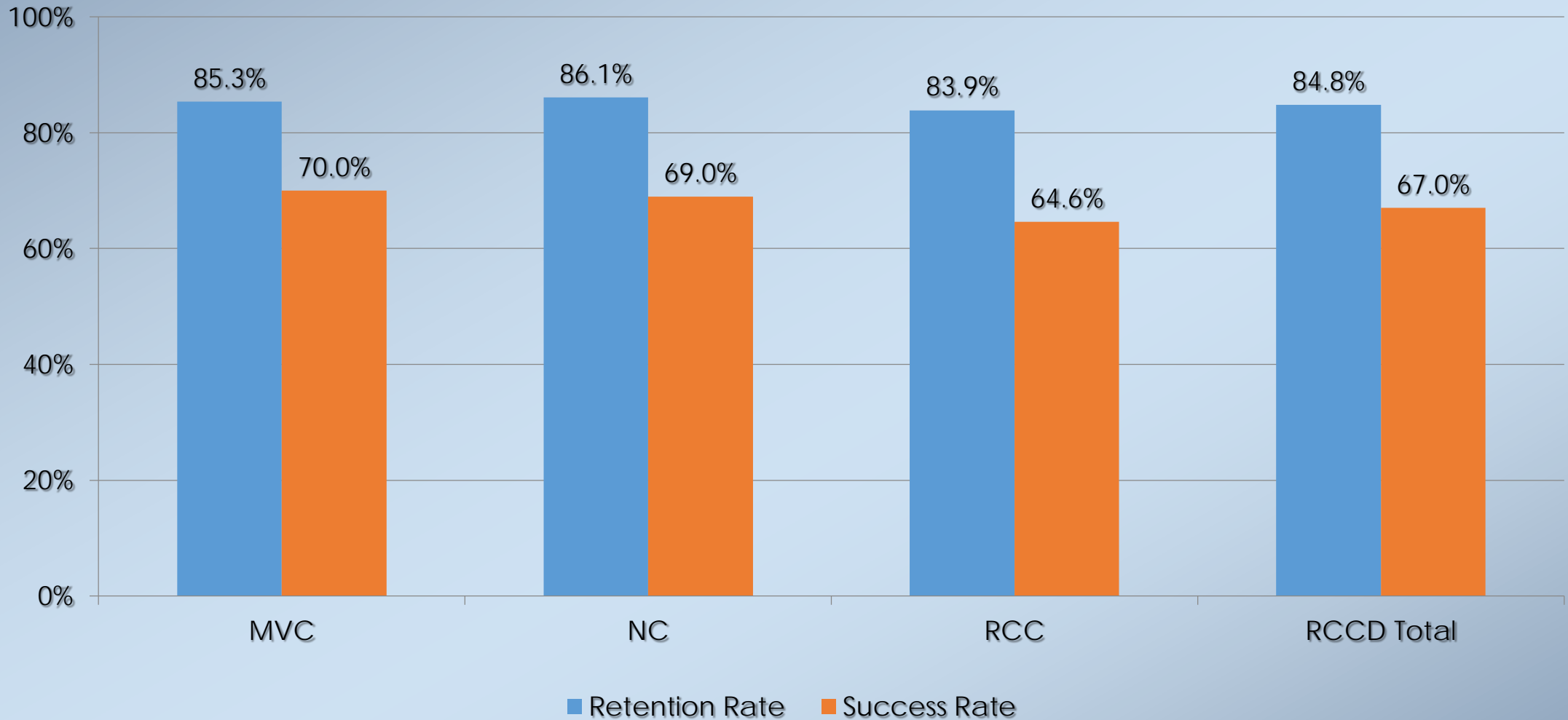


\*Student counts are for Fall terms only, while FTES count reflects academic year.

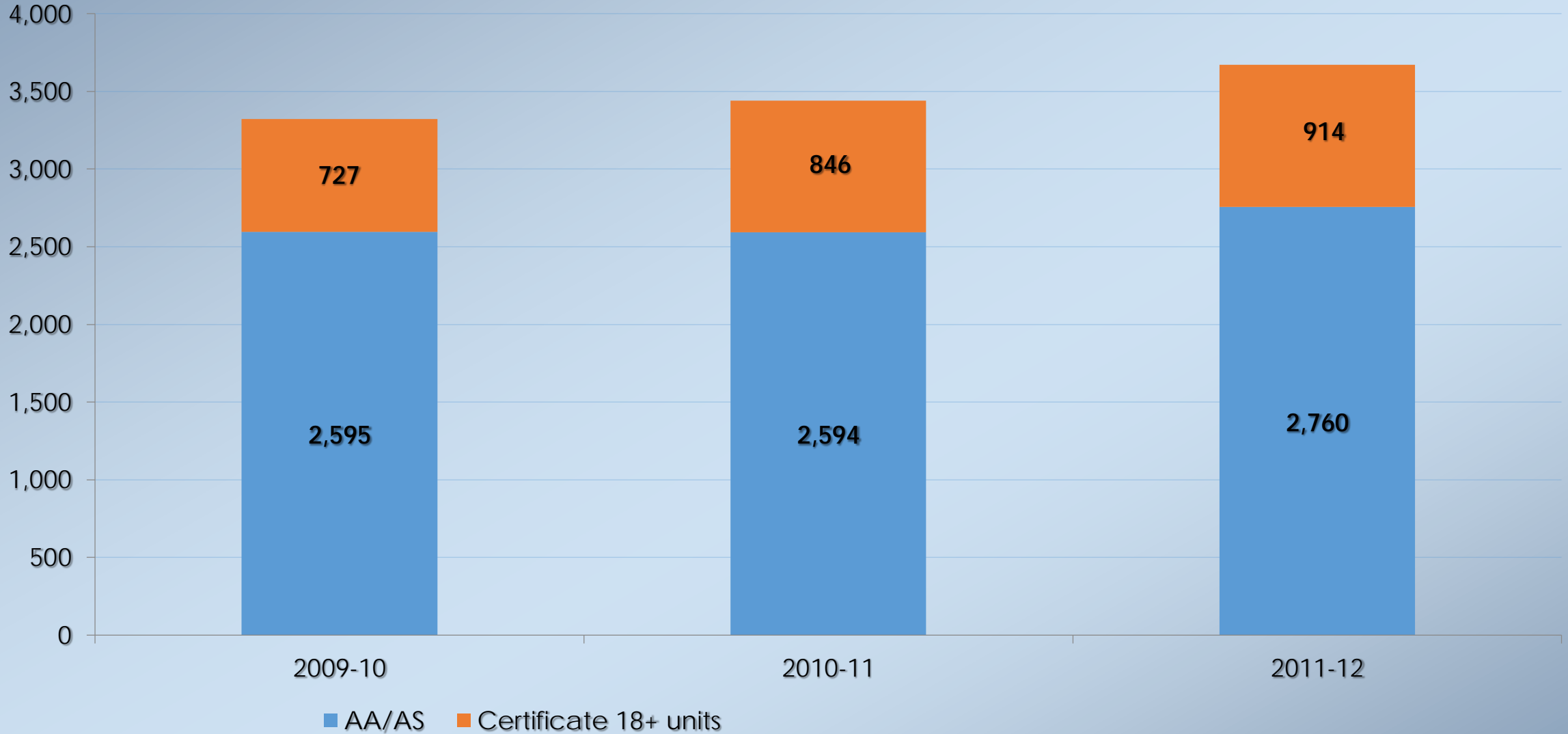
# Annual Resident Full-Time Equivalent Students, 2008-2013



# RCCD Retention and Success Rates, Fall 2012

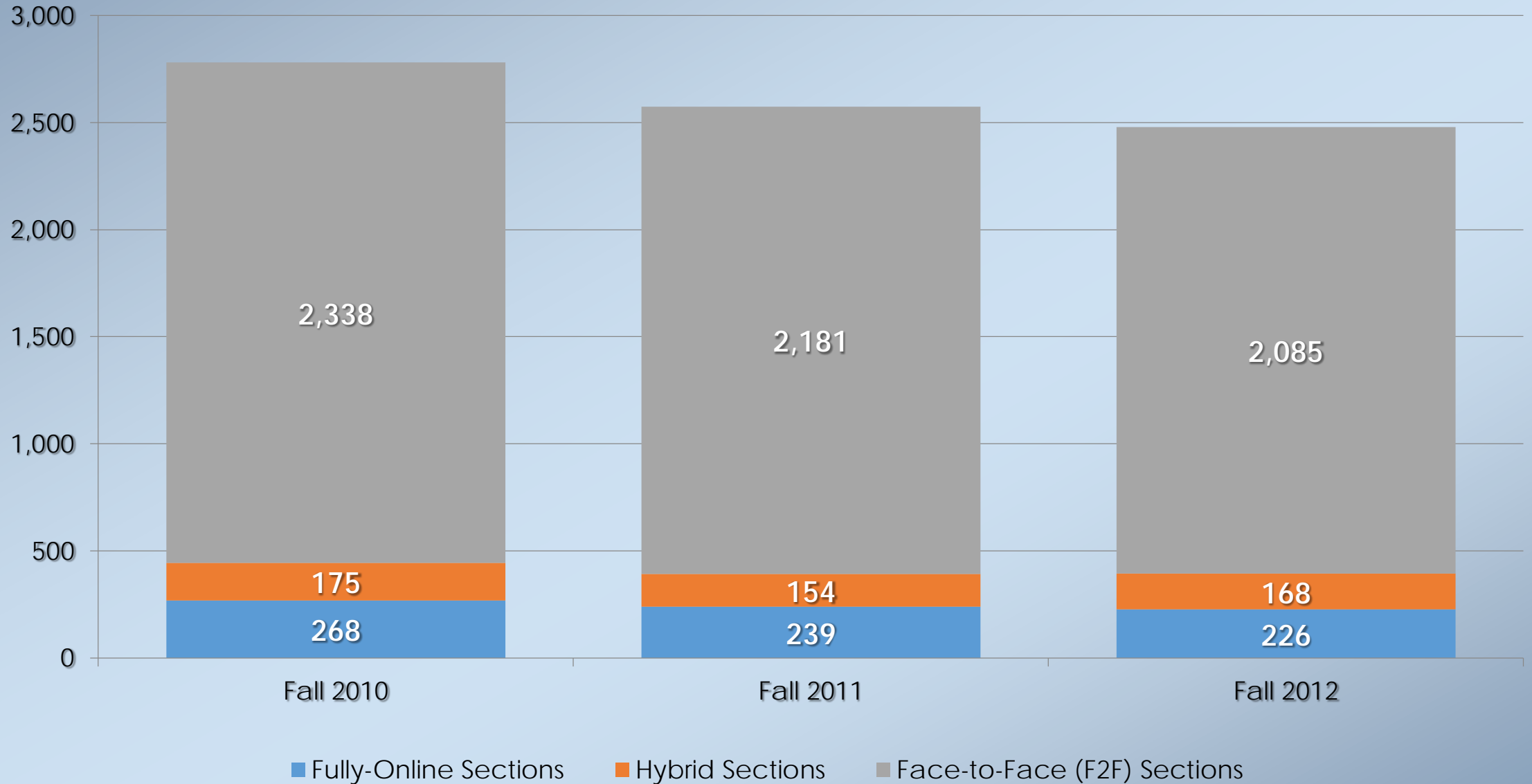


# RCCD Program Awards 2009-2012\*



\*There were 4 A.A.-T awards in 2011-12.

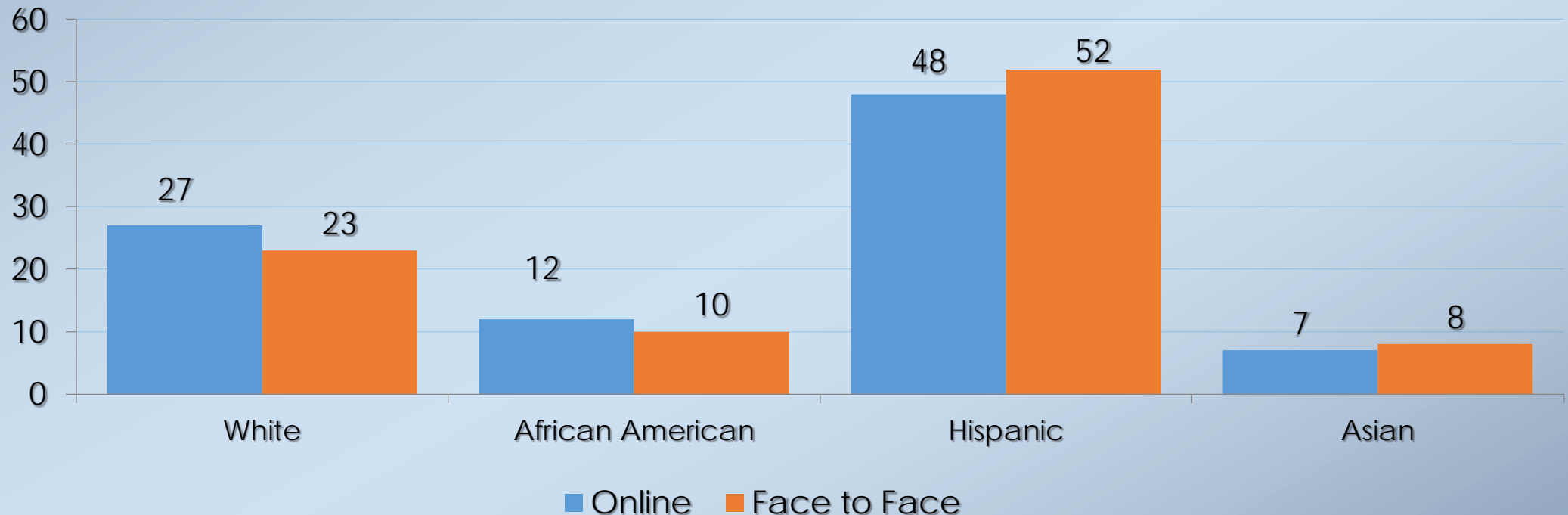
# Distance Education and Face-to-Face Sections 2010-2012



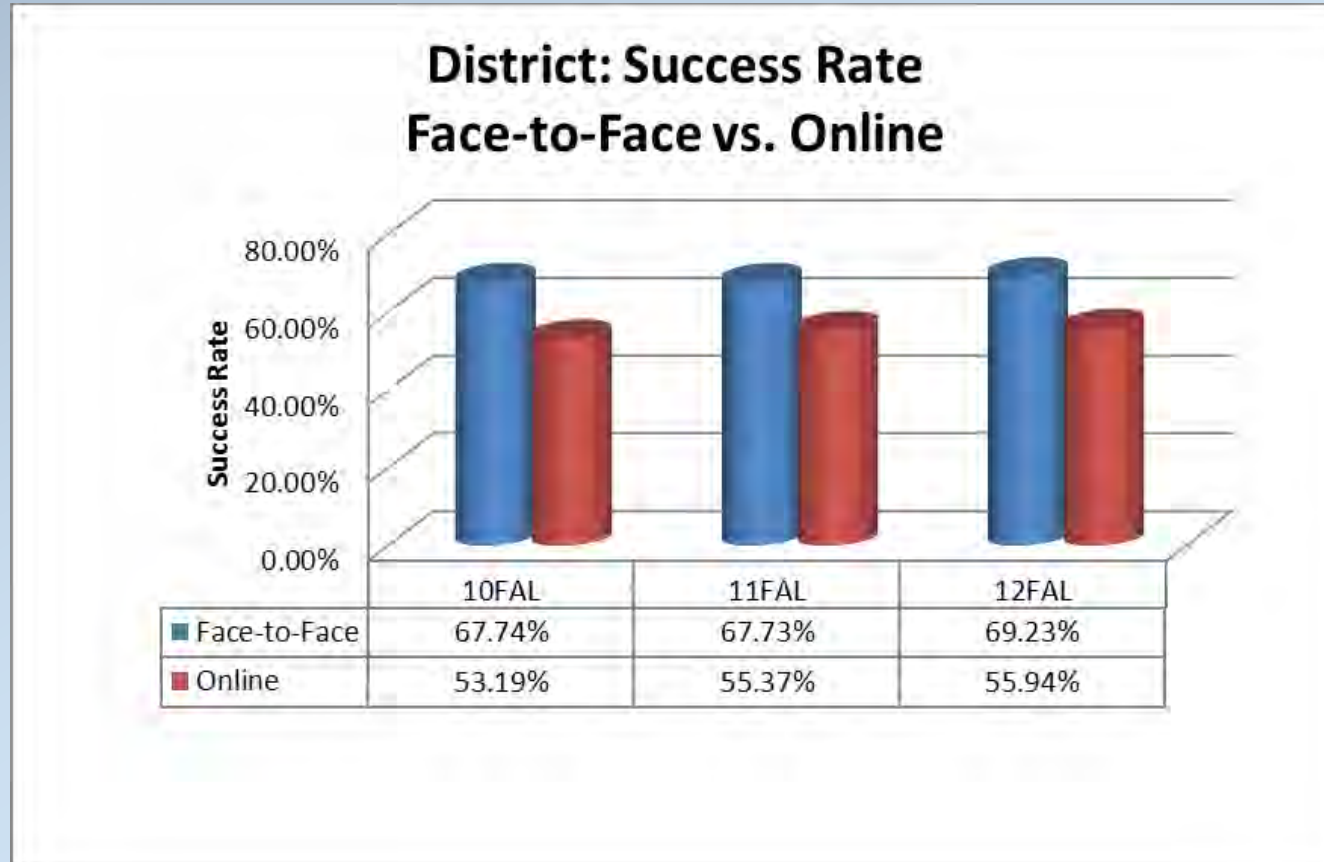
# Distance Education and Face-to-Face Student Profile

- Gender: 61% of the students taking online courses are female; 39% are male
- Age: The two age groups that take the most online courses are the 20-24 and 25-34 year olds

**RCCD Online and FTF Enrollments by Ethnicity**  
*(in percentages)*

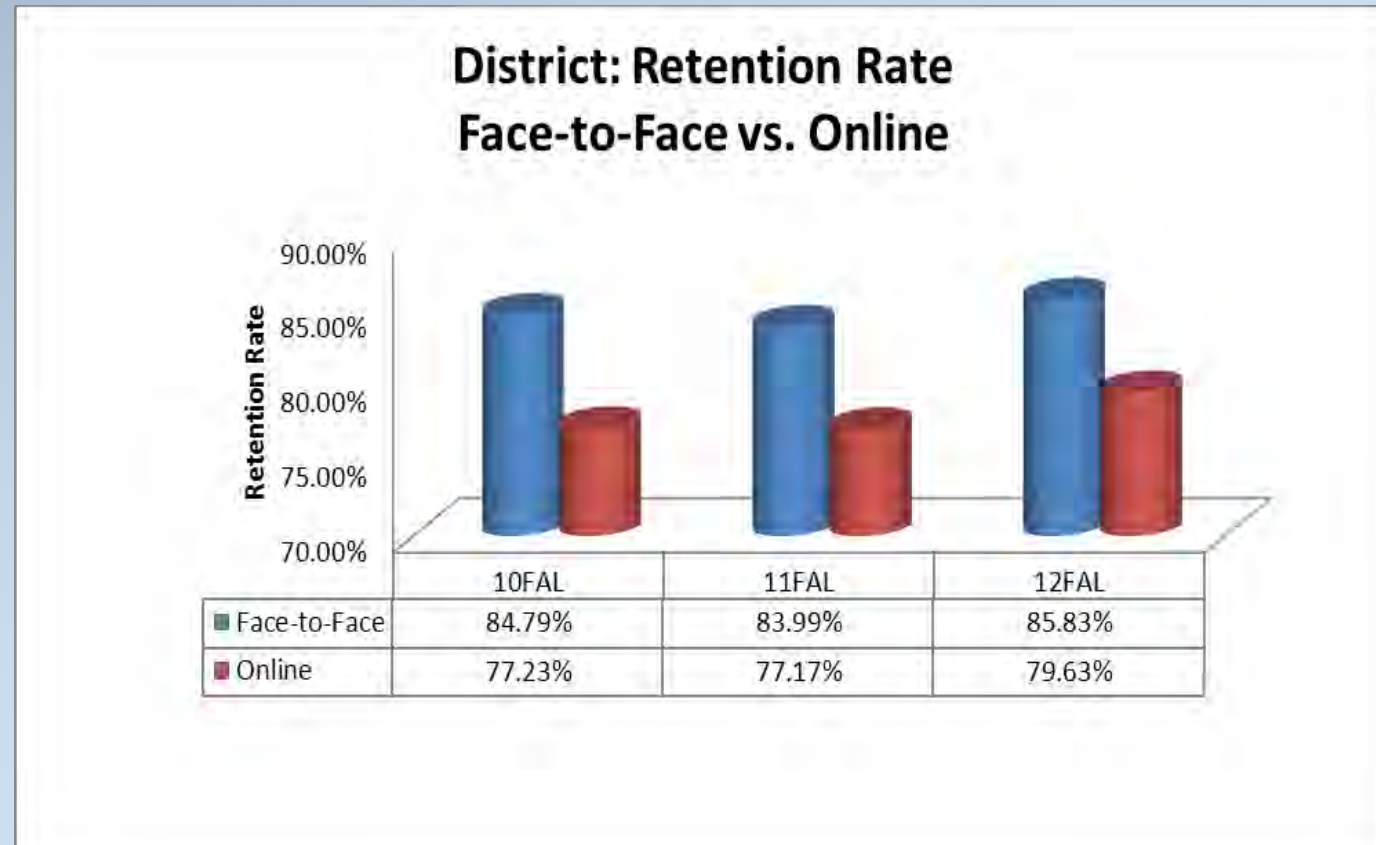


# Distance Education and Face-to-Face Success Rate





# Distance Education and Face-to-Face Retention Rate



# How are the Fact Books used?

- To support and inform efforts in:
  - The planning and coordinating of Student Services programs for special and general populations
  - Career and Technical Education effectiveness and improvement
  - Schedule development
  - Program Review and strategic planning
  - Community meetings and partnerships
  - Enrollment management
  - Setting targets for student success measures and key performance indicators
  - Designing initiatives to promote college goals
  - Facilitating the development of grants

<http://rccd.edu/administration/educational-services/Pages/InstitutionalData.aspx>

*Thank you!*



[2013 RCCD Open Campus Fact Book](#)



## Agenda Item (IV-B-2)

Meeting	2/4/2014 - Committee
Agenda Item	Committee - Teaching and Learning (IV-B-2)
Subject	Moreno Valley College Fact Book 2013
College/District	District
Information Only	

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### Background Narrative:

The Moreno Valley College Fact Book has been produced annually since 2006. The Fact Book contains District information and data for fall terms relative to student enrollment, annual FTES, student demographics and program awards. The Fact Book primarily focuses on data and statistics that are specific to Moreno Valley College such as student demographics, student success rates, faculty load summaries, and various other indicators. The Fact Book is intended to be a summary of information that can be used to guide discussion on long-term strategic planning, program effectiveness, and student access and success.

Prepared By: Robin Steinback, Interim Vice Chancellor, Ed. Svcs., Workforce Dev. and Planning  
Raj Bajaj, Dean, Educational Services  
David Torres, Dean, Institutional Research and Strategic Planning

### Attachments:

[Moreno Valley Fact Book 2013 1 28 14](#)  
[Master Presentation of Fact Books](#)

[2013 Moreno Valley College Fact Book](#)



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[Agenda Item](#)

## Agenda Item (IV-B-3)

Meeting 2/4/2014 - Committee

Agenda Item Committee - Teaching and Learning (IV-B-3)

Subject Norco College Fact Book 2013

College/District District

Information Only

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### Background Narrative:

The Norco College Fact Book has been produced annually since 2006. The Fact Book contains District information and data for fall terms relative to student enrollment, annual FTES, student demographics and program awards. The Fact Book primarily focuses on data and statistics that are specific to Norco College such as student course placement, student success rates, retention, progress, and various other indicators. The Fact Book is intended to be a summary of information that can be used to guide discussion on long-term strategic planning, program effectiveness, and student access and success.

Prepared By: Robin Steinback, Interim Vice Chancellor, Ed. Svcs., Workforce Dev. and Planning  
Raj Bajaj, Dean, Educational Services  
David Torres, Dean, Institutional Research and Strategic Planning

### Attachments:

[Norco College FACT Book for 2013 1 28 14](#)  
[Master Presentation of Fact Books](#)

[2013 Norco College Fact Book](#)





## Agenda Item (IV-B-4)

Meeting	2/4/2014 - Committee
Agenda Item	Committee - Teaching and Learning (IV-B-4)
Subject	Riverside City College Fact Book 2013
College/District	District
Information Only	

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### Background Narrative:

The Riverside City College Fact Book has been produced annually since 2006. The Fact Book contains District information and data for fall terms relative to student enrollment, annual FTES, student demographics and program awards. The Fact Book primarily focuses on data and statistics that are specific to Riverside City College such as student outcomes data, annual FTES, efficiency of courses, and various other indicators. The Fact Book is intended to be a summary of information that can be used to guide discussion on long-term strategic planning, program effectiveness, and student access and success.

Prepared By: Robin Steinback, Interim Vice Chancellor, Ed. Svcs., Workforce Dev. and Planning  
Raj Bajaj, Dean, Educational Services  
David Torres, Dean, Institutional Research and Strategic Planning

### Attachments:

[Riverside City College Fact Book 2013 1 28 14](#)  
[Master Presentation of Fact Books](#)

[2013 Riverside City College Fact Book](#)



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[Agenda Item](#)

## Agenda Item (IV-D-1)

Meeting 2/4/2014 - Committee  
Agenda Item Committee - Resources (IV-D-1)  
Subject Presentation for FY 2014-15 Governor's Budget Proposal  
College/District District  
Information Only

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### **Background Narrative:**

Staff will present preliminary information for the Board's review on the FY 2014-15 Governor's Budget Proposal released on January 9, 2014.

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

### **Attachments:**

[02042014\\_FY 2014-15 Governor's Budget Proposal - Presentation](#)



# **FY 2014-2015 Governor's Budget Proposal**

February 4, 2014

# Strong Growth in the Proposition 98 Minimum Guarantee

- FY 2013-14 approved budget set the K-14 minimum guarantee at \$55.3 billion
- FY 2014-15 Governor estimates the guarantee at \$61.6 billion
  - A year over year increase of about 11.4%
- Governor's estimate finds that the guarantee for the current and prior years was underfunded
  - Providing about \$3.3 billion in additional one-time K-14 resources
- Governor proposes to use these one-time resources to pay down deferral obligations

# FY 2014-2015 Budget Comparison

*(In Millions)*

	<u>State</u>	<u>RCCD</u>
Access (3% - Equals 768 Credit FTES)	\$155.2	\$3.7
COLA (.86%)	\$48.5	\$1.1
RDAs	\$74.0	\$1.7
Apportionment Stabilization	-	-
Student Success	\$200.0	\$2.4
Deferred Maintenance & Instruction Equipment	\$175.0	\$3.7
Apportionment Deferrals	\$592.4	\$23.0
Proposition 39	\$39.0	\$.90

# FY 2014-2015 Budget Comparison

*(In Millions)*

	<u>State</u>	<u>RCCD</u>
Improving Statewide Performance	\$3.6	-
Innovative Models of Higher Education	\$50.0	-
Flexibility (reallocate up to 25% of funds from select categorical programs - EOPS, CalWORKS, and Basic Skills)	-	-
Adult Education	-	-

# Budget Proposal DOES NOT

- Raise student fees
- Fund FTES on completion
- Require all students seeking fee waivers to complete a FAFSA



# Budget Proposal DOES

- Commit to work on a plan in FY 2015-16 that will resolve the CalSTRS fund shortfall within 30 years

# Constitutional Amendment

- The K-14 section is further notable for a reference to state's chronic revenue volatility, and states the intent to pursue a constitutional amendment that will "smooth year-to-year school spending to prevent damage caused by cuts." The section further states that the amendment would not change the overall guaranteed level of funding for education.



## Agenda Item (IV-E-1)

Meeting	2/4/2014 - Committee
Agenda Item	Committee - Facilities (IV-E-1)
Subject	Agreement Amendment 2 for Moreno Valley College Phase III Student Academic Services Facility with PALid Studio
College/District	Moreno Valley
Funding	College Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Agreement Amendment 2 with PALid Studio in the amount of \$8,204, with an extension of time to April 30, 2014.

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### Background Narrative:

On February 9, 2012, the college President approved an agreement with PALid Studio in the amount of \$79,649 for Group II Furniture, Fixtures and Equipment planning and implementation services for the Student Academic Services project. Amendment 2 will increase the contractual amount to \$87,853.

On October 31, 2013, the college president approved an amendment to extend the term of the agreement to reflect planning outcomes that required modification to staff workstations in academic affairs that will result in improved utilization of space.

Additional programming services are required of the consultant to address these changes. Since all programming had been completed and the bidding process complete, additional fees in the amount of \$8,204 are required for this service. Funds for the group II FF&E project contingency will cover the amendment and no augmentation to the project budget is required.

Prepared By: Sandra Mayo, President, Moreno Valley College  
Norm Godin, Vice President, Business Services, MVC

### Attachments:

[Amendment 2 PALid Studio](#)

AMENDMENT TO AGREEMENT

This document amends the original agreement between the Riverside Community College District on behalf of Moreno Valley College and PALid Studios, which was approved by the President on February 9, 2012.

The agreement is hereby amended as follows:

Paragraph 1: Add Exhibit A for additional services required by programming changes.

Paragraph 3: Increase the cost of the project by \$8,240, for a total cost of \$87,853.

Paragraph 4: Extend the term of the original agreement to April 30, 2014

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

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

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT ON BEHALF OF  
MORENO VALLEY COLLEGE

PALid Studios  
118 E. Amerige Avenue  
Fullerton, CA 92832

By: \_\_\_\_\_  
Sandra Mayo, President

By: \_\_\_\_\_  
Tevy Pal, Principal

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Project: Student Academic Services - Moreno Valley College  
Client: RCCD

Scope: Additional FF&E Design Services

Pids P/N 13390.00

Date: October 28, 2013



## EXHIBIT "A"

The following is the scope of work and deliverables for the additional furniture programming, specifications and coordination for the Student Success Center at Moreno Valley College.

### A. The scope of services is based on the following understanding of the project requirements.

1. The area under the scope of services for the Student Success Center shall encompass the following rooms:
  - Room 100 Program will not change. Change depth of flip-top tables to 30", keep same layout, with potential to convert to conference table set up. Incorporate three 8'-0" EVS whiteboards for projection on 103 side.
  - Room 102B Program change – KRCC has been discontinued. It will become staff office and will need to work with IMC on changes.
  - Room 202 Tutoring/Study space that can convert to small group lecture. Add 1 staff workstation w/walk up area for computer check-in. Add literature racks 1-2 walls. It will need space to store supplies and stock literature. Include portable whiteboards for study groups. Render one floor plan option that replaces booth with technology table (if existing electrical can accommodate) and one without booth or technology table. Change to flip-top tables if not what was on original plan.
  - Room 206 Student Success/Tutoring: Add 1 staff workstation with walk up area for computer check-in; change tables to 24"x60" for side-by-side one-on one tutoring (can put two together for groups of four if needed.)
  - Room 214 Speech/Language/Pathology Classroom – maintain collaborative format, but use larger or deeper tables to accommodate laptops, books and other equipment. Add three 36"x18" 5-high storage units to rear wall, and laptop cart next to storage. Class cap is 35 minimum. Add two or three 8'-0"x4'-0" marker boards to front wall.
  - Room 313 This will become archive space. High density storage will be relocated from room 205 to room 313.
  - Room 319 Dean of Instruction – Program will not change, pending review, might have minor changes.
2. Room 303 - Meeting room to remain the same.
3. Room 317 - Faculty Research to remain the same.
4. Rooms - 102C, 102D, 205, and 301 to remain empty.

p: (714) 870-6500

c: (714) 519-8830

f: (714) 707-4277

[www.palidstudio.com](http://www.palidstudio.com)

118 E. Amerige Avenue, Fullerton, CA 92832

Project: Student Academic Services - Moreno Valley College  
Client: RCCD



Scope: Additional FF&E Design Services  
Pids P/N 13390.00  
Date: October 28, 2013

5. The Design Scope of Services for the above listed areas will include the following:
  - Furniture programming coordination and (1) approval meeting
  - Compile and present furniture layout options for review and approval
  - Compile and submit the furniture specifications for review and approval
  - Oversee the furniture vendor coordination and meetings
  - Issue information to Consultants for field coordination
  - Coordinate with GM on specifications proposals, contracts, and pricings
  - Review the furniture installation document and specification prior to processing it
  - Compile and review the furniture proposals prior to submitting it to MVC for review and approval
  - Coordinate with RCCD Purchasing Department for the commencement of the Procurement Process
  - Second round of field coordination, installation, and punch walk.
6. PAL id studio will proceed under the directives of Vice President of Business Services to obtain all approvals required.

We propose to provide the Services in the above summary for a fixed fee not to exceed of (not to exceed 56 hours)	\$8,000.00
Estimated Reimbursable Allowance of	\$ 240.00
<b>Total Proposal Fee of</b>	<b>\$ 8,240.00</b>

#### **B. REIMBURSABLES**

A Reimbursable Allowance of \$240.00 (3% of proposal fee) is included in addition to the fee for expenses incurred in the interest of the project. The cost of reimbursable expenses will be billed separately each month for items such as printing and reprographic charges, postage and presentation materials. All reimbursable expenses will be billed at cost plus 10%

#### **C. EXCLUSIONS**

The following services are not part of the scope of this project, and can be provided under additional services agreement, with the consent of the client.

1. Any other services not listed in the above scope.

#### **D. SCHEDULE**

Our proposal is based upon the estimated furniture schedule to commence upon the issuance of the purchase order and 100% completion of layouts and specifications on November 8, 2013, with the expectation of MVC rendering final sign-off and approval of Phase II on October 31, 2013.

GM (the furniture dealer) to render an installation schedule based on 100% completion of Phase II submittal on November 8, 2013.

p: (714) 870-6500  
c: (714) 519-8830  
f: (714) 707-4277  
www.palidstudio.com  
118 E. Amerige Avenue, Fullerton, CA 92832