



**Board of Trustees - Regular Meeting
Tuesday, May 19, 2015 6:00 PM
Norco College, Center for Student Success,
Room 217, 2001 Third Street, Norco, California
92860**

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. Pursuant to the Ralph M. Brown Act, the Board cannot address or respond to comments made under Public Comment.
- II. APPROVAL OF MINUTES (NONE)
- III. PUBLIC HEARING (NONE)
- IV. CHANCELLOR'S REPORTS
 - A. [Chancellor's Communications](#)
Information Only
 - B. [Presentation on Norco College Commercial Music Program](#)
Information Only
 - C. [Five to Thrive Presentation on Norco College's Music and Art Faculty Joint Project](#)
Information Only
 - D. [Resolution No. 58-14/15 Resolution Recognizing Classified School Employees Week](#)
Recommend approving Resolution No. 58-14/15 and designate the week of May 18th through 22nd, 2015 as Classified School Employees Week.
 - E. [Healthcare Update](#)
Information Only
 - F. [Future Monthly Committee Agenda Planner and Annual Master Planning Calendar](#)
Information Only

V. STUDENT REPORT

A. [Student Report](#)
Information Only

VI. CONSENT AGENDA ACTION

A. Diversity/Human Resources

1. [Academic Personnel](#)
Recommend approving/ratifying academic personnel actions.
2. [Classified Personnel](#)
Recommend approving/ratifying classified personnel actions.
3. [Other Personnel](#)
Recommend approving/ratifying other personnel actions.

B. District Business

1. [Purchase Order and Warrant Report – All District Resources](#)
Recommend approving/ratifying the Purchase Orders and Purchase Order Additions totaling \$4,363,489 and District Warrant Claims totaling \$8,643,602.
2. Budget Adjustments
 - a. [Budget Adjustments](#)
Recommend approving the budget transfers as presented.
3. Resolution(s) to Amend Budget
 - a. [Resolution No. 54-14/15 – 2014-2015 Disabled Students Programs and Services \(DSPS\)](#)
Recommend approving the resolution and adding the revenue and expenditures of \$1,207 to the budget.
 - b. [Resolution No. 55-14/15 – 2014-2015 CalWORKs Program](#)
Recommend approving the resolution and adding the revenue and expenditures of \$20,321 to the budget.
 - c. [Resolution No. 56-14/15 – 2014-2015 Realignment of Scheduled Maintenance and Instructional Equipment](#)
Recommend approving Resolution No. 56-14/15 - Realignment of Scheduled Maintenance and Instructional Equipment revenue and expenditures of \$156,698 to the budget.
4. Contingency Budget Adjustments (None)
5. Bid Awards
 - a. [Bid Award for Computer Equipment Maintenance & Repair Services](#)
Recommend awarding Bid No. 2014/15-43 – Computer Equipment Maintenance & Repair Services, in the total amount of \$175,000 to Western Data Enterprises, Inc.
 - b. [Bid Award for 12KV Electrical Upgrade in Tech A Building](#)
Recommend awarding Bid No. 2014/15-41 – 12KV Electrical Upgrade in Tech A Building at Riverside City College, in the total amount of \$233,500 to Hinkley and Associates, Inc.
 - c. [Purchase and Delivery of Office Supplies Utilizing the Mt. San Jacinto Community College District Contract](#)

Recommend approving the purchase and delivery of office supplies from Reliable Office Solutions, utilizing the Mt. San Jacinto Community College District Contract No. 2010-101 through September 30, 2015.

6. Grants, Contracts and Agreements
 - a. [Contracts and Agreements Report Less than \\$86,000 – All District Resources](#)
Recommend ratifying contracts totaling \$333,370 for the period of April 1, 2015 through April 30, 2015.
 - b. [Amendment to Agreement for Training Services with Quest Consulting and Training Corporation](#)
Recommend approving the Amendment to the Agreement between Riverside Community College District and Quest Consulting and Training Corporation for up to \$130,000.
 - c. [Agreement for Facilities Planning and Construction Services with Professional Personnel Leasing, Inc.](#)
Recommend approving the Agreement with Professional Personnel Leasing, Inc. for \$128,225, using Measure C Funds, to provide consulting services to assist District with coordination of construction efforts, and to assist the District with project management, state resource development plans and project oversight for Facilities Planning & Development.
 - d. [Agreement for Financial Aid Training and Technical Support between California Community Colleges Chancellor's Office and Riverside City College](#)
Recommend approving the Contract C14-0040 (Financial Aid Set-Aside) for the time frame of January 1, 2015 through April 30, 2016, in the amount of \$488,970.00.
7. [Out-of-State Travel](#)
Recommend approving out-of-state travel.
8. Other Items
 - a. [Surplus Property](#)
Recommend declaring the property on the attached list to be surplus; finding that the property does not exceed the total value of \$5,000; and authorizing the property to be consigned to The Liquidation Company to be sold on behalf of the District.
 - b. [Resolution No. 57-14/15 – Authorization to Establish a New General Obligation Bond Fund](#)
Recommend approving Resolution 57-14/15 - Authorization to Establish a New General Obligation Bond Fund to account for Measure C financial activity.

VII. CONSENT AGENDA INFORMATION

- A. [Monthly Financial Report for Month Ending – April 30, 2015](#)
Information Only
- B. [CCFS-311Q – Quarterly Financial Status Report for the 3rd Quarter Ended](#)

Information Only

VIII. BOARD COMMITTEE REPORTS

- A. Governance
 - 1. [Board Policies for First Reading](#)
Recommend accepting Board Policies 3820, 4040, 5030, 5050, 5550, 5700, and 6700 for First Reading.
- B. Teaching and Learning
 - 1. [Proposed Curricular Changes](#)
Recommend approving the proposed curricular changes for inclusion in the college catalog and in the schedule of class offerings.
- C. Planning and Operations
 - 1. [Moreno Valley College 2015 Comprehensive Master Plan](#)
Recommend approving the Moreno Valley College 2015 Comprehensive Master Plan
- D. Resources (None)
- E. Facilities
 - 1. [Agreement Amendment No. 1 for the Network Operations Center with Inland Inspections & Consulting](#)
Recommend approving Agreement Amendment No. 1 for the Network Operations Center Project at Moreno Valley College for additional inspection services with Inland Inspections and Consulting in the amount not to exceed \$61,840.

IX. ADMINISTRATIVE REPORTS

- A. Vice Chancellors
 - 1. [Summer Workweek](#)
Recommend approving the four-ten hour day workweek from June 8, 2015 through August 13, 2015 for management, classified, and confidential support staff; contingent upon CSEA ratification.
 - 2. [Resolution 59-14/15 - Resolution Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service](#)
Recommend approving Resolution No. 59-14/15, authorizing the Chancellor, or Designee of the District to layoff and reduce hours of the classified service and send the appropriate notification.
- B. Presidents

X. ACADEMIC SENATE REPORTS

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

XI. BARGAINING UNIT REPORTS

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

XII. BUSINESS FROM BOARD MEMBERS

- A. [Annual Self Evaluation for Board of Trustees](#)

Recommend reviewing and discussing the results of the Board of Trustees' annual self evaluation, review the goals from 2014 and provide direction for establishing goals for 2015.

- B. [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](#)
Recommended Action to be Determined.

XIV ADJOURNMENT

.

Agenda Item (IV-A)

Meeting 5/19/2015 - 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: Michael Burke, Ph.D., Chancellor

Attachments:

Agenda Item (IV-B)

Meeting 5/19/2015 - Regular

Agenda Item Chancellor's Reports (IV-B)

Subject Presentation on Norco College Commercial Music Program

College/District Norco

Information Only

Background Narrative:

Norco College students will perform a musical number from the newly released CD "Out of the Darkness, Into the Light," which was written, performed, and produced by the Commercial Music Program.

Prepared By: Paul Parnell, President, Norco College

Attachments:

Agenda Item (IV-C)

Meeting 5/19/2015 - Regular

Agenda Item Chancellor's Reports (IV-C)

Subject Five to Thrive Presentation on Norco College's Music and Art Faculty Joint Project

College/District Norco

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 Kim Kameran, Assistant Professor of Music, and Quinton Bemiller, Assistant Professor of Art are presenting on a Music and Art joint project.

Prepared By: Paul Parnell, President, Norco College

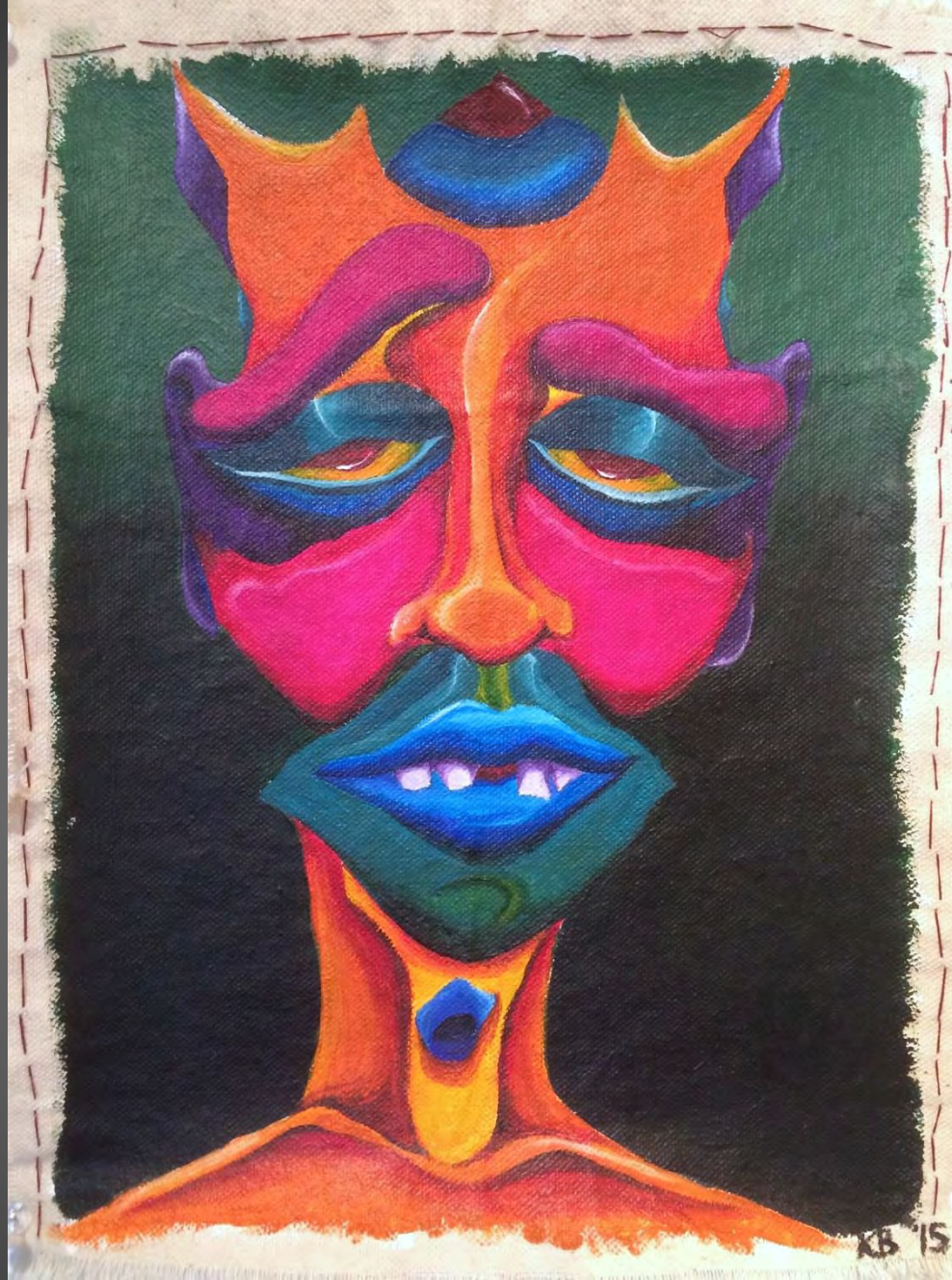
Attachments:

[Art Music Collaboration 2015](#)

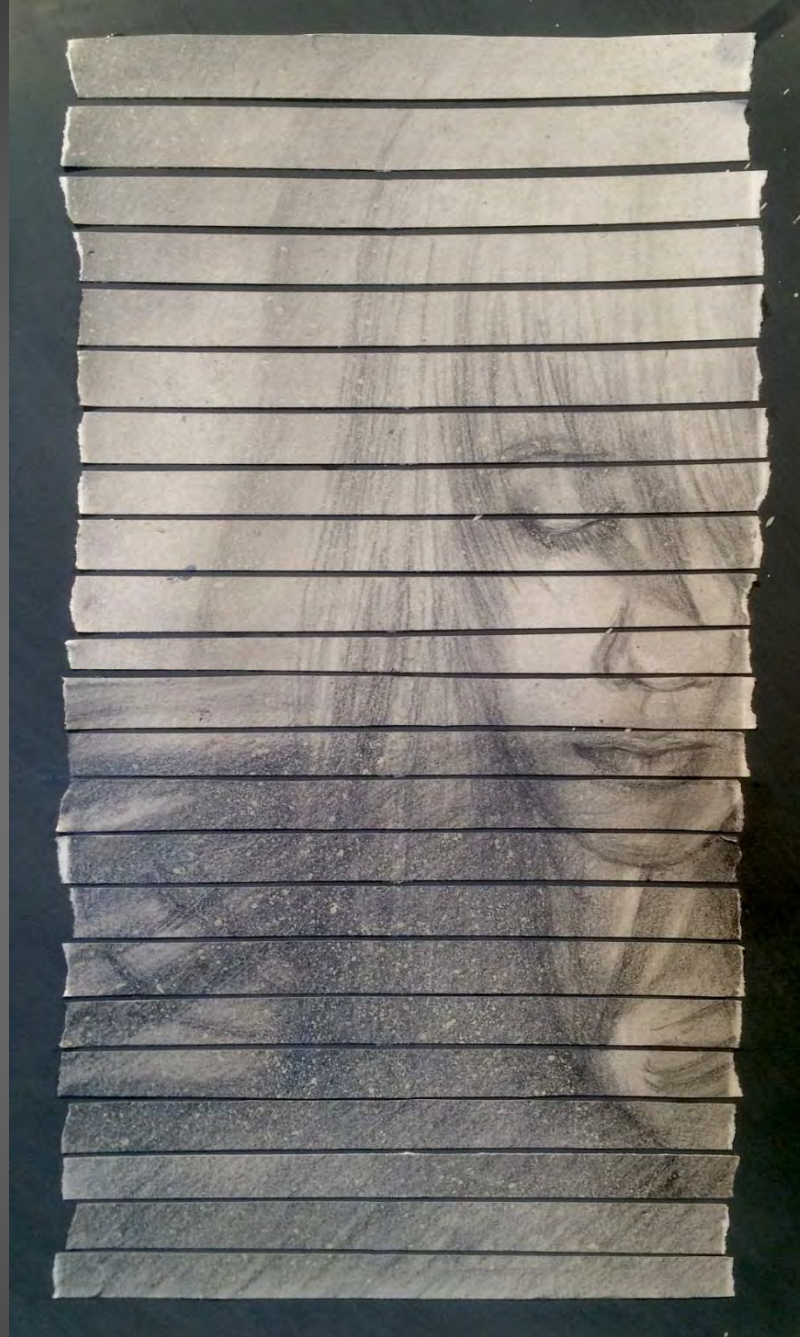
Counterpoint

Where Art and Music Collide

<https://basecamp.com/>



Kennady Bob, *Madman*, acrylic and watercolor on canvas



Melody Hiler, *Portraits*, graphite, acrylic, collage on paper



Suzette Ramirez, *Follow*, acrylic on canvas



Leah Metters, *Follow Freedom*, acrylic on canvas



Kylee Love, *Capture to Release?*, mixed media assemblage



Jonathan Godinez, *My Beautiful California*, acrylic on canvas



Angie Alvarez, *Shores*, acrylic on canvas



Angie Alvarez, *Whispers*, acrylic, cotton and paper on canvas



Songwriting and Art Students

Agenda Item (IV-D)

Meeting	5/19/2015 - Regular
Agenda Item	Chancellor's Reports (IV-D)
Subject	Resolution No. 58-14/15 Resolution Recognizing Classified School Employees Week
College/District	District
Funding	
Recommended Action	It is recommended the Board of Trustees adopt Resolution No. 58-14/15 and designate the week of May 18th through 22nd, 2015 as Classified School Employees Week.

Background Narrative:

The third week in May, May 18-22, 2015 is designated by the California Education Code as Classified School Employees Week. This is pursuant to Article 10, Section 88270 of the California Education Code. The Classified School Employees Week has been supported by the Board of Trustees annually for many years to honor and recognize the classified school employees who contribute in outstanding fashion to the Riverside Community College District educational community. Events are typically planned at each College and District location during this special week.

Prepared By: Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources

Attachments:

[20150519_Res No 58 14-15 Res Recog CSEW_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
MORENO VALLEY COLLEGE • NORCO COLLEGE • RIVERSIDE CITY COLLEGE

Resolution No. 58-14/15

Resolution to Recognize Riverside Community College Classified Employees During Classified School Employee Week

WHEREAS, May 18 -22, 2015, has been designated as Classified School Employee Week in California by the California State Legislature and the California School Employees Association; and,

WHEREAS, the Riverside Community College District desires to acknowledge and thank its classified employees; and,

WHEREAS, Riverside Community College District's classified employees are essential to the District, serving students in a professional, helpful, friendly and courteous manner, and conducting business in an exemplary fashion; and,

WHEREAS, employees assigned to Moreno Valley College, Norco College, Riverside City College, and District Offices contribute in such a positive way to the fulfillment of district functions, goals and objectives; and,

WHEREAS, these same employees also provide valuable support to the faculty and administrators and in so doing contribute to a positive learning environment; and,

WHEREAS, Riverside Community College District's classified employees are key ambassadors to the community, involved in every facet of community life through non-profit organizations, youth sports, philanthropic efforts, and other endeavors; and,

WHEREAS, their dedication and caring contributes in a positive spirit to our communities and our students, young and old; and,

WHEREAS, Riverside Community College District's classified employees deserve our respect, commendation, and recognition;

THEREFORE, BE IT RESOLVED that the Board of Trustees officially recognizes the professional contributions of our classified employees, proclaims that they enhance the excellence of education in the state of California and in this District, and declares the week of May 18-22, 2015, as Classified School Employee Week in the Riverside Community College District.

Passed and adopted this 19th day of May 2015.

BOARD OF TRUSTEES OF THE RIVERSIDE
COMMUNITY COLLEGE DISTRICT

Agenda Item (IV-E)

Meeting 5/19/2015 - Regular
Agenda Item Chancellor's Reports (IV-E)
Subject Healthcare Update
College/District District
Information Only

Background Narrative:

At the November 5, 2013 regular Board of Trustees meeting the Board of Trustees requested an update of the healthcare issue at each Board meeting.

Any new claims or concerns will be brought forward.

Prepared By: Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources

Attachments:

Agenda Item (IV-F)

Meeting 5/19/2015 - Regular

Agenda Item Chancellor's Reports (IV-F)

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: Michael Burke, Ph.D., Chancellor

Attachments:

[Future Monthly Committee Agenda Planner and Annual Master Planning Calendar_051915](#)

COMMITTEES OF THE BOARD OF TRUSTEES - PLANNING WORKSHEET

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Resources	E. Facilities
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff and Facilities Development	Vice Chancellor, Business & Financial Services; Vice Chancellor, Diversity and Human Resources	Chief of Staff and Facilities Development
<ul style="list-style-type: none"> ✓ BOG Indicators for Institutional Effectiveness(Action) Reiner ✓ MVC Followup Report for ACCJC Reiner/Steinback (Action) ✓ NC Followup Report for ACCJC Reiner/Dieckmeyer ✓ RCC Followup Report for ACCJC Reiner/Isaac (Action) ✓ RCCD Followup Report for ACCJC Brown/Thomas (Action) 	<ul style="list-style-type: none"> ✓Grants Annual Summary for 2014-2015 (Action) Reiner/Keeler ✓ Proposed Curricular Changes Reiner/Thomas (Action) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <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="text-align: center; color: red; font-weight: bold; margin-top: 5px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 05/26/15 & 06/09/15.</p> </div>	<ul style="list-style-type: none"> ■ 2017-2021 Five-Year Capital Construction Plan (Mayo, Parnell, Isaac, Carlson) 	<ul style="list-style-type: none"> ■ Tentative Budget for 2015-2016 and Notice of Public Hearing on the 2015-2016 Final Budget (Brown) ■ Board Resolution for Establishment of OPEB Irrevocable Trust (Brown) (<i>TENTATIVE ITEM</i>) 	<ul style="list-style-type: none"> ■ Project Close-outs & Reversion of Funds (Carlson)

RECOMMENDED 2014-15 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

Agenda Item (V-A)

Meeting 5/19/2015 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

Background Narrative:

Student Trustee Ryan Rudolph 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: Michael Burke, Ph.D., Chancellor
Kathy Tizcareno, Executive Administrative Assistant

Attachments:

Agenda Item (VI-A-1)

Meeting	5/19/2015 - Regular
Agenda Item	Consent Agenda Action (VI-A-1)
Subject	Academic Personnel
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve/ratify the academic personnel actions

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: Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources

Attachments:

[20150519_Academic Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Academic Personnel

Date: May 19, 2015

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

a. Management Contract

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
MORENO VALLE COLLEGE			
Smith, Nicole	Director, Disabled Student Programs and Services	05/20/2015 - 06/30/2016	V-1

b. Contract Faculty
(None)

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE			
Garza, Rolando	Visiting Instructor, Kinesiology	Spring Semester 2015	B-4
Simmers, Jennifer	Visiting Assistant Professor, Sociology	Spring Semester 2015	H-5

2. Salary Placement Adjustment

At their meeting of April 21, 2015, the Board of Trustees approved the appointment of the following faculty member. The employee has provided appropriate verification of experience and/or coursework completed that will affect their salary placement.

It is recommended the Board of Trustees approve the adjustment of salary placement for the faculty member listed below, effective April 27, 2015.

<u>Name</u>	<u>From Column/Step</u>	<u>To Column/Step</u>
Greene, Monique	D-1	D-4
Visiting Assistant Professor, Counseling		

Subject: Academic Personnel

Date: May 19, 2015

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>
Baker, David	Associate Professor, Sociology	07/30/15	Retirement
Burris, Robert	Assistant Professor, CTE, Air Conditioning	07/30/15	Retirement
Crasnow, Sharon	Professor, Philosophy	06/19/15	Retirement
Smith, Deborah	Associate Professor, Mathematics	06/30/15	Retirement
Waggoner, Jennifer	Visiting Assistant Professor, Nursing	06/30/15	Personal

Agenda Item (VI-A-2)

Meeting	5/19/2015 - 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: Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources

Attachments:

[20150519_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Classified Personnel

Date: May 19, 2015

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 the Board of Trustees approve/ratify the following appointments:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Contract/ Salary</u>	<u>Action</u>
a. Management/Supervisory Purper, Lynn	Facilities Development Director	06/22/15	U-3	Appointment
b. Management/Supervisory – Categorically Funded (None)				
c. Classified/Confidential DISTRICT				
Chavez, Melinda	Facilities Planning Specialist/ Support Services	06/01/15	K-4	Promotion
Garrido, Jeanne	Foundation Administrative Technician	06/08/15	K-1	Appointment
Jamieson, Kenneth	Officer, Safety & Police	05/20/15	N-3	Appointment
MORENO VALLEY COLLEGE				
Abernathy, Chuck	Customer Service Clerk	05/11/15	E-LS2	Rehire
NORCO COLLEGE				
Yalong, Arthur	Warehouse Assistant	05/20/15	D-1	Appointment
RIVERSIDE CITY COLLEGE				
Ramirez, Gregory	CalWORKs Specialist (Part-Time, 75%)	05/18/15	I-LS1	Rehire
d. Classified/Confidential – Categorically Funded (None)				

2. Leave for Military Reserve Duty

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

It is recommended the Board of Trustees ratify a request for military reserve duty for Octavio Rojas, Senior Officer of Safety and Police, for the dates of April 12 – 18, 2015, (a total of 5 working days). Mr. Rojas meets the college service requirements.

3. Request for Permanent Increase in Workload

It is recommended the Board of Trustees approve the permanent increase in workload for the following individual. The request(s) has the approval of the college President.

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date</u>
Bergquist, Jonathan	Custodian	53.75% to 100%	05/20/15
Gonzalez, Julio	Director, Middle College High School	11month to 12month	07/01/15
Lemus, Gabriela	Administrative Assistant I	48.75% to 100%	07/01/15

4. Requests for Temporary Increase in Workload

It is recommended the Board of Trustees approve the temporary increase in workload for the following individuals. The requests have the approval of the college Presidents.

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>From/To</u>
Casas, Norma	Food Service Worker III	90% to 100%	05/20/15-06/30/15
Gonzalez, Cinthya	Educational Advisor	48.75% to 75% & 75% to 100%	05/20/15-06/30/15 & 07/01/15-12/31/15
Graham, Andrew	Student Services Technician	40% to 100%	05/20/15-06/30/15
Grimsby, Angela	Customer Service Clerk	47.5% to 75%	05/20/15-06/30/15
Orta-Perez, Angel	Outreach Specialist	50% to 100%	06/16/15-09/30/15
Segura, Sharlena	Administrative Assistant I	48.75 % to 100%	05/20/15-09/01/15
Urena, Jacqueline	Educational Advisor	75% to 100%	07/01/15-06/30/16

5. Change Effective Date of Management Appointment

At the Board meeting of April 21, 2015, the Board of Trustees approved the appointment of Margaret Cartwright as Associate Vice Chancellor, Strategic Communications and Institutional Advancement, effective May 18th, 2015. The effective date needs to be changed from May 18th, 2015, to May 15th, 2015. It is recommended that the Board of Trustees approve this change of the effective date of employment.

6. Change Title of Classified Employee

At the Board meeting of August 19, 2014, the Board of Trustees approved the rehire of Linda Lopez as a Food Services I employee with an effective date of September 3, 2014. The position title was an error and is being corrected to reflect that Ms. Lopez was hired as a Food Services III employee. It is recommended that the Board of Trustees approve the title change effective September 3, 2014.

7. 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>Last Date of Employment</u>	<u>Reason</u>
Abernathy, Charles	Student Activities Clerk	04/30/15	Non-Continuance of Probation
Pavloudakis, Emmanuel	Grounds Supervisor	04/23/15	Termination

Agenda Item (VI-A-3)

Meeting	5/19/2015 - 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: Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources

Attachments:

[20150519_Other Personnel](#)
[20150519_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Other Personnel

Date: May 19, 2015

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 experts and authorize the Interim Vice Chancellor, Diversity and Human Resources to sign the employment agreement.

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Location</u>	<u>Term</u>	<u>Amount</u>
Navarro, Lynette	Psychological Health Services Intern	Health Services	RCC	05/26/15-06/30/16	\$25/hour
Northcott, Jason	Riverside Aquatics Complex Special Event Supervisor	Athletics	RCC	07/01/15-06/30/16	\$30/hour
Teets, Kathryn	Riverside Aquatics Complex Special Event Supervisor	Athletics	RCC	07/01/15-06/30/16	\$30/hour

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Aguirre, Marisela	Community Service Aide I	Safety and Police	07/01/15-06/30/16	\$15.82
Backes, Dale	Community Service Aide I	Safety and Police	07/01/15-06/30/16	\$15.82
Davis, Suzanne	Community Service Aide I	Safety and Police	07/01/15-06/30/16	\$15.82
Diaz, Jessica	Community Service Aide I	Safety and Police	07/01/15-06/30/16	\$15.82
Martinez, Albert	Community Service Aide I	Safety and Police	07/01/15-06/30/16	\$15.82
Ochoa, Michael	Community Service Aide I	Safety and Police	07/01/15-06/30/16	\$15.82
Reyes, Desiree	Community Service Aide I	Safety and Police	07/01/15-06/30/16	\$15.82
Rodriguez, Rene	Community Service Aide I	Safety and Police	07/01/15-06/30/16	\$15.82
Simpson, Kimberly	Community Service Aide I	Safety and Police	07/01/15-06/30/16	\$15.82
Wilbur, John	Community Service Aide I	Safety and Police	07/01/15-06/30/16	\$15.82
MORENO VALLEY				
		Grant and College		
Maciel, Sandra	Administrative Assistant II	Support Programs	05/01/15-06/30/15	\$18.96
NORCO				
Caceres, Walter	Custodian	Facilities	05/10/15-06/30/15	\$15.82
Clark, Gloria	Custodian	Facilities	05/10/15-06/30/15	\$15.82
Serrano, Gerardo	Custodian	Facilities	04/20/15-06/30/15	\$15.82
Whiteman, Jennifer	Custodian	Facilities	04/20/15-06/30/15	\$15.82
RIVERSIDE				
Grable, Danielle	Officer, Safety and Police	Safety and Police	07/01/15-06/30/16	\$26.28
Lobato, Stacy	CalWORKs Specialist	CalWORKs	04/20/15-06/30/15	\$20.89
Yearyean, Sarah	Laboratory Technician II	Chemistry	04/20/15-06/04/15	\$27.39

SHORT-TERM POSITIONS

Backup Other Personnel

May 19, 2015

Page 1 of 5

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
		Disability Resource		
Arias, Jr. Hector	Interpreter I	Center	07/01/15-06/30/16	\$25.00
		Disability Resource		
Arnhart, Katie	Interpreter III	Center	07/01/15-06/30/16	\$35.00
Arnhart, Katie	Interpreter III	Admissions & Records	06/05/15-06/11/15	\$35.00
		Disability Resource		
Auman, Allen	Interpreter III	Center	07/01/15-06/30/16	\$35.00
Baehr, Donna	Registered Nurse III	Health Services	07/01/15-06/30/16	\$40.00
		Disability Resource		
Bain, Debra	Interpreter II	Center	07/01/15-06/30/16	\$30.00
		Disability Resource		
Becker, Kathleen	Interpreter II	Center	07/01/15-06/30/16	\$30.00
		Disability Resource		
Blackwood, Micah	Interpreter II	Center	07/01/15-06/30/16	\$30.00
Booth, Marsha	Registered Nurse II	Health Services	07/01/15-06/30/16	\$37.00
		Disability Resource		
Brown, Brittany	Interpreter III	Center	07/01/15-06/30/16	\$35.00
Brown, Brittany	Interperter III	Admissions & Records	06/05/15-06/11/15	\$35.00
Castaneda, Alexandra	Interpreter III	Admissions & Records	06/05/15-06/11/15	\$35.00
		Disability Resource		
Cheney, Stephanie	Interpreter III	Center	07/01/15-06/30/16	\$35.00
Cheney, Stephanie	Interpreter III	Admissions & Records	06/05/15-06/11/15	\$35.00
		Disability Resource		
Covarrubias, Albert	Interpreter I	Center	07/01/15-06/30/16	\$25.00
		Disability Resource		
Cowles, Casie	Interpreter II	Center	07/01/15-06/30/16	\$30.00
		Disability Resource		
Creehan, Joseph	Interpreter III	Center	07/01/15-06/30/16	\$35.00
		Disability Resource		
Crespo, Jessica	Interpreter Apprentice	Center	07/01/15-06/30/16	\$11.00
		Disability Resource		
DeFoe, Elyse	Interpreter Apprentice	Center	07/01/15-06/30/16	\$11.00
		Disability Resource		
DeWitt, Janelle	Interpreter II	Center	07/01/15-06/30/16	\$30.00
		Disability Resource		
Eddy, Carmen	Interpreter III	Center	07/01/15-06/30/16	\$35.00
Estrada, Laura	Registered Nurse II	Health Services	07/01/15-06/30/16	\$37.00
Felipe, Roxanne	Nurse Practitioner	Health Services	07/01/15-06/30/16	\$60.00

*Correction to date

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT (Continued)				
	Reserve College			
Grable, Danielle	Police Officer	Safety and Police	07/01/15-06/30/16	\$15.65
		Disability Resource		
Granger, Jimmy	Interpreter III	Center	07/01/15-06/30/16	\$35.00
		Disability Resource		
Greaney, Jolene	Interpreter I	Center	07/01/15-06/30/16	\$25.00
		Disability Resource		
Guevara, Evan	Interpreter II	Center	05/20/15-06/30/16	\$30.00
Gilbert, Laurie	Registered Nurse II	Health Services	07/01/15-06/30/16	\$37.00
		Disability Resource		
Holod-Andrew, Sarah	Interpreter III	Center	05/20/15-06/30/16	\$35.00
		Disability Resource		
Hunter, Gloria	Interpreter III	Center	07/01/15-06/30/16	\$35.00
		Disability Resource		
Killen, Laura	Interpreter III	Center	07/01/15-06/30/16	\$35.00
		Disability Resource		
King, Tabatha	Interpreter II	Center	07/01/15-06/30/16	\$30.00
		Disability Resource		
Komori, Hiroko	Interpreter III	Center	07/01/15-06/30/16	\$35.00
		Disability Resource		
Magill, Brittany	Interpreter II	Center	05/20/15-06/30/15	\$30.00
		Disability Resource		
Miller, Gwendolyn	Interpreter III	Center	07/01/15-06/30/16	\$35.00
		Disability Resource		
Minkler, Jack	Interpreter III	Center	07/01/15-06/30/16	\$35.00
Olivas, Daisy	Registered Nurse II	Health Services	07/01/15-06/30/16	\$37.00
		Disability Resource		
Picker, Krista	Interpreter I	Center	07/01/15-06/30/16	\$25.00
		Disability Resource		
Ramirez, Rocio	Interpreter II	Center	07/01/15-06/30/16	\$30.00
		Disability Resource		
Ridlon, Tracey	Interpreter II	Center	07/01/15-06/30/16	\$30.00
		Disability Resource		
Rodriguez, Christopher	Interpreter II	Center	07/01/15-06/30/16	\$30.00
		Disability Resource		
Rodriguez Valencia, Javier	Interpreter II	Center	05/20/15-06/30/16	\$30.00
		Disability Resource		
Romero, Kimberly	Interpreter II	Center	07/01/15-06/30/16	\$30.00

*Correction to date

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT (Continued)				
		Disability Resource Center		
Stephenson, Jacob	Interpreter II	Center	07/01/15-06/30/16	\$30.00
Swanson, Wendi	Nurse Practitioner	Health Services	07/01/15-06/30/16	\$60.00
		Disability Resource Center		
Turley-Trejo, Lanae	Interpreter I	Center	07/01/15-06/30/16	\$25.00
MORENO VALLEY				
	Upward Bound College Mentor	Upward Bound Math and Science Program		
Ali, Marquita	College Mentor	and Science Program	06/16/15-06/30/16	\$12.00
	Upward Bound College Mentor	Upward Bound Math and Science Program		
Antoine, Montrell	College Mentor	and Science Program	06/16/15-06/30/16	\$12.00
	Upward Bound College Mentor	Upward Bound Math and Science Program		
Cortez, Justin	College Mentor	and Science Program	07/01/15-06/30/16	\$12.00
	Upward Bound College Mentor	Upward Bound Math and Science Program		
Gutierrez Marin, Rigoberto	College Mentor	and Science Program	07/01/15-06/30/16	\$12.00
		Upward Bound Math and Science Program		
Lemons, Christie	Grant Facilitator	and Science Program	07/01/15-06/30/16	\$40.00
		Disabled Student Services		
Magill, Brittany	Interpreter II	Services	06/01/15-06/15/15	\$30.00
		Upward Bound Math and Science Program		
Manuel, Leon-Robert	Grant Facilitator	and Science Program	07/01/15-06/30/16	\$40.00
Newsom, Helen	Nurse Practitioner	Health Services	07/01/15-06/30/16	\$60.00
	Upward Bound College Mentor	Upward Bound Math and Science Program		
Stanley, Alyssa	College Mentor	and Science Program	07/01/15-06/30/16	\$12.00
		Upward Bound Math and Science Program		
Susuras, David	Grant Facilitator	and Science Program	07/01/15-06/30/16	\$40.00
	Upward Bound College Mentor	Upward Bound Math and Science Program		
Valdez Renteria, Dalila	College Mentor	and Science Program	07/01/15-06/30/16	\$12.00
		Upward Bound Math and Science Program		
Williams-Puckett, Kenisha	Grant Facilitator	and Science Program	07/01/15-06/30/16	\$40.00
Zamarripa, Andrea	Tutor I	Writing Center	05/12/15-06/30/16	\$9.00
NORCO				
		Trio Upward Bound Programs		
Askins, Ashley	Grant Facilitator	Programs	05/20/15-06/30/15	\$40.00
		Trio Upward Bound Programs		
Askins, Ashley	Grant Facilitator	Programs	07/01/15-06/30/16	\$40.00
	Upward Bound College Mentor	TRIO Upward Bound Programs		
Bernal, Alejandra	College Mentor	Programs	06/01/15-06/30/15	\$12.00
	Upward Bound College Mentor	Trio Upward Bound Programs		
Bernal, Alejandra	College Mentor	Programs	07/01/15-06/30/16	\$12.00

*Correction to date

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
NORCO (Continued)				
	Student Success	Title V/Student Equity		
Boykin, Briana	Coach	Programs	05/20/15-10/31/15	\$25.00
	Upward Bound	Trio Upward Bound		
Chacon, Seth	College Mentor	Programs	07/01/15-06/30/16	\$12.00
	Upward Bound	Trio Upward Bound		
De La Cruz, Mayra	College Mentor	Programs	07/01/15-06/30/16	\$12.00
		Disability Resource		
DeWitt, Janelle	Interpreter II	Center	06/11/15-06/11/15	\$30.00
		Trio Upward Bound		
Escudero, Wellington	Grant Facilitator	Programs	06/01/15-06/30/15	\$40.00
		Trio Upward Bound		
Escudero, Wellington	Grant Facilitator	Programs	07/01/15-06/30/16	\$40.00
		Trio Upward Bound		
Garcia, Claudia	Grant Facilitator	Programs	07/01/15-06/30/16	\$40.00
	Upward Bound	Trio Upward Bound		
Gomez Zorilla, Martha	College Mentor	Programs	07/01/15-06/30/16	\$12.00
	Upward Bound	Trio Upward Bound		
Jaime, Antonio Benjamin	College Mentor	Programs	07/01/15-06/30/16	\$12.00
	Upward Bound	Trio Upward Bound		
Meyer, Sherry	College Mentor	Programs	06/01/15-06/30/16	\$12.00
		Trio Upward Bound		
Pike, Gary	Grant Facilitator	Programs	06/01/15-06/30/16	\$40.00
		Trio Upward Bound		
Pizarro, Ilse	Tutor IV	Programs	07/01/15-06/30/16	\$10.00
		Trio Upward Bound		
Rodriguez, Talia	Tutor IV	Programs	07/01/15-06/30/16	\$10.00
	Upward Bound	TRIO Upward Bound		
Valencia, Cynthia	College Mentor	Programs	06/01/15-06/30/15	\$12.00
	Upward Bound	Trio Upward Bound		
Valencia, Cynthia	College Mentor	Programs	07/01/15-06/30/16	\$12.00
RIVERSIDE				
Armenta, Charles	Grant Facilitator	Upward Bound	06/01/15-07/30/15	\$40.00
		Student Financial		
Belford, Elizabeth	Office Assistant IV	Services	07/01/15-09/30/15	\$14.00
Cowles, Casie	Interpreter II	Admissions & Records	06/05/15-06/11/15	\$30.00
		Student		
D'Amico, Stephanie	Office Assistant III	Services/Activities	05/20/15-06/30/15	\$12.50
Flores, Jose	Tutor IV	Upward Bound	07/01/15-06/30/16	\$10.00
Greer, Geoffrey	Grant Facilitator	Upward Bound	07/01/15-07/30/15	\$40.00

*Correction to date

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
RIVERSIDE (Continued)				
King, Tabatha	Interpreter II Special Project	Admissions and Records Center for International	06/05/15-06/11/15	\$30.00
Kokos, Dimitris	Employee	Students and Programs	07/01/15-06/30/16	\$0.00
McArdle, Kelly	Grant Facilitator	Upward Bound	08/10/15-05/30/16	\$40.00
Melendrez, Cynthia	Tutor IV	Upward Bound	07/01/15-06/30/16	\$10.00
Melendrez, Ronald	Tutor IV	Upward Bound	07/01/15-06/30/16	\$10.00
Newsom, Helen	Nurse Practitioner	Health Services	07/01/15-06/30/16	\$60.00
Roble, Briane	Grant Facilitator	Upward Bound	08/10/15-05/30/16	\$40.00
Rodriguez Valencia, Javier	Interpreter II	Admissions & Records	06/05/15-06/11/15	\$30.00
Smith, Erin	Grant Facilitator	Upward Bound	06/01/15-07/30/15	\$40.00
Turley-Trejo, Lanae	Interpreter I	Admissions & Records	06/05/15-06/11/15	\$25.00

*Correction to date

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

Backup Other Personnel
May 19, 2015
Page 1 of 2

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
RIVERSIDE COMMUNITY COLLEGE DISTRICT				
Rodriguez Torres, Karina	Student Aide II	Career and Tech Educ.	04/29/15	\$ 10.75
RIVERSIDE CITY COLLEGE				
Anderson, Vanessa	Student Aide I	Disability Resource Ctr	04/28/15	\$ 9.00
Berumen, Vanessa	Student Aide I	Outreach	05/04/15	\$ 9.00
Black, Allen	Student Aide II	Home Room/Ujima	04/13/15	\$ 10.00
Hepler, Katherine	Student Aide I	Outreach	05/04/15	\$ 9.00
Hernandez, Janette	Student Aide I	Outreach	05/07/15	\$ 9.00
Lott III, Clifton	Student Aide I	Performing Arts-Theatre	04/28/15	\$ 9.00
Morales, Jasmin	Student Aide I	Assessment Center	05/04/15	\$ 9.00
Munoz, Daisy	Student Aide I	Math Learning Center	04/29/15	\$ 9.00
Padilla Pedroza, Rosalba	Student Aide I	Early Childhood Educ.	05/04/15	\$ 9.00
Teketa, Mykaela	Student Aide II	Home Room/Ujima	04/15/15	\$ 10.00
<u>CATEGORICAL FUNDS</u>				
AMERICA READS PROGRAM				
Sowder, Lauren	Student Aide I	RUSD/Magnolia Elementary - RCC	04/29/15	\$ 9.00
AMERICA COUNTS PROGRAM				
Sowder, Lauren	Student Aide I	RUSD/Magnolia Elementary - RCC	04/29/15	\$ 9.00
CALWORKS WORK STUDY				
Nash, Laura	Student Aide I	Calworks Workforce Prep-Moreno	05/01/15	\$ 9.50
Salazar, Christina	Student Aide I	Valley College Workforce Prep-Moreno	05/11/15	\$ 9.50
Villegas, Crystal	Student Aide I	Valley College	05/11/15	\$ 9.50

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

Backup Other Personnel
May 19, 2015
Page 2 of 2

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
COMMUNITY SERVICE PROGRAM				
Beltran, Omar	Student Aide I	Boys and Girls Club of Perris	04/20/15	\$ 9.75
Cabellos, Lizet	Student Aide I	Boys and Girls Club of Perris	04/20/15	\$ 9.75
Farha, Nehaya Walied	Student Aide III	County of Riverside	05/05/15	\$ 11.00
Lomeli, Erick Alexander	Student Aide III	County of Riverside	04/14/15	\$ 11.75
Mercado Mejia, Sergio	Student Aide I	Boys and Girls Club of Perris	04/28/15	\$ 9.75
Taghipour, Ali	Student Aide III	County of Riverside County of Riverside, Workforce Development Center, Southwest Division	04/20/15	\$ 11.75
Williams -Burnett, Erica D	Student Aide III	Division	05/04/15	\$ 11.00
LITERACY PROGRAM				
MORENO VALLEY COLLEGE				
Johnson, Jason David DeJon	Student Aide I	Renaissance Scholars Program	04/20/15	\$ 10.00
Murillo, Ismael	Student Aide I	Instructional Media Center	04/20/15	\$ 9.00

Agenda Item (VI-B-1)

Meeting	5/19/2015 - 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 \$4,363,489 and District Warrant Claims totaling \$8,643,602.

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 \$1,693,387 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 237463 – 238848) totaling \$8,643,602, paid against approved Purchase Orders, 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, Director of Business Services

Attachments:

[05192015_Contracts and Purchase Orders Over \\$86,000 Report \(April\)](#)

Report of Purchases-All District Resources
 Purchases Over \$86,000
 4/01/15 thru 4/30/15

PO#	Department	Vendor	Description	Amount
C0004946	Chancellor's Office	Richgrossolutions Inc.	Consultants	\$ 131,400
C0004952	Facilities - Riverside	Commercial Roofing Systems, Inc.	ECE Roof Replacement Bid Award	131,436
C0004966	Facilities - Moreno Valley	Schneider Electric Buildings Americas Inc.	Energy Services RFP Award	126,671
P0046652	Board of Trustees	County of Riverside Registrar	Election Services	459,228
P0046655	World Languages - Riverside	Dell Marketing LP	World Language Lab Computer Replacements	106,294
P0046659	Information Services	CDW-G	LAN Support Equipment - National IPA Agreement #130733	93,420
P0046835	English and Media Studies - Riverside	Lenovo Direct	Computer Equipment - WSCA Agreement #B27158	105,856
P0046942	Information Services - Norco	CDW-G	Network Equipment -National IPA Agreement #130733	675,957
P0046962	Facilities - Moreno Valley	CDW-G	Network Equipment -National IPA Agreement #130733	305,410
<u>Additions to Approved/Ratify Purchase Orders of \$86,000 and Over</u>				
C0003717	Human Resources & Diversity	Keenan & Associates	Consultants	135,162
C0004595	Risk Management	Alliance of Schools for Cooperative	Legal	117,500
			Total	<u>\$ 2,388,334</u>
<u>All Purchase Orders, Contracts, and Additions for the Period of 4/1/15 - 4/30/15</u>				
			Contracts C4945 - C4968 and Contract Additions C3054 - C4807	\$ 333,370
			Purchase Orders P46539 - P47119 and Purchase Order Additions P40207 - P46476	1,276,373
			Blanket Purchase Orders B13521 - B13564 and Blanket Purchase Order Additions B12464 - B13505	365,412
			Total	<u>\$ 1,975,155</u>
			Grand Total	<u><u>\$ 4,363,489</u></u>

Agenda Item (VI-B-2-a)

Meeting	5/19/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-2-a)
Subject	Budget Adjustments
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the budget transfers as presented.

Background Narrative:

The 2014-15 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). Additionally, at the close of each fiscal year, it is necessary for the Board to grant authority to make necessary transfers among the various accounts and funds of the district.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Director of Business Services

Attachments:

[05192015_Budget Adjustments](#)

Budget Adjustments May 19, 2015

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to purchase a golf cart and ParSCORE Scantron scanner with software.		
From: Administration Support Center	Rents and Leases	\$ 22,829
To: Administration Support Center	Equipment	\$ 22,829
R2. Transfer to provide for a conference.		
From: Institutional Effectiveness	Supplies	\$ 70
To: Institutional Effectiveness	Conferences	\$ 70
R3. Transfer to purchase supplies, replace stolen musical instruments and purchase a new fleet vehicle.		
From: VP, Business Services	Administrative Contingency	\$ 26,531
To: VP, Business Services	Supplies	\$ 500
	Equipment	26,031
R4. Transfer to provide for classified salaries, employee benefits, and repairs.		
From: VP, Business Services	Administrative Contingency	\$ 6,499
	Reference Books	263
	Copying and Printing	350
	Software	425
	Equipment	1,218
To: VP, Business Services	Classified FT	\$ 5,699
	Employee Benefits	723
	General Liability & Property	77
	Repairs	2,256

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R5. Transfer to reallocate the Facilities department budget.		
From: Facilities	Classified Substitutes	\$ 8,465
	Employee Benefits	321
	Custodial Supplies	6,600
	Supplies	648
	Repair Parts	594
To: Facilities	Cellular Telephone	\$ 482
	Repairs	15,386
	Building Remodel - Testing	594
	Equipment	166
R6. Transfer to reallocate the Art department budget.		
From: Art	Travel Expenses	\$ 383
To: Art	Supplies	\$ 24
	Repair Parts	300
	Instr Aides, Other Overtime	54
	Equipment	5
R7. Transfer to provide for conferences and to purchase two file cabinets.		
From: Performing Arts	Copying and Printing	\$ 2,205
To: Performing Arts	Conferences	\$ 1,571
	Equipment	634
R8. Transfer to provide for inspection services.		
From: Fine and Performing Arts	Equipment	\$ 1,200
To: Fine and Performing Arts	Other Services	\$ 1,200

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R9. Transfer to purchase a scanner.		
From: VP, Academic Affairs	Conferences	\$ 991
To: VP, Academic Affairs	Equipment	\$ 991
R10. Transfer to purchase supplies and food.		
From: Career and Technical Education	Equipment	\$ 2,313
To: Applied Technology	Supplies	\$ 313
Applied Technology - Culinary	Food	2,000
R11. Transfer to purchase supplies.		
From: Academic Support	Administrative Contingency	\$ 1,894
To: Academic Support	Supplies	\$ 1,894
R12. Transfer to provide for consultants.		
From: Academic and Innovative Programs	Supplies	\$ 557
To: VP, Business Services	Consultants	\$ 557
R13. Transfer to purchase supplies.		
From: President	Administrative Contingency	\$ 5,690
To: President	Supplies	\$ 5,690
R14. Transfer to purchase athletic equipment.		
From: Dean of Instruction	Administrative Contingency	\$ 1,171
To: Kinesiology	Equipment	\$ 1,171

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R15. Transfer to purchase a phone.		
From: Languages, Humanities & Social Sci.	Administrative Contingency	\$ 274
To: Languages, Humanities & Social Sci.	Equipment	\$ 274
R16. Transfer to provide for an academic special project and to purchase supplies, bookcases, and computer equipment.		
From: Communication Studies	Instr Aides, Other Overtime	\$ 680
	Instructional Aides, Hourly	3,840
	Employee Benefits	25
	General Liability & Property	49
To: Communication Studies	Academic Special Project	\$ 900
	Supplies	933
	Equipment	2,761
R17. Transfer to purchase supplies.		
From: Political Science	Student Help – Non-Instr	\$ 56
To: Political Science	Supplies	\$ 56
R18. Transfer to provide for a conference.		
From: Planetarium	Academic Extra Duty	\$ 4,170
	Employee Benefits	527
To: VP, Business Services	Conferences	\$ 4,697
R19. Transfer to purchase instructional supplies.		
From: Athletics	Memberships	\$ 340
	Transportation	1,135
	Repairs	3,545
	Other Services	560
To: Athletics	Instructional Supplies	\$ 5,580

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R20. Transfer to purchase a printer, projector, laminator, and screen printing unit.		
From: Applied Technology - Media	Instr. Aides, Other Overtime	\$ 240
	Student Help – Instructional	2,684
	Employee Benefits	106
	General Liability & Property	39
	Repairs	3,907
	Rents and Leases	1,955
	Periodicals/Magazines	245
	Software	22
To: Applied Technology - Media	Equipment	\$ 9,198
R21. Transfer to provide for subscriptions and to purchase a projector.		
From: Applied Technology – Automotive	Repairs	\$ 975
	License Fees	80
To: Applied Technology - Automotive	Periodicals/Magazines	\$ 975
	Equipment	80
R22. Transfer to purchase instructional supplies.		
From: Applied Technology - Welding	Student Help - Instructional	\$ 5,332
	Instructional Aides, Hourly	880
	Employee Benefits	235
	General Liability & Property	84
	Repairs	2,190
To: Applied Technology - Welding	Instructional Supplies	\$ 8,721
R23. Transfer to purchase office panic buttons.		
From: Admissions and Records	Supplies	\$ 75
To: Admissions and Records	Equipment	\$ 75

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R24. Transfer to purchase supplies and printing materials.		
From: Tutorial Services	Repairs	\$ 550
To: Tutorial Services	Supplies	\$ 300
	Copying and Printing	250
R25. Transfer to provide for costs associated with commencement.		
From: Student Services	Equipment	\$ 2,000
	Supplies	459
To: Admissions and Records - Commencement	Short-Term Temporary Classified Overtime	\$ 1,500 200
	Employee Benefits	74
	Rents and Leases	125
	Other Services	560
R26. Transfer to provide for equipment rental.		
From: Counseling	Reference Books	\$ 490
	Copying and Printing	21
To: Counseling	Rents and Leases	\$ 511
R27. Transfer to purchase a new cellular telephone and tablet computer.		
From: International Students	Professional Services	\$ 599
To: International Students	Equipment	\$ 599
R28. Transfer to provide for a conference.		
From: Job Placement	Copying and Printing	\$ 60
	Supplies	660
To: VP, Business Services	Conferences	\$ 720

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R29. Transfer to provide for library books and software maintenance and licensing. (Fund 12, Resource 1190)		
From: VP, Academic Affairs	Instructional Supplies	\$ 50,858
To: Library	Books/New & Expd Library Comp Software Maint/Lic	\$ 50,000 858
R30. Transfer to reallocate the Song Brown Registered Nursing grant budget. (Fund 12, Resource 1190)		
From: Nursing	General Liability & Property	\$ 3,067
To: Nursing	Instr Salaries, Reg FT Academic PT Teaching Employee Benefits	\$ 831 1,892 344
R31. Transfer to reallocate the Student Equity grant budget. (Fund 12, Resource 1190)		
From: Student Services	Classified FT Employee Benefits	\$ 18,500 3,960
To: Student Services	Other Services	\$ 22,460
R32. Transfer to reallocate the Completion Academies grant budget. (Fund 12, Resource 1190)		
From: Workforce Preparation	Academic Special Project Employee Benefits	\$ 2,174 186
To: Workforce Preparation	Student Help – Non-Instr	\$ 2,360

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R33. Transfer to reallocate the Student Financial Aid Administration - Capacity grant budget. (Fund 12, Resource 1190)		
From: Student Financial Services	Classified Perm PT	\$ 599
	Employee Benefits	8,114
To: Student Financial Services	Supplies	\$ 6,798
	Food	100
	Equipment	1,815
R34. Transfer to reallocate the Student Financial Aid Administration - Base grant budget. (Fund 12, Resource 1190)		
From: Student Financial Services	Classified FT	\$ 22,303
	Supplies	1,611
To: Student Financial Services	Employee Benefits	\$ 18,194
	Equipment	5,720
R35. Transfer to reallocate the Student Success & Support Program grant budget. (Fund 12, Resource 1190)		
From: Student Services	Academic FT Non-Instr	\$ 21,375
	Employee Benefits	2,708
To: Student Services	Other Services	\$ 24,083
R36. Transfer to reallocate the Title V – HSI Pathways to Excellence grant budget. (Fund 12, Resource 1190)		
From: Workforce Preparation	Comp Software Maint/Lic	\$ 6,125
To: Workforce Preparation	Academic PT Teaching	\$ 500
	Student Help - Instructional	3,510
	Instructional Aides, Hourly	1,850
	Employee Benefits	265

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R37. Transfer to purchase a scanner. (Fund 12, Resource 1190)		
From: Student Financial Services	Supplies	\$ 967
To: Student Financial Services	Equipment	\$ 967
R38. Transfer to provide for software maintenance and licensing. (Fund 12, Resource 1190)		
From: VP, Academic Affairs	Equipment	\$ 22,175
To: Instructional Media Center	Comp Software Maint/Lic	\$ 20,350
Applied Technology	Comp Software Maint/Lic	1,825
R39. Transfer to reallocate the Foster Parent Pre-Training grant budget. (Fund 12, Resource 1190)		
From: Student Services	Classified FT Administrator	\$ 2,450
	Employee Benefits	533
To: Student Services	Instructional Supplies	\$ 1,500
	Copying and Printing	213
	Postage	25
	Equipment	1,245
R40. Transfer to reallocate the Enrollment Growth for ADN-RN grant budget. (Fund 12, Resource 1190)		
From: Nursing	Academic PT Teaching	\$ 1,108
	Classified Perm PT	4,770
	Tests	1,822
	Conferences	4,224
To: Nursing	Employee Benefits	\$ 5,017
	Equipment	6,907

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R41. Transfer to reallocate the Foster Youth Support Services grant budget. (Fund 12, Resource 1190)		
From: Student Services	Student Financial Grants	\$ 2,700
To: Student Services	Supplies	\$ 700
	Food	2,000
R42. Transfer to purchase a computer.		
From: Institutional Effectiveness – Riverside	Supplies	\$ 1,506
Institutional Effectiveness – Norco	Supplies	647
Institutional Effectiveness – Mo Val	Supplies	647
To: Institutional Effectiveness – Riverside	Equipment	\$ 1,506
Institutional Effectiveness – Norco	Equipment	647
Institutional Effectiveness – Mo Val	Equipment	647
R43. Transfer to purchase a laser measuring machine. (Fund 12, Resource 1190)		
From: CTE Enhancement Fund	Other Services	\$ 41,227
To: CTE Enhancement Fund	Equipment	\$ 41,227
R44. Transfer to provide for repairs, software maintenance, and dispatch services. (Fund 12, Resource 1050)		
From: Safety & Police Riverside	Employee Benefits	\$ 6,832
To: Safety & Police Riverside	Repairs	\$ 3,732
	Comp Software Maint/Lic	2,200
Safety & Police District	Other Services	900

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R45. Transfer to purchase a dye sublimation machine and a computer for the pre-press system.		
From: Printing and Graphics Center	Classified Overtime	\$ 267
	Student Help – Non-Instr	1,568
	Employee Benefits	95
	Software	494
	Repair Parts	241
	Supplies	187
	Repairs	2,064
To: Printing and Graphics Center	Equipment	\$ 4,916

Norco

N1. Transfer to provide for a fire alarm system upgrade.

From: VP, Business Services	Administrative Contingency	\$ 8,162
To: Building Maintenance	Fixtures & Fixed Equip	\$ 8,162

N2. Transfer to provide for supplies and to purchase a tablet computer.

From: VP, Business Services	Administrative Contingency	\$ 2,885
To: VP, Business Services	Supplies	\$ 900
	Equipment	1,985

N3. Transfer to provide for supplies, WiFi access, and lighting and to purchase furniture.

From: VP, Business Services	Administrative Contingency	\$ 81,970
To: Campus Safety	Supplies	\$ 3,000
Institutional Effectiveness	Fixtures & Fixed Equipment	33,466
Building Maintenance	Fixtures & Fixed Equipment	24,289
	Equipment	18,752
Grounds Maintenance	Equipment	2,463

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N4. Transfer to provide for academic and classified salaries.		
From: VP, Business Services	Administrative Contingency	\$ 19,696
To: Institutional Effectiveness	Academic FT Administrator	\$ 14,084
	Classified Perm PT	3,142
	Employee Benefits	2,470
N5. Transfer to purchase a floor machine.		
From: Grounds Maintenance	Grounds/Garden Supplies	\$ 20
	Repairs	409
To: Custodial Services	Equipment	\$ 429
N6. Transfer to provide for repairs and to purchase a copier and audio/visual equipment.		
From: Academic Affairs	Instructional Supplies	\$ 35,260
To: Academic Affairs	Equipment	\$ 34,660
Dean of Instruction	Repairs	600
N7. Transfer to reallocate the Basic Skills grant budget. (Fund 12, Resource 1190)		
From: Basic Skills	Student Help – Non-Instr	\$ 2,311
	Employee Benefits	1,568
	Supplies	7,942
To: Basic Skills	Academic Special Projects	\$ 10,062
	Conferences	1,759

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N8. Transfer to purchase network equipment. (Fund 12, Resource 1190)		

From: Title V HSI STEM	Postage	\$ 500
	Consultants	5,995
	Professional Services	9,050
	Mileage	550
	Meeting Expenses	5,000
	Travel Expenses	600
	General Liability & Property	5,286
	Comp Software Maint/Lic	9,450
	Educational Supplies	7,500
To: Title V HSI STEM	Equipment	\$ 43,931

N9. Transfer to purchase computers. (Fund 12, Resource 1190)

From: Title V HSI Coop	Instructional Supplies	\$ 27,000
	Supplies	48,675
	Consultants	15,000
	Professional Services	29,500
To: Title V HSI Coop	Equipment	\$ 120,175

N10. Transfer to provide for a water cooler and to fund the new Applications Support Technician position.

From: President	Supplies	\$ 109
	Administrative Contingency	86,690
To: President	Rents and Leases	\$ 109
Admissions & Records	Classified FT	60,312
	Employee Benefits	26,378

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N11. Transfer to purchase a computer.		
From: Dean of Instruction	Academic Special Project	\$ 787
	Classified Overtime	321
	Employee Benefits	115
	Administrative Contingency	241
Electronic Game Design	Instructional Supplies	131
To: Dean of Instruction	Equipment	\$ 1,595
N12. Transfer to purchase a projection system.		
From: Instructional Media Center	Repairs	\$ 5,244
To: Instructional Media Center	Equipment	\$ 5,244
N13. Transfer to provide for a software license.		
From: Spanish	Instructional Supplies	\$ 188
To: Spanish	Comp Software Maint/Lic	\$ 188
N14. Transfer to purchase instructional supplies.		
From: Engineering	Comp Software Maint/Lic	\$ 120
To: Engineering	Instructional Supplies	\$ 120
N15. Transfer to provide for supplies and a software license.		
From: Library	Student Help – Non-Instr	\$ 1,565
To: Library	Supplies	\$ 1,139
	Comp Software Maint/Lic	426

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N16. Transfer to purchase a copier and computers.		
From: Student Personnel Administration	Administrative Contingency	\$ 10,639
To: Student Personnel Administration	Equipment	\$ 10,639
N17. Transfer to provide for copies and to purchase supplies. (Fund 12, Resource 1190)		
From: Veterans Services	Conferences	\$ 316
To: Veterans Services	Copying and Printing	\$ 100
	Supplies	216
N18. Transfer to provide for copies and to purchase supplies.		
From: Admissions & Records	Classified Overtime	\$ 2,058
	Employee Benefits	216
	General Liability & Property	29
Evaluators	Conferences	318
To: Admissions & Records	Supplies	\$ 2,412
Evaluators	Copying and Printing	209
N19. Transfer to purchase supplies.		
From: Counseling – Puente	Conferences	\$ 212
	Transportation	583
Counseling	Conferences	1,955
Transfer Center	Conferences	55
To: Counseling – Puente	Supplies	\$ 795
Counseling	Supplies	1,955
Transfer Center	Supplies	55

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N20. Transfer to reallocate the Student Financial Assistance Program grant budget. (Fund 12, Resource 1190)		
From: SFAP	Classified Perm PT	\$ 4,334
	Short-Term Temporary	2,808
	Supplies	142
To: SFAP	Comp Software Maint/Lic	\$ 7,142
	Professional Services	142
N21. Transfer to reallocate the EOPS/CARE grant budgets. (Fund 12, Resource 1190)		
From: EOPS	Comp Software Maint/Lic	\$ 8,976
	General Liability & Property	2,100
EOPS	Educational Supplies	2,000
CARE	Student Financial Grants	400
	Book Grants	200
To: EOPS	Classified Perm PT	\$ 8,438
	Employee Benefits	5,038
CARE	Food	200
N22. Transfer to provide for professional growth and supplies.		
From: Campus Student Services	Conferences	\$ 522
To: Campus Student Services	Classified FT	\$ 27
	Supplies	495
N23. Transfer to purchase tablet computers.		
From: Student Co-Curricular Activities	Supplies	\$ 1,985
To: Student Co-Curricular Activities	Equipment	\$ 1,985

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N24. Transfer to reallocate the Student Success and Support Program grant budget. (Fund 12, Resource 1190)		
From: SSSP	Academic PT Non-Instr	\$ 17,484
	Classified FT	593
	Classified Perm PT	2,765
	Classified Substitutes	1,222
To: SSSP	Supplies	\$ 480
	Mileage	8
	Comp Software Maint/Lic	21,576
N25. Transfer to purchase supplies. (Fund 12, Resource 1050)		
From: Safety & Police	Governmental Fees	\$ 159
To: Safety & Police	Supplies	\$ 159
N26. Transfer to purchase a dye sublimation machine and a computer for the pre-press system.		
From: Printing and Graphics Center	Classified Overtime	\$ 92
	Student Help – Non-Instr	525
	Employee Benefits	31
	Software	168
	Repair Parts	79
	Supplies	55
	Repairs	707
To: Printing and Graphics Center	Equipment	\$ 1,657
N27. Transfer to purchase a self-service refrigeration unit. (Fund 32, Resource 3200)		
From: Food Service	Supplies	\$ 413
To: Food Service	Equipment	\$ 413

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Moreno Valley</u>		
M1. Transfer to purchase a training defibrillator machine. (Fund 12, Resource 1190)		
From: CTE Enhancement	Other Services	\$ 28,893
To: CTE Enhancement	Equipment	\$ 28,893
M2. Transfer to purchase a dye sublimation machine and a computer for the pre-press system.		
From: Printing and Graphics Center	Classified Overtime	\$ 110
	Student Help – Non-Instr	695
	Employee Benefits	37
	Software	202
	Repair Parts	101
	Supplies	71
	Repairs	817
To: Printing and Graphics Center	Equipment	\$ 2,033
M3. Transfer to purchase office furniture.		
From: VP, Business Services	Administrative Contingency	\$ 13,000
To: Disabled Students Services	Equipment	\$ 13,000
M4. Transfer to purchase supplies.		
From: Technology Support Services	Repairs	\$ 100
	License Fees	300
To: Technology Support Services	Supplies	\$ 400

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M5. Transfer to realign Song Brown, PA Program grant budget. (Fund 12, Resource 1190)		
From: Song Brown, PA Program	Academic Special Project	\$ 6,414
	Supplies	8,520
	Reference Books	380
	Equipment	4,846
To: Song Brown, PA Program	Professional Services	\$ 9,204
	Other Services	8,520
	License Fees	2,436
M6. Transfer to purchase computers for the CTE Enhancement Fund Grant. (Fund 12, Resource 1190)		
From: CTE Enhancement Fund	Other Services	\$ 115,490
To: CTE Enhancement Fund	Equipment	\$ 115,490
M7. Transfer to provide for copying, printing and employee benefits. (Fund 12, Resource 1190)		
From: SSS Trio Grant	General Liability & Property	\$ 201
To: SSS Trio Grant	Copying and Printing	\$ 200
	Employee Benefits	1
M8. Transfer to purchase supplies.		
From: President	Administrative Contingency	\$ 4,665
To: Facilities	Supplies	\$ 4,665
M9. Transfer to provide for Library subscriptions. (Fund 12, Resource 1190)		
From: Dean of Instruction	Instructional Supplies	\$ 7,400
To: Library	Library Subscriptions	\$ 7,400

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M10. Transfer to provide for Library subscriptions.		
From: Library	Repairs	\$ 1,500
To: Library	Library Subscriptions	\$ 1,500
M11. Transfer to purchase a document camera, license for Microsoft services, and provide for consultants.		
From: Learning Resource Center	Classified FT	\$ 14,245
	Classified Substitutes	5,000
To: Technology Support Services	Equipment	\$ 13,585
	Consultants	5,000
Academic Affairs	License Fees	660
M12. Transfer to purchase office furniture.		
From: Humanities & Social Sciences	Instr Salaries, Reg FT	\$ 8,701
To: Communications	Equipment	\$ 8,701
M13. Transfer to provide painting services, student help and academic salaries. (Fund 33, Resource 3300)		
From: Early Childhood Education	Academic FT Non-Instr	\$ 46,000
	Fixtures and Fixed Equip	10,000
To: Early Childhood Education	Professional Services	\$ 10,000
	Academic PT Non-Instr	24,000
	Student Help – Non-Instr	22,000
M14. Transfer to purchase a storage cabinet.		
From: Library	Supplies	\$ 450
To: Library	Equipment	\$ 400

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M15. Transfer to purchase reference books and provide for professional services. (Fund 12, Resource 1190)		
From: Upward Bound – Math & Science	Equipment	\$ 3,500
To: Upward Bound – Math & Science	Reference Books	\$ 2,000
	Professional Services	1,500
M16. Transfer to purchase supplies and equipment and provide for cellular telephone charges.		
From: Counseling	Academic FT Administrator	\$ 22,966
	Student Help – Non-Instr	1,054
To: Counseling	Supplies	\$ 849
	Cellular Telephone	205
	Equipment	22,966
M17. Transfer to purchase supplies and provide for academic salaries.		
From: Student Financial Services	Classified Special Projects	\$ 3,600
To: Student Financial Services	Academic PT Non-Instr	\$ 2,000
	Supplies	1,600
M18. Transfer to realign the Student Financial Aid Administration - Capacity grant budget. (Fund 12, Resource 1190)		
From: SFAA - Capacity	Classified FT	\$ 33,616
	Classified PT	2,844
	Employee Benefits	7,893
To: SFAA - Capacity	Supplies	\$ 6,657
	Conferences	5,515
	Comp Software Maint/Lic	11,081
	Equipment	21,100

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M19. Transfer to realign the Student Financial Aid Administration - Base grant budget. (Fund 12, Resource 1190)		
From: SFAA - Base	Conferences	\$ 4,150
	General Liability & Property	710
	Other Services	2,172
To: SFAA - Base	Classified FT	\$ 2,532
	Employee Benefits	4,500
M20. Transfer to realign the EOPS Grant budget. (Fund 12, Resource 1190)		
From: EOPS	Classified Overtime	\$ 1,597
	Short-Term Temporary	12,888
	Supplies	3,303
	Rents and Leases	2,381
	Equipment	50
To: EOPS	Academic PT Non-Instr	\$ 17,902
	Employee Benefits	2,317
M21. Transfer to purchase instructional supplies and purchase food. (Fund 12, Resource 1190)		
From: CARE	Student Financial Grants	\$ 780
To: CARE	Instructional Supplies	\$ 244
	Food	536
M22. Transfer to purchase a mixer. (Fund 32, Resource 3200)		
From: Food Services	Other Services	\$ 207
To: Food Services	Equipment	\$ 207

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M23. Transfer to realign the Disabled Students Services grant budget. (Fund 19, Resource 1190)		
From: DSS	Administrative Contingency	\$ 66,767
	Professional Services	13,001
To: DSS	Classified Perm PT	\$ 20,402
	Classified FT	1
	Instructional Aides, Hourly	13,000
	Equipment	44,168
	Instructional Supplies	2,197

M24. Transfer to provide for repairs and to purchase computers. (Fund 19, Resource 1190)

From: SSSP	Student Help – Non-Instr Supplies	\$ 2,394 1,395
To: SSSP	Repairs Equipment	\$ 1,671 2,118

District Office and District Support Services

D1. Transfer to provide for a conference.

From: Human Resources & Diversity	Supplies	\$ 2,700
To: Human Resources & Diversity	Conferences	\$ 2,700

D2. Transfer to purchase a hand truck.

From: Administrative Support Center	Postage	\$ 400
To: Administrative Support Center	Equipment	\$ 400

D3. Transfer to purchase chairs and a printer.

From: AVC Instruction	Comp Software Maint/Lic	\$ 875
To: AVC Instruction	Equipment	\$ 875

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D4. Transfer to realign the CTE Regional Consortia Desert grant. (Fund 12, Resource 1190)		
From: CTE Regional Consortia Desert	Classified FT Administrator	\$ 11,250
	Classified FT	15,100
	Employee Benefits	14,729
To: CTE Regional Consortia Desert	Copying and Printing	\$ 2,000
	Supplies	750
	Professional Services	25,829
	Meeting Expenses	12,500
D5. Transfer to purchase repair parts and a desk.		
From: IS Network Systems	Comp Software Maint/Lic	\$ 5,000
To: IS Network Systems	Repair Parts	\$ 3,542
IS Administration Systems	Equipment	1,458
D6. Transfer to realign the International Rectifier program budget. (Fund 11, Resource 1170)		
From: International Rectifier	Academic PT Teaching	\$ 30,914
	Employee Benefits	6,069
To: International Rectifier	Comp Software Maint/Lic	\$ 4,883
	Consultants	100
	Equipment	32,000
D7. Transfer to purchase a computer.		
From: Comm & Econ Develop	Repairs	\$ 2,200
To: Comm & Econ Develop	Equipment	\$ 2,200
D8. Transfer to provide for food. (Fund 12, Resource 1190)		
From: Tri-Tech SBDC Seminars	Consultants	\$ 2,820
To: Tri-Tech SBDC Seminars	Food	\$ 2,820

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D9. Transfer to purchase supplies. (Fund 12, Resource 1120)		
From: Ctr for Soc Justice & Civil Liberties	Other Services	\$ 30
To: Ctr for Soc Justice & Civil Liberties	Supplies	\$ 30
D10. Transfer to provide for postage.		
From: Educational Services	Supplies	\$ 80
To: Educational Services	Postage	\$ 80
D11. Transfer to provide travel.		
From: International Education	Supplies	\$ 284
	Copying and Printing	232
To: International Education	Conferences	\$ 516

Agenda Item (VI-B-3-a)

Meeting	5/19/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 54-14/15 – 2014-2015 Disabled Students Programs and Services (DSPS)
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$1,207 to the budget.

Background Narrative:

The Riverside Community College District's Riverside City College has received additional funding for the 2014-2015 Disabled Students Programs and Services (DSPS) in the amount of \$1,207 from the California Community Colleges Chancellor's Office. The funds will be used for operational expenses of the program.

Prepared By: Wolde-Ab Isaac, President, Riverside
Ed Bush, Vice President, Student Services

Attachments:

[05192015_Resolution No.54-14/15 – Disabled Students Programs and Services](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 54-14/15

2014-2015 Disabled Students Programs and Services (DSPS)

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$1,207 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 May 19, 2015.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 54-14/15
 2014-2015 Disabled Students Programs and Services (DSPS)

Year	County	District	Date	Fund
15	33	07	5/19/2015	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0180	8621	1,207 00	REVENUE
								EXPENDITURES
12	DZP	1190	0	0809	0180	5890	1,207 00	Captioning
							1,207 00	TOTAL REVENUE
							1,207 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-b)

Meeting	5/19/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 55-14/15 – 2014-2015 CalWORKs Program
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$20,321 to the budget.

Background Narrative:

The Riverside Community College District's colleges have received additional funding for the 2014-2015 CalWORKS Program in the amount of \$20,321 from the California Community Colleges Chancellor's Office. The additional funding by college follows: Norco College - \$5,599 and Moreno Valley College - \$14,722. The funds will be used for salaries and benefits.

Prepared By: Paul Parnell, President, Norco College
Sandra Mayo, President, Moreno Valley College
Monica Green-Cochrane, Vice President, Student Services
Dyrell Foster, Vice President, Student Services (MVC)

Attachments:

[05192015_Resolution No. 55-14/15 – CalWORKs Program](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 55-14/15

2014-2015 CalWORKs Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$20,321 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 May 19, 2015.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 55-14/15
 2014-2015 CalWORKs Program

Year	County	District	Date	Fund
15	33	07	5/19/2015	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
12	E00	1190	0	0000	0367	8626	5,599	00	REVENUE
12	F00	1190	0	0000	0367	8626	14,722	00	↓
									EXPENDITURES
12	ECW	1190	0	6020	4367	2331	5,474	00	Student Help Non-Instruct
12	ECW	1190	0	6020	4367	3620	125	00	Employee Benefits
12	FCW	1190	0	6020	4367	2331	14,392	00	Student Help Non-Instruct
12	FCW	1190	0	6020	4367	3620	330	00	Employee Benefits
							20,321	00	TOTAL REVENUE
							20,321	00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-c)

Meeting	5/19/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 56-14/15 – 2014-2015 Realignment of Scheduled Maintenance and Instructional Equipment
College/District	District
Funding	State Funding and Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve the realignment of Scheduled Maintenance and Instructional Equipment revenue and expenditures of \$156,698 to the budget.

Background Narrative:

The State Chancellor's Office combined Scheduled Maintenance and Instructional Equipment funding into a single block grant in the FY 2014-15. Each college determined how they wanted to allocate between Scheduled Maintenance and Instructional Equipment. Riverside City College and Moreno Valley College have decided to revise their allocation by transferring \$56,698 and \$100,000, respectively, from Scheduled Maintenance to Instructional Equipment.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Wolde-Ab Isaac, President, Riverside
Sandra Mayo, President, Moreno Valley College

Attachments:

[05192015_Resolution No. 56-14/15 – Realignment of Scheduled Maintenance and Instructional Equipment](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 56-14/15

2014-2015 Realignment of Scheduled Maintenance and Instructional Equipment

WHEREAS the governing board of the Riverside Community College District has determined that realigning the income in the amount of \$156,698 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 May 19, 2015.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 56-14/15

2014-2015 Realignment of Scheduled Maintenance and Instructional Equipment

Year	County	District	Date	Fund
15	33	07	5/19/2015	12/41

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
41	D00	4100	0	0000	0650	8652	-56,698 00	REVENUE
12	D00	1190	0	0000	0075	8629	56,698 00	
41	F00	4100	0	0000	0650	8652	-100,000 00	
12	F00	1190	0	0000	0075	8629	100,000 00	↓
								EXPENDITURES
41	DDD	4100	0	7121	0650	6226	-56,698 00	Remodel Project
12	DJA	1190	0	6010	2075	6481	56,698 00	Equipment
41	FDD	4100	0	7125	0650	6226	-100,000 00	Remodel Project
12	FJA	1190	0	6010	2075	6481	100,000 00	Equipment
							0 00	TOTAL INCOME
							0 00	TOTAL EXPENDITURES

Agenda Item (VI-B-5-a)

Meeting	5/19/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Bid Award for Computer Equipment Maintenance & Repair Services
College/District	District
Funding	General Fund
Recommended Action	It is recommended that the Board of Trustees award Bid No. 2014/15-43 – Computer Equipment Maintenance & Repair Services, in the total amount of \$175,000 to Western Data Enterprises, Inc.

Background Narrative:

On April 30, 2015, the District received one (1) bid in response to an Invitation for Bid solicitation for computer equipment maintenance & repair services. The service contract consists of on-site technical support to handle installation, repair and maintenance of the District's computer equipment inventory, including but not limited to: desktops, laptops, tablets, processors, memory, disk drives, optical disk drives, CD ROM drives, network interface cards, tape drives, I/O cards, keyboards, power supplies, clock batteries, displays, printers, print heads, scanners, and cables.

It is recommended that the Board of Trustees approve the award of the computer equipment maintenance & repair services contract to Western Data Enterprises, Inc. The contract term shall be one year, with options to renew for four (4) additional one year terms. References for Western Data Enterprises, Inc. were checked by District Staff and found to be satisfactory.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Rick Herman, Associate Vice Chancellor, Information Technology & Learning SVS
Majd Askar, Director of Business Services

Attachments:

[05192015_Lowest Responsive and Responsible Bidders Summary](#)

**Lowest Responsive and Responsible Bidders
Computer Equipment Maintenance & Repair Services
District-Wide**

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid Amount</u>
Western Data Enterprises, Inc.	Riverside	\$ 175,000

Agenda Item (VI-B-5-b)

Meeting	5/19/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-b)
Subject	Bid Award for 12KV Electrical Upgrade in Tech A Building
College/District	Riverside
Funding	Scheduled Maintenance
Recommended Action	It is recommended that the Board of Trustees award Bid No. 2014/15-41 – 12KV Electrical Upgrade in Tech A Building at Riverside City College, in the total amount of \$233,500 to Hinkley and Associates, Inc.

Background Narrative:

On April 27, 2015, the District received bids in response to an Invitation for Bid solicitation for the 12KV Electrical Upgrade in Tech A Building at Riverside City College. The project consists of connecting the Tech A Building to the existing 12KV loop service. See the attached Lowest Responsive and Responsible Bidders summary.

References for Hinkley and Associates, Inc. were checked by District Staff and found to be satisfactory.

Prepared By: Wolde-Ab Isaac, President, Riverside
Mazie Brewington, Vice President, Business Services (Riv)
Scott Zwart, Assistant Director, Facilities, Maintenance and Operations
Majd Askar, Director of Business Services

Attachments:

[05192015_Lowest Responsive and Responsible Bidders Summary](#)

**Lowest Responsive and Responsible Bidders
Early Childhood Education Center ADA Upgrade Project at
Riverside City College**

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid Amount</u>
Hinkley and Associates, Inc.	Highland	\$ 233,500.00
GA Technical Services	Rancho Cucamonga	\$ 236,068.29
Ed Rose Construction	Corona	\$ 259,000.00

Agenda Item (VI-B-5-c)

Meeting	5/19/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-c)
Subject	Purchase and Delivery of Office Supplies Utilizing the Mt. San Jacinto Community College District Contract
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase and delivery of office supplies from Reliable Office Solutions, utilizing the Mt. San Jacinto Community College District Contract No. 2010-101 through September 30, 2015.

Background Narrative:

On August 16, 2011, the Riverside Community College District Board of Trustees approved utilizing the Mt. San Jacinto Community College District contract with Reliable Office Solutions, for the purchase and delivery of office supplies, through September 10, 2014. Mt. San Jacinto Community College District and Reliable Office Solutions mutually agreed to amend the contract to extend the term through September 30, 2015.

Staff recommends use of the extended Mt. San Jacinto Community College District contract, as needed throughout the District, with Reliable Office Solutions, as one of the sources for the purchase and delivery of office supplies. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that this contract best meets the needs of the District.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Director of Business Services

Attachments:

Agenda Item (VI-B-6-a)

Meeting	5/19/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Contracts and Agreements Report Less than \$86,000 – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$333,370 for the period of April 1, 2015 through April 30, 2015.

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 \$86,000. The attached listing of contracts and agreements under \$86,000 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, Director of Business Services

Attachments:

[05192015_Contracts and Agreements Less than \\$86,000 Report \(April\)](#)

Contracts and Agreements Report-All District Resources
 \$86,000 and Under
 4/01/15 thru 4/30/15

PO#	Department	Vendor	Business Location	Description	Amount
C0004945	Performance Riverside	ZFX, Inc.	Huntington Beach	Rents and Leases	\$ 4,700
C0004947	Student Services - Riverside	In-N-Out Burger	Baldwin Park	Food	3,036
C0004948	Business Operations - Moreno Valley	Waveguide Consulting Inc	Decatur, GA	Consultants	9,300
C0004949	Student Services - Riverside	Peace is Loud Inc.	New York, NY	Lecturers	4,000
C0004950	Academic Affairs	Adventureland Travel & Tours	Toluca Lake	Conferences	750
C0004951	Counseling - Norco	California Baptist University	Riverside	Rents and Leases	280
C0004953	Student Services - Riverside	Smarthinking	Chicago, IL	Online Tutoring Services	22,000
C0004954	Campus Student Services - Norco	University of Redlands	Redlands	Other Travel Expenses	16,200
C0004955	Campus Student Services - Norco	Ol School House Class of Oh Oh LLC	Los Angeles	Consultants	15,600
C0004956	College Relations / Special Projects	Nishikura, Megumi Virginia	Brooklyn, NY	Screening License	150
C0004957	Community & Economic Development	Image IV Systems, Inc.	Burbank	Copying and Printing	1,688
C0004958	Campus Student Services - Norco	Alpine Meadows Retreat Center	Angelus Oaks	Other Travel Expenses	5,470
C0004959	President - Norco Campus	Pure Water Technology Inc.	Redlands	Rents and Leases	3,175
C0004960	Counseling - Riverside	A & H Rents	Riverside	Rents and Leases	908
C0004961	Matriculation - Riverside	Preptalk Inc.	San Clemente	Professional Services	21,375
C0004962	CTE Projects - Riverside	Keithrn	Andover, MN	Professional Services	3,288
C0004963	Educational Services - Norco	Pure Water Technology Inc.	Redlands	Rents and Leases	3,175
C0004964	Career and Technical Ed - Moreno Valley	Ng, Steven	Upland	Professional Services	2,400
C0004965	Applied Technology - Riverside	Gigatrak	Elk Grove Village, IL	Equip Additional \$200-\$4999	3,637
C0004967	Human Resources & Diversity	City of Moreno Valley	Moreno Valley	Meeting Expenses	900
C0004968	Academy / Criminal Services	Harland Technology Services	Omaha, NE	Computer Software Maint/Lic	334
N/A	Fine and Performing Arts	Actors' Equity Association, Paulette Ivory	Hollywood	Guest Artist for 'Ragtime'	No Cost
N/A	Fine and Performing Arts	Actors' Equity Association, Daniel Schulta	Hollywood	Guest Artist for 'Ragtime'	No Cost
N/A	CTE	College of the Desert	Palm Springs	Regional CTE Teacher Training Conference	No Cost
N/A	Center for Social Justice and Civil Liberties	University of California, Digital Library	Oakland	CDL Archive License	No Cost
N/A	Business Services	Zheng, Yinpeng	Pasadena	Facilities Usage	No Cost
N/A	Workforce Preparation	Gateway to College Early College High Schoo	Riverside	Gateway College and Career Academy	No Cost
N/A	Grants	Val Verde Unified School District	Perris	STEM Mobile Innovation Center Activities	No Cost
N/A	Community Education	Riverside County Superintendent of Schools	Riverside	Guidance Classes	No Cost
N/A	PSET	Riverside Unified School District	Riverside	Articulation Agreement	No Cost
N/A	Dental Assistant's Program	Jack Kavanagh, DDS	Corona	Clinical Rotation Sites	No Cost
Additions to Approved/Ratify Contracts of \$86,000 and Under					
C0003054	Facilities and Planning	Padilla & Associates	Santa Ana	Amend. #2/Extends Date	No Cost
C0003375	President - Norco Campus	California State University San Bernardino	San Bernardino	Grant / Contract Sub Agreements	50,000
C0003470	Campus Police	California State University San Bernardino	San Bernardino	Communication Services	5,508
C0004038	Kinesiology - Riverside	Pronto Gym Services, Inc.	Pacoima	Repairs - Service	45
C0004219	Student Financial Services - Norco	Academic Works Inc	Austin, TX	Computer Software Maint/Lic	6,602
C0004598	Business & Financial Services	Gresham Savage Nolan & Tilden, Apc.	San Bernardino	Legal	60,000
C0004600	Business & Financial Services	Liebert Cassidy Whitmore	Los Angeles	Legal	50,000
C0004603	Career and Technical Ed - Moreno Valley	Uptodate, Inc.	Waltham, MA	Periodicals/Magazines	8,000
C0004739	Facilities - Riverside	Crestron Electronics, Inc.	Rockleigh, NJ	Repairs - Service	1,200
C0004780	Customized Solutions	Quest Consulting & Training Corporation	Pacific Palisades	Grant / Contract Sub Agreements	23,649
C0004787	Information Services	Onx USA LLC	Mayfield Heights, OH	Professional Services	5,880
C0004799	Career and Technical Ed - Riverside	Alsco	Anaheim	Towel Service	70
C0004807	President - Riverside	University of Texas at Austin	Austin, TX	Memberships	50
N/A	Workforce Preparation	Riverside County Depart. of Public Social Services	Riverside	Amend. #1/Wording Only	No Cost
N/A	Workforce Preparation	Gateway to Collge Early College High School	Riverside	Amend. #2/Extends Date	No Cost
Total					\$ 333,370

Agenda Item (VI-B-6-b)

Meeting	5/19/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Amendment to Agreement for Training Services with Quest Consulting and Training Corporation
College/District	District
Funding	Employment Training Panel (ETP)
Recommended Action	It is recommended that the Board of Trustees approve the Amendment to the Agreement between Riverside Community College District and Quest Consulting and Training Corporation for up to \$130,000.

Background Narrative:

This amends the contract with Quest Consulting and Training Corporation for training services up to \$130,000 for the period September 17, 2014 through August 23, 2015. This allows increases in training services in the contract funded by RCCD Customized Training Solutions. This contract cap amount may be increased through a separate contract amendment. Cost to the District is reimbursed by the Employment Training Panel from the State of California.

Prepared By: Michael Reiner, Vice Chancellor, Educational Services
John Tillquist, Associate Vice Chancellor, Economic Development
Debbie McDowell, Administrative Assistant IV

Attachments:

[Amendment to Agreement](#)

AMENDMENT TO AGREEMENT

This document amends the original Educational Services Agreement between the Riverside Community College District and Quest Consulting and Training Corporation, which was approved by the Vice Chancellor of Business and Financial Services on behalf of the Riverside Community College District on September 24, 2014.

Article 3.0, COMPENSATION, is hereby amended as follows:

“The contract amount for this agreement will be up to \$130,000 dollars. This contract cap amount may be increased through a separate contract amendment.”

Article 5.0, TERM, is hereby amended as follows:

“The term of this AGREEMENT will be from September 17, 2014, through August 23, 2015.”

Article 11.0, EMPLOYMENT TRAINING PANEL SUBAGREEMENTS AND THIRD-PARTY AGREEMENTS (SUBCONTRACTS) is hereby amended as follows:

“Amount of Service(s): Up to \$130,000 dollars
Term of Agreement: September 17, 2014, through August 23, 2015.”

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.

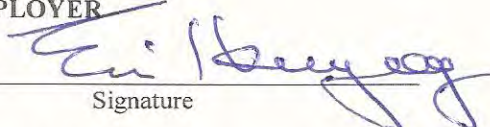
DISTRICT

By: _____
Signature

Aaron S. Brown,
Vice Chancellor, Business & Financial Services
Title

Date: _____

EMPLOYER

By: 
Signature

Eric Herzog
Owner
Title

Date: 2-27-15

Agenda Item (VI-B-6-c)

Meeting	5/19/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Agreement for Facilities Planning and Construction Services with Professional Personnel Leasing, Inc.
College/District	District
Funding	Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve the agreement with Professional Personnel Leasing, Inc. for \$128,225, using Measure C Funds, to provide consulting services to assist District with coordination of construction efforts, and to assist the District with project management, state resource development plans and project oversight for Facilities Planning & Development.

Background Narrative:

Attached for the Board's review and consideration is an agreement between Riverside Community College District and Professional Personnel Leasing, Inc. to provide professional consulting services to coordinate construction efforts at Moreno Valley College, Norco College and Riverside City College. The consultant will perform services under the direction of the District Chief of Staff and Facilities Development, in coordination with College Presidents and Vice Presidents for Business Services related to capital facilities. Consultant will serve as a resource to, and act as a liaison with college stakeholders and the construction team/District staff with regard to capital facilities issues. The Consultant will develop energy initiatives for all colleges within the District with the intent of reducing or eliminating energy costs; and ensure compliance with Prop 39 funds; planning; state resource development plans; and project oversight. Term of agreement is from July 16, 2015 through June 30, 2016.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

Attachments:

[PPL2015-16_Agreement_Consulting_Services_r1](#)

AGREEMENT BETWEEN
PROFESSIONAL PERSONNEL LEASING, INCORPORATED
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is between, Riverside community college District (hereinafter "District") and Professional Personnel Leasing, Inc., (hereinafter "PPL") and provides:

1. The district will contract with Professional Personnel Leasing, Inc. to provide Facilities Consulting services through the services of an independent contractor, namely Laurens K. Thurman, hereinafter referred to as Consultant, to assist the District with the coordination of construction and planning efforts at Moreno Valley College, Norco College and Riverside City College to ensure the facilities are planned, and meet the needs of the college in a cost effective manner. Consultant will develop energy initiatives for all colleges within the District with the intent of reducing or eliminating energy costs; and ensure compliance with Prop 39 funds, planning, state resource plans and project oversight. Services for the District will be under the direction of the Chief of Staff and Facilities Development at the District. More specific services are described in Attachment A, Description of Consulting Services, which is attached to this agreement and incorporated herein.
2. Services provided under this agreement will be from July 16, 2015 through June 30, 2016. The District or PPL may terminate their agreement early for convenience by written notice thirty (30) days in advance of termination.
3. PPL will be paid Eleven thousand one hundred fifty dollars (\$11,150.00) per month in remuneration for the provision of the consultant services described herein.
4. The District shall reimburse PPL for travel costs Consultant incurs in the fulfilment of the services described herein. The mileage rate will be as established by the Internal Revenue Service on an annual basis for appropriate mileage rate reimbursements. Consultant will maintain a mileage log which will be provided to the District each month as part of the monthly invoice for services. Mileage to the first District site of the day and from the last District site of the day will not be billed.
5. It is understood that Consultant, Laurens K. Thurman is not an employee or servant of District regardless of nature and extend of the acts performed by Consultant; that inasmuch as said the Consultant shall not be an employee of District. District does not assume liability under law for any act of the Consultant performing or traveling pursuant to this Agreement. Furthermore, as the Consultant is a self-employed independent contractor, neither the District nor PPL shall be responsible for the payment of any unemployment insurance, Worker's Compensation Insurance, Social Security of Medicare taxes, or contribution of federal or state income tax withholding for or on behalf of the Consultant.

6. To the extent allowed by law, District and PPL, shall each defend, indemnify, and save harmless the other and its Board of Trustees, officers, and employees against any and all claims, actions, liabilities and losses, by whomever asserted, of acts, errors, or omissions on the part of their respective officers, agents, students, or employees arising out of any activities in the performance of this Agreement, providing, however, that either party shall be given sufficient notice to enable it to participate and conduct an appropriate defense of any claims made.
7. It is expressly understood and agreed that this Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between District and PPL, but is, rather, an agreement by and between the independent contractors, these being District and PPL.
8. Regarding the services to be provided, to the extent that the law allows, Consultant will discharge those duties, which are consistent with his/her status as an independent contractor. Consultant will not supervise any employee of the District. It is further understood and agreed, it is a District and the consultant's responsibility to ensure that a true independent contractor relationship is established and maintained.
9. The first billing will be made in September and continue monthly until the assignment is completed. Payments are to be made to Professional Personnel Leasing, Inc. c/o:

Dr. Guy F. Lease

Executive Vice President – Chief Financial Officer

P.O. Box 17457

South Lake Tahoe, CA 96151

The contract includes the terms and conditions as printed and set forth in this Agreement, and both parties, by executing this Agreement, agree to comply with such terms and conditions.

IN WITNESS WHEREOF, the parties hereunto have subscribed to this Agreement, including all Contract documents as indicated:

CONTRACT #RCCD0612

TAX ID # 33-0205012

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Dated: _____

By: _____

Aaron Brown
Vice Chancellor, Business and Financial Services
4800 Magnolia Avenue
Riverside, CA 92506
Tel: 951-222-8789

PROFESSIONAL PERSONNEL LEASING, INCORPORATED

Dated: _____

By: _____

Guy F. Lease, Ed.D.
Executive Vice President – Chief Financial Officer
P.O. Box 17457
South Lake Tahoe, CA 96151
Tel: 530-307-9765
guy.lease@gmail.com

Attachment A

INDEPENDENT CONTRACTOR

PROFESSIONAL PERSONNEL LEASING, INCORPORATED

LAURENS K. THURMAN

Facilities Consultant

DESCRIPTION OF CONSULTING SERVICES:

1. The consultant will coordinate construction efforts at Moreno Valley College, Norco College and Riverside City College under the direction of the Chief of Staff and Facilities Development at the District. This coordination will consist of acting as a liaison between the college and the construction team/district staff with regard to capital facilities issues. The consultant will act to facilitate input from the colleges while not impeding the progress of construction projects, trying to ensure the facilities will meet the needs of the college while making an effort to lower the operating costs to the college resulting from any construction. The consultant will develop energy initiatives for all colleges within the District with the intent of reducing or eliminating energy cost; and ensure compliance with Prop 39 funds, planning, state resource plans and project oversight. The consultant will assist in development of operational protocols, processes and program development for the Office of Facilities Planning and Development.
2. The consultants work must be flexible based on construction needs at any given time.
3. The services of Thurman specifically do not include the evaluation, hiring, firing, or supervision of any District personnel. Also, Thurman shall not process any employee grievances in the course of fulfilling this Agreement, or sign any official District documents, nor perform any functions defined as "Creditable Service" by Education Code Section 22119.5

Agenda Item (VI-B-6-d)

Meeting	5/19/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-d)
Subject	Agreement for Financial Aid Training and Technical Support between California Community Colleges Chancellor's Office and Riverside City College
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve the contract C14-0040 (Financial Aid Set-Aside) for the time frame of January 1, 2015 through April 30, 2016, in the amount of \$488,970.00.

Background Narrative:

This contract between Riverside City College and the California Community Colleges Chancellor's Office represents a renewal of a similar contract that expires April 30, 2015. These funds will be used to support financial aid training and technical assistance throughout the state. Total payment under this agreement shall not exceed \$488,970.00 for the period of January 1, 2015 through April 30, 2016.

Prepared By: Wolde-Ab Isaac, President, Riverside
Mazie Brewington, Vice President, Business Services (Riv)
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[Financial Aid Set-Aside](#)

STATE OF CALIFORNIA
STANDARD AGREEMENT
 CCC 213 (Rev 03/06)



AGREEMENT NUMBER C14-0040
REGISTRATION NUMBER

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

STATE AGENCY'S NAME BOG California Community Colleges, Chancellor's Office
CONTRACTOR'S NAME Riverside CCD
- The term of this Agreement is: January 1, 2015 through April 30, 2016
- The maximum amount of this Agreement is: \$488,970.00
- The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	1 page(s)
Exhibit B – Budget Detail and Payment Provisions	2 page(s)
Exhibit C – General Terms and Conditions (Attached hereto as part of this Agreement)	6 page(s)
Exhibit D – Special Terms and Conditions (Attached hereto as part of this Agreement)	12 page(s)
Exhibit E – Request for Proposals (Attached hereto as part of this Agreement)	0 page(s)
Exhibit F – Contractor's Proposal (Attached hereto as part of this Agreement)	3 page(s)
Exhibit G – Contractor's Cost Proposal (Attached hereto as part of this Agreement)	3 page(s)
Exhibit H – Contractor Certification Clauses, Chancellor's Office Form CCC-1005 (Attached hereto as part of this agreement)	5 page(s)
Exhibit I – Additional Provisions	0 page(s)

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

CONTRACTOR		<i>Chancellor's Office, California Community Colleges Use Only</i>
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) Riverside CCD		
BY (Authorized Signature) 	DATE SIGNED(Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Aaron S. Brown, Vice Chancellor Business & Financial Services		
ADDRESS 4800 Magnolia Ave., Riverside, CA 92506		
STATE OF CALIFORNIA		
AGENCY NAME BOG, California Community Colleges, Chancellor's Office		Exempt from DGS approval pursuant to AB 1441, Chapter 36 of the Statutes of 2000
BY (Authorized Signature) 	DATE SIGNED(Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Erik Skinner, Deputy Chancellor		
ADDRESS 1102 Q Street, Sacramento, CA 95811-6539		

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 488,970.00	PROGRAM/CATEGORY (CODE AND TITLE)			FUND TITLE
	Local Assistance (OPTIONAL USE)			General
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	ITEM	CHAPTER	STATUTE	FISCAL YEAR
	6870-101-0001(6)	25	2014	2014-15
TOTAL AMOUNT ENCUMBERED TO DATE \$ 488,970.00	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	5218-751-21017			
<i>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.</i>		T.B.A. NO.	B.R. NO.	
SIGNATURE OF ACCOUNTING OFFICER			DATE	

**EXHIBIT A
(Standard Agreement)**

SCOPE OF WORK

1. Services to Be Provided

Contractor agrees to provide to the Chancellor's Office of the California Community Colleges (hereinafter referred to as the Chancellor's Office) the services specified in the Contractor's Proposal, Exhibit F, and as further described herein. Exhibit F is attached hereto and by reference made a part of this Agreement.

2. Project Representatives

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

Chancellor's Office: Project Monitor	Contractor: Project Director
Name: Tim Bonnel	Name: Michael Wright
Phone: (916) 445-0104	Phone: (951) 222-8968
Fax:	Fax:

Direct inquiries regarding terms or conditions of the agreement should be made to:

Chancellor's Office:	Contractor:
Name: Wendy Lozoya	Name: Michael Wright
Address: 5672 Nolder Way, Suite 4554, Sacramento, CA 95811-6539	Address: 4800 Magnolia Ave., Riverside, CA 92560
Phone: (916) 327-5906	Phone: (951) 222-8968
Fax:	Fax:

3. Contractor's Project Director and Key Personnel

Substitution of Contractor's Project Director, as indicated in provision 2. above, or Contractor's key personnel, as indicated in the Contractor's Proposal (Exhibit F), may not be made without the prior written approval of the Chancellor's Office Project Monitor.

4. Chancellor's Office Project Monitor

The Project Monitor is responsible for overseeing the project as a whole, and any questions or problems relating to the project should be directed to the Project Monitor. If necessary, the Chancellor's Office may change the Project Monitor by written notice sent to the Contractor.

5. Chancellor's Office Contract Manager

The Chancellor's Office may change the Contract Manager by written notice given to the Contractor. Any questions relating to the terms or conditions of the Agreement document should be addressed to the Contract Manager.

**EXHIBIT B
(Standard Agreement)**

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Costs and Payments

- a. In consideration of satisfactory performance of this Agreement, the Chancellor's Office agrees to pay the Contractor costs in accordance with the Contractor's Cost Proposal, Exhibit G, which is also attached hereto and by reference made a part of this Agreement.
- b. The total amount payable under this Agreement shall not exceed the maximum amount of this Agreement, specified on the face page of this Agreement. Payment shall be made monthly in arrears upon receipt of an invoice, in triplicate, specifying this Agreement Number and the expenditures for the period covered. Ten percent of the total contract amount shall be withheld pending the submittal and approval of the final report and/or final deliverables. No payments shall be made without the written approval of the Project Monitor and the Executive Vice Chancellor, or his/her designee. Such approval is contingent upon the Project Monitor's approval of the progress the Contractor has made within each respective invoicing period.

2. Budget Changes

Changes in budget line item amounts which are up to and including ten percent of the total budget amount may be made with the prior written approval of the Project Monitor. Changes in budget line item amounts which are greater than ten percent of the total budget amount may be made only through a written and duly executed amendment to this Agreement.

3. Budget Contingency Clause

- a. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of state or federal funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the Agreement were executed after the determination was made.
- b. It is mutually agreed that if the state or federal budget for the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the Chancellor's Office shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- c. If funding for any fiscal year is reduced or deleted by the state or federal budget for purposes of this program, the Chancellor's Office shall have the option to either cancel this Agreement with no liability occurring to the Chancellors Office, or offer an Agreement Amendment to Contractor to reflect the reduced amount.
- d. Contractor shall inform any subcontractors that any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.

**EXHIBIT B
(Standard Agreement)**

BUDGET DETAIL AND PAYMENT PROVISIONS

- e. In addition, this Agreement is subject to any additional restrictions, limitations or conditions enacted in the state or federal budget and/or laws and Executive Orders that may affect the provisions, term, or funding of this Agreement in any manner.

4. Fiscal Reports

Contractor shall furnish detailed itemization of and retain all records relating to direct expenses reimbursed to Contractor hereunder and to hours of employment on this Agreement by any employee of Contractor for which the Chancellor's Office is billed.

Invoices for services rendered are to be delivered to the Accounting Office, California Community Colleges, 1102 Q Street, Suite 4554, Sacramento, CA 95811-6539.

5. Prompt Payment Clause

If Contractor is not a community college district or other public entity, payment will be made in accordance with, and within the time specified in, chapter 4.5 or part 3 of division 3.6 of title 1 of the Government Code, commencing with section 927.

**EXHIBIT C
(Standard Agreement)**

GENERAL TERMS AND CONDITIONS

1. Amendment

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the parties.

2. Assignment

Contractor may not transfer by assignment or novation the performance of this Agreement or any part thereof except with the prior written approval of the Project Monitor. Nor may Contractor, without the prior written consent of the Project Monitor, assign any other right that Contractor may have under this Agreement. Each assignment that is approved by the Project Monitor shall contain a provision prohibiting further assignments to any third or subsequent tier assignee without additional written approval by the Project Monitor. The Project Monitor's consent to one or more such assignments or novations shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent assignment or novation.

3. Audit

Contractor agrees that the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code, § 8546.7; Pub. Contr. Code, §§ 10115 et seq.; Cal. Code Regs., tit. 2, § 1896.)

4. Indemnification

Contractor agrees to indemnify, defend and save harmless the State, the Board of Governors of the California Community Colleges, the Chancellor's Office, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all employees, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement. Such defense and payment will be conditional upon the following:

- a. The Chancellor's Office will notify Contractor of any such claim in writing and tender the defense thereof within a reasonable time; and
- b. Contractor will have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise; provided that:

EXHIBIT C
(Standard Agreement)

GENERAL TERMS AND CONDITIONS

1. When substantial principles of government or public law are involved, when litigation might create precedent affecting future Chancellor's Office operations or liability, or when involvement of the Chancellor's Office is otherwise mandated by law, the Chancellor's Office may participate in such action at its own expense with respect to attorneys' fees and costs (but not liability);
2. The Chancellor's Office will have the right to approve or disapprove any settlement or compromise, which approval will not unreasonably be withheld or delayed; and
3. The Chancellor's Office will reasonably cooperate in the defense and in any related settlement negotiations.

5. Disputes

In the event of a dispute, the parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, Contractor agrees to file a "Notice of Dispute" with the Chancellor's Office, California Community Colleges, within ten (10) days of discovery of the problem. Within ten (10) days, the Chancellor or his or her designee shall meet with Contractor and the Project Monitor for purposes of resolving the dispute. The decision of the Chancellor shall be final.

In the event of a dispute, the language contained in Exhibits A through D of this Agreement shall prevail over any other language including that contained in any other Exhibits.

Contractor shall continue with the responsibilities under this Agreement during any dispute.

6. Termination

- a. Bankruptcy. In the event proceedings in bankruptcy are commenced against the Contractor, Contractor is adjudged bankrupt or a receiver is appointed and qualifies, then the Chancellor's Office may terminate this Agreement and all further rights and obligations hereunder, by giving five days notice in writing in the manner specified herein. It is recognized by the parties that equipment purchased by Contractor or the Chancellor's Office for this project shall have lien rights held in the name of the Chancellor's Office which shall retain lien rights until the Contractor either returns said equipment to the Chancellor's Office or purchases it as is provided by the terms of this Agreement.
- b. Termination Option. The Chancellor's Office may, at its option, terminate this Agreement at any time upon giving thirty (30) days' advance notice in writing to Contractor in the manner herein specified. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. In such event, the Chancellor's Office shall pay Contractor for all satisfactory services rendered and expenses incurred prior to such termination which could not be reasonably avoided by Contractor. In such event, Contractor agrees to relinquish possession of equipment purchased for this project to the Chancellor's Office or Contractor may, with approval of the Chancellor's Office, purchase said equipment as provided by the terms of this Agreement.

**EXHIBIT C
(Standard Agreement)**

GENERAL TERMS AND CONDITIONS

- c. **Event of Breach.** In the event of any breach of this Agreement, the Chancellor's Office may, without any prejudice to any of its other legal remedies, terminate this Agreement upon five days' written notice to the Contractor. In the event of such termination the Chancellor's Office may proceed with the work in any manner deemed proper by the Chancellor's Office. The cost to the Chancellor's Office shall be deducted from any sum due the Contractor under this Agreement, and the balance, if any, shall be paid to the Contractor upon demand. Whether or not the Chancellor's Office elects to proceed with the project, Chancellor's Office shall pay Contractor only the reasonable value of the services theretofore rendered by Contractor as may be agreed upon by the parties or determined by a court of law.
- d. **Gratuities.** The Chancellor's Office may, by written notice to the Contractor, terminate the right of Contractor to proceed under this Agreement if it is found, after notice and hearing by the Chancellor or his or her duly authorized representative, that gratuities were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the Chancellor's Office with a view toward securing a contract or agreement or securing favorable treatment with respect to awarding or amending or making a determination with respect to the performance of such contract or agreement.

In the event this Agreement is terminated as provided herein, Chancellor's Office shall be entitled to (1) pursue the same remedies against Contractor as it could pursue in the event of the breach of the Agreement by the Contractor, and (2) exemplary damages in an amount which shall be not less than three nor more than ten times the cost incurred by the Contractor in providing any such gratuities to any such officer or employee, as a penalty in addition to any other damages to which it may be entitled by law.

The rights and remedies of Chancellor's Office provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

7. Independent Status of Contractor

The Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California or the Chancellor's Office.

8. Recycling Certification

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

**EXHIBIT C
(Standard Agreement)**

GENERAL TERMS AND CONDITIONS

9. Nondiscrimination Clause

- a. During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of ethnic group identification, national origin, religion, creed, age, sex, race, color, ancestry, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, marital status, denial of family care leave, political affiliation, or position in a labor dispute. Contractor and its subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- b. Contractor and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §§ 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§ 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full.
- c. Contractor and its subcontractors shall also comply with the provisions of Government Code sections 11135-11139.8.
- d. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- e. The Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

10. Certification Clauses

The Contractor Certification Clauses contained in Chancellor's Office form CCC-1005 are hereby incorporated by reference and made a part of this Agreement by this reference, and are attached hereto as Exhibit H.

11. Timeliness

Time is of the essence in this Agreement.

12. Compensation

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

EXHIBIT C
(Standard Agreement)

GENERAL TERMS AND CONDITIONS

13. Governing Law

This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California; venue of any action brought with regard to this Agreement shall be in Sacramento County, Sacramento, California.

14. Antitrust Claims

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

- a. The Government Code Chapter on Antitrust claims contains the following definitions:
 1. "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of section 16750 of the Business and Professions Code. (Gov. Code, § 4550(a).)
 2. "Public purchasing body" means the State or the subdivision or agency making a public purchase. (Gov. Code, § 4550(b).)
- b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under section 4 of the Clayton Act (15 U.S.C. § 15) or under the Cartwright Act (chapter 2 (commencing with section 16700) of part 2 of division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. (Gov. Code, § 4552.)
- c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. (Gov. Code, § 4553.)
- d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. (Gov. Code, § 4554.)

EXHIBIT C
(Standard Agreement)

GENERAL TERMS AND CONDITIONS

15. Child Support Compliance Act

For any Agreement in excess of \$100,000, the Contractor acknowledges in accordance with Public Contract Code section 7110, that:

- a. The Contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in chapter 8 (commencing with section 5200) of part 5 of division 9 of the Family Code; and
- b. The Contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

16. Unenforceable Provision

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

17. Priority Hiring Considerations

If this Agreement includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Agreement to qualified recipients of aid under Welfare and Institutions Code section 11200 in accordance with Public Contract Code section 10353.

**EXHIBIT D
(Standard Agreement)**

SPECIAL TERMS AND CONDITIONS

1. Excise Tax

The State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. The Chancellor's Office will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another state.

2. Subcontracts

- a. The Contractor agrees to obtain the written approval of the Project Monitor prior to the selection of subcontractor(s) to perform the services under this Agreement, at which time the Chancellor's Office will inform the Contractor of any applicable legal requirements regarding disabled veteran business enterprise participation requirements and the use of the Request for Proposals primary or two-tier method. Subcontractors specifically identified in this Agreement or the Exhibits attached hereto and which are secured in accordance with applicable legal requirements are deemed to be approved upon execution of this Agreement.
- b. In any event, any additional subcontractor(s) retained by the Contractor shall be selected using procedures reasonably calculated to ensure that cost shall be given substantial weight in the selection process, and that the selected subcontractor is the best qualified party available to provide the required services. Upon request, Contractor shall furnish evidence of compliance with this provision to the Project Monitor. Contractor shall immediately notify the Project Monitor in the event that any subcontract is terminated.
- c. All subcontracts shall contain a provision prohibiting any third or subsequent tier subcontracts without additional written approval by the Project Monitor.
- d. The Project Monitor's consent to one or more subcontracts shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent subcontract.
- e. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the Chancellor's Office and any subcontractors, and no subcontract shall relieve Contractor of its responsibilities and obligations hereunder. Contractor agrees to be as fully responsible to the Chancellor's Office for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by Contractor. Contractor's obligation to pay its subcontractors is independent from the obligation of the Chancellor's Office to make payments to the Contractor. As a result, the Chancellor's Office shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

3. Subcontract Payments

Contractor shall obtain the written approval of the Project Monitor and the Executive Vice Chancellor, or his/her designee, before making payments under this Agreement to any subcontractors.

**EXHIBIT D
(Standard Agreement)**

SPECIAL TERMS AND CONDITIONS

4. Notice

Any notice to either party which is required or permitted to be given under this Agreement shall be given by certified mail properly addressed, postage fully prepaid to the address beneath the name of each respective party. Such notice shall be effective when received, as indicated by post office records, or if deemed undeliverable by post office, such notice shall be postponed 24 hours for each such intervening day.

5. Interpretation

In the interpretation of this Agreement, any inconsistencies between the terms of Exhibits A through D and the language of any other Exhibit or document shall be resolved in favor of the terms of Exhibits A through D.

6. Reports

a. **Monthly Progress Reports.** Except as otherwise specified by the Chancellor's Office, Contractor shall provide a progress report in writing at least once a month to the Project Monitor. Each progress report shall include, but not be limited to, a statement that the Contractor is or is not on schedule, and any pertinent reports or interim findings. Contractor shall discuss any difficulties or special problems so that remedies can be developed as soon as possible. Contractor shall provide four copies by the tenth of the month following the month to which it relates.

b. **Final Report.** By May 30, 2016, Contractor shall provide the Project Monitor a comprehensive Final Report, a brief summary of same, and a brief (200 words or less), factual abstract of the final report.

1. **Summary.** The summary shall include a statement of the problem, techniques used to solve the problem, conclusions of the problem, and any additional follow-up or ongoing recommendations. The summary shall be prepared in language and structure easily understood by members of the public who may have limited technical background. Contractor shall provide the Chancellor's Office with ten (10) copies and a reproducible master.

2. **Abstracts.** Contractor shall provide a brief (200 words or less), factual abstract of the most significant information contained in the report.

Contractor shall meet with Chancellor's Office staff to present the findings, conclusions, and recommendations. Both the final meeting and final report must be completed on or before the date specified above for submission of the final report.

The Contractor shall be available from May 31, 2016, to and including June 30, 2016 to answer questions pertaining to the Final Report and/or revise the Final Report.

c. The Chancellor's Office reserves the right to use and reproduce all reports and data produced and delivered pursuant to this Agreement and authorize others to use or reproduce such materials.

**EXHIBIT D
(Standard Agreement)**

SPECIAL TERMS AND CONDITIONS

- d. All reports are to be delivered to the Project Monitor, Chancellor's Office, California Community Colleges, 1102 Q Street, Suite 4554 Sacramento, CA 95811-6539
- e. Any document or written report prepared, in whole or in part, by Contractor or subcontractors, shall contain the numbers and dollar amounts of this Agreement and all subcontracts relating to the preparation of such document or written report. The Agreement and subcontract numbers and dollar amounts shall be contained in a separate section of such document or written report. (Gov. Code, § 7550(a).)
- f. When multiple documents or written reports are the subject or product of this Agreement, the disclosure section must also contain a statement indicating that the total Agreement amount represents compensation for multiple documents or written reports. (Gov. Code, § 7550(b).)

7. Copyright and Intellectual Property

- a. Contractor agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, computer programs, computer software, and/or trademarks or servicemarks first created, developed or produced pursuant to this Agreement, whether by Contractor or subcontractors, shall be and are Work for Hire. All subcontracts shall include a Work for Hire provision by which all materials, procedures, processes, machines, computer programs, computer software, and trademarks or servicemarks produced as a result of this Agreement shall be Work for Hire. All rights, title, and interest in and to the Work first developed under this Agreement or under any subcontract shall be assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this Agreement.
- b. The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office. Contractor, and all subcontractors and others that produce copyright materials pursuant to this Agreement, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office. The Chancellor's Office shall acknowledge Contractor or its subcontractors, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office will license such copyrighted work with a Creative Commons CC BY license. The license will allow Contractor or its subcontractors, if any, to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement.
- c. All materials first developed in draft and in final form pursuant to this Agreement shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr.", followed by the year created; and the words "Chancellor's Office, California Community Colleges." In addition, all such materials shall bear the Creative Commons CC BY symbol below. Acknowledgment may be given to Contractor or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office or Contractor that the copyright

**EXHIBIT D
(Standard Agreement)**

SPECIAL TERMS AND CONDITIONS

be registered with the U.S. Copyright Office, Contractor will be responsible for applying for, paying the filing fees for, and securing said copyright.



- d. All technical communications and records originated or first prepared by Contractor or its subcontractors, if any, pursuant to this Work for Hire agreement including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including Contractor's administrative communications and records relating to this Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.
- e. If it is deemed necessary by either the Chancellor's Office or Contractor that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufactures, or composition of matter, Contractor will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Agreement shall be issued to the "Chancellor's Office, California Community Colleges." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to Contractor or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual property to Contractor. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this Agreement.
- f. All trademarks and servicemarks first created, developed or acquired pursuant to this Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or Contractor that a trademark or servicemark be registered with state or federal agencies, Contractor will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this Agreement shall be issued to the "Chancellor's Office, California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this Agreement to Contractor.
- g. In connection with any license granted pursuant to the preceding paragraphs, Contractor agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. Contractor may, with the permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.
- h. Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, computer programs, computer software, and trademarks or servicemarks created, developed or produced pursuant to this Agreement by subcontractors that create works for this Agreement for Contractor are for and are the property of the Chancellor's Office. Contractor shall obtain an acknowledgement of the work for hire performed by these subcontractors that produce intellectual property pursuant to this Agreement, and all rights, title, and interests in such property shall be assigned to

EXHIBIT D
(Standard Agreement)

SPECIAL TERMS AND CONDITIONS

the Chancellor's Office from all subcontractors. Contractor shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with subcontractors that create works for this Agreement. No unpaid volunteer or other person shall produce copyright materials under this Agreement without entering into a subcontract between such person(s) and Contractor giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

8. Public Hearings

If public hearings on the subject matter dealt with in this Agreement are held during the period of the Agreement, Contractor will make available the personnel assigned to this Agreement for the purpose of testifying. Chancellor's Office will reimburse Contractor for compensation and travel of said personnel at the contract rates for such testimony as may be requested by Chancellor's Office.

9. Confidentiality of Data and Reports

- a. To the extent permissible by law, Contractor will not disclose data or disseminate the contents of the final or any preliminary report without the express written permission of the Project Monitor.
- b. Permission to disclose information on one occasion or at public hearings held by the Chancellor's Office relating to the same shall not authorize Contractor to further disclose such information or disseminate the same on any other occasion.
- c. Contractor will not comment publicly to the press or any other media regarding its report, or the actions of the Chancellor's Office on the same, except to Chancellor's Office staff, Contractor's own personnel involved in the performance of this Agreement, or at a public hearing, or in response to questions from a legislative committee.
- d. If requested by Chancellor's Office, Contractor shall require each of its employees or officers who will be involved in the performance of this Agreement to agree to the above terms in a form to be approved by Chancellor's Office and shall supply Chancellor's Office with evidence thereof.
- e. Each subcontract shall contain provisions similar to the foregoing related to the confidentiality of data and nondisclosure of the same.

10. Provisions Relating to Data

- a. "Data" as used in this Agreement means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may for example, document research or experimental, developmental or engineering work, or be used to define a design or process or to support a premise or conclusion asserted in any deliverable document called for by this Agreement. The data may be graphic or pictorial delineations in media, such as drawings or photographs, charts, tables, mathematical models, collections or extrapolations of data or information, etc. It may be in machine form such as punched cards, magnetic tape or computer printouts, or may be retained in computer memory.
- b. "Proprietary data" is such data as the Contractor has identified in a satisfactory manner as being under Contractor's control prior to commencement of performance of this

**EXHIBIT D
(Standard Agreement)**

SPECIAL TERMS AND CONDITIONS

Agreement, and which Contractor has reasonably demonstrated as being of a proprietary nature either by reason of copyright, patent or trade secret doctrines in full force and effect at the time when performance of this Agreement is commenced. The title to "proprietary data" shall remain with the Contractor throughout the term of this agreement and thereafter. As to "proprietary data," the extent of Chancellor's Office access to the same and the testimony available regarding the same shall be limited to that reasonably necessary to demonstrate in a scientific manner to the satisfaction of scientific persons the validity of any premise, postulate or conclusion referred to or expressed in any deliverable hereunder.

- c. "Generated data" is that data which a Contractor has collected, collated, recorded, deduced, read out or postulated for utilization in the performance of this Agreement. Any electronic data processing program, model or software system developed or substantially modified by the Contractor in the performance of this Agreement at the expense of the Chancellor's Office, together with complete documentation thereof, shall be treated hereunder in the same manner as "generated data." "Generated data" shall be the property of the Chancellor's Office unless and only to the extent that it is specifically provided otherwise herein.
- d. "Deliverable data" is that data which under the terms of this Agreement is required to be delivered to the Chancellor's Office and shall belong to the Chancellor's Office.
- e. As to "generated data" which is reserved to Contractor by the express terms hereof and as to any preexisting or "proprietary data" which has been utilized to support any premise, postulate or conclusion referred to or expressed in any deliverable hereunder, Contractor shall preserve the same in a form which may be introduced as evidence in a court of law at Contractor's own expense for a period of not less than three years after receipt by the Chancellor's Office of the final report herein.
- f. Prior to the expiration of such time and before changing the form of or destroying any such data, Contractor shall notify the Chancellor's Office of any such contemplated action and Chancellor's Office may, within thirty (30) days after said notification, determine whether it desires said data to be further preserved. If Chancellor's Office so elects, the expense of further preserving said data shall be paid for by the Chancellor's Office. Contractor agrees that Chancellor's Office may at its own expense have reasonable access to said data throughout the time during which said data is preserved. Contractor agrees to use his or her best efforts to furnish competent witnesses or to identify such competent witnesses to testify in any court of law regarding said data.

11. Ownership of Data And Reports

Data developed for this Agreement shall become the property of the Chancellor's Office. It shall not be disclosed without the permission of the Project Monitor. Each report shall also become the property of the Chancellor's Office and shall not be disclosed except in such manner and such time as the Project Monitor may direct.

12. Approval of Products and Deliverables

**EXHIBIT D
(Standard Agreement)**

SPECIAL TERMS AND CONDITIONS

- a. Each deliverable to be provided under this Agreement shall be submitted to and approved by the Project Monitor. All products, documents and published materials, including multimedia presentations, shall be approved by the Project Monitor prior to distribution.
- b. All products resulting from this Agreement or its subcontracts in whole or in part shall reference the Chancellor's Office, California Community Colleges and the specific funding source.
- c. All references to the project shall include the phrase, "funded in part by the Chancellor's Office, California Community Colleges."

13. Waiver

No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy provided therein or by law. The failure of the Chancellor's Office to enforce at any time any of the provisions of this Agreement, or to require at any time performance by Contractor of any of the provisions thereof, shall in no way be construed to be a waiver of such provisions nor in any way affect the validity of this Agreement or any part thereof or the right of Chancellor's Office to thereafter enforce each and every such provision.

14. Work by Chancellor's Office Personnel

Staff of the Chancellor's Office will be permitted to work side by side with Contractor's staff to the extent and under conditions that may be directed by the Project Monitor. In this connection, staff of the Chancellor's Office will be given access to all data, working papers, subcontracts, etc., which Contractor may seek to utilize.

Contractor will not be permitted to utilize staff of the Chancellor's Office for the performance of services that are the responsibility of Contractor unless such utilization is previously agreed to in writing by the Project Monitor, and any appropriate adjustment in price is made. No charge will be made to Contractor for the services of employees of the Chancellor's Office while performing, coordinating or monitoring functions.

15. Changes in the Timing of Performance of Tasks

The timing for performance of the tasks may be changed by written approval of the Project Monitor. However, the date for completion of the Agreement and the total Agreement price, as well as all other terms not specifically excepted, may only be altered by formal amendment of this Agreement.

16. Travel and Per Diem

- a. For purposes of payment, Contractor's headquarters shall be the city designated in the signature block. Travel outside the State of California shall not be reimbursed without the prior written authorization of the Project Monitor, or unless otherwise expressly so provided in the terms of this Agreement.
- b. The travel and per diem rates allowed for Contractor, staff, and subcontractors shall be those currently set forth by the Department of General Services (see State Administrative Manual (SAM) chapter 0700 and Appendix (Travel Guide, S-1)) and Department of

**EXHIBIT D
(Standard Agreement)**

SPECIAL TERMS AND CONDITIONS

Personnel Administration (DPA) Rules (Cal. Code Regs., §§ 599.615, et seq.). These Rules are subject to change at any time. Travel expenditures not listed in the DPA Rules cannot be reimbursed.

- c. Contractor must use the Contractor's formally printed invoice or letterhead, and must sign and date the claim prior to submission to the Chancellor's Office for payment.
- d. Questions regarding reimbursable items and/or limits may be directed to the Chancellor's Office Accounting Administrator at (916) 327-5355.
- e. Itemized invoices, prepared in triplicate, stating Agreement number and social security number or federal identification number, shall be submitted to:

Accounting Unit
Chancellor's Office
California Community Colleges
1102 Q Street, Suite 4554
Sacramento, CA 95811-6539

17. Captions

The clause headings appearing in this agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit, or extend the scope or intent of the clauses to which they appertain.

18. Accessibility for Persons with Disabilities

By signing the Contractor's Certification (Chancellor's Office form CCC-1005, attached hereto as Exhibit H), Contractor agrees to comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. In addition, by signing this Agreement, Contractor further agrees to the following:

- a. Contractor shall, upon request by any person, make any materials produced with funds pursuant to this Agreement available in braille, large print, electronic text, or other appropriate alternate format. Contractor shall establish policies and procedures to respond to such requests in a timely manner.
- b. All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by Contractor, whether purchased, leased or provided under some other arrangement for use in connection with this Agreement, shall comply with the regulations implementing Section 508 of the Rehabilitation Act of 1973, as amended, set forth at 36 Code of Federal Regulations, part 1194.
- c. Design of computer or web-based materials, including instructional materials, shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.

**EXHIBIT D
(Standard Agreement)**

SPECIAL TERMS AND CONDITIONS

- d. Contractor shall respond, and shall require its subcontractors to respond to and resolve any complaints regarding accessibility of its products and services as required by this section.
- e. Contractor and its subcontractors shall indemnify, defend, and hold harmless the Chancellor's Office, its officers, agents and employees, from any and all claims by any person resulting from the failure to comply with the requirements of this section.
- f. Contractor shall incorporate the requirements of this section into all subcontracts.

19. Eligibility for Noncitizens

Funds provided under this Agreement shall only be used to employ, contract with, or provide services to citizens of the United States or noncitizens who are eligible to receive public benefits pursuant to Section 401 (with respect to federally funded activities) or Section 411 (with respect to state funded activities) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193, codified at 42 U.S.C. §§ 601 and 611, respectively). Contractor certifies that all of its employees and/or subcontractors are qualified pursuant to these provisions.

20. Performance Evaluation

If this Agreement involves Consultant Services, the performance of the Contractor shall be evaluated by the Project Monitor on a "Contract/Contractor Evaluation" form Std. 4. If the performance is unsatisfactory, the Contractor will be allowed to prepare a statement defending Contractor's performance. This statement must be received by the Project Monitor within thirty (30) days after Contractor's receipt of the evaluation.

The evaluation form and any related material will be kept on file at the Chancellor's Office.

21. Commissions and Contingency Agreements

The Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the Chancellor's Office shall, in addition to other remedies provided by law, have the right to annul this Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

22. Licenses and Permits

If the Contractor is an individual, firm or corporation, Contractor must be licensed to do business in California and shall obtain at his/her/its expense all license(s) and permit(s) required by law for accomplishing any work required in connection with this Agreement.

If you are a Contractor located within the State of California, a business license from the city/county in which you are headquartered is necessary, however, if you are a corporation, a copy of your incorporation documents/letter from the Secretary of State's Office can be submitted. If you are a Contractor outside the State of California, you will need to submit to the Chancellor's Office a copy

**EXHIBIT D
(Standard Agreement)**

SPECIAL TERMS AND CONDITIONS

of your business license or incorporation papers for your respective state showing that your company is in good standing in that state.

In the event, any license(s) and/or permit(s) expire at any time during the term of this Agreement, Contractor agrees to provide the Chancellor's office with a copy of the renewed license(s) and/or permit(s) within thirty (30) days following the expiration date. In the event the Contractor fails to keep in effect at all times all required license(s) and permit(s), the Chancellor's Office may, in addition to any other remedies it may have, terminate this Agreement upon occurrence of such event.

23. Standards of Conduct

In addition to the Conflicts of Interests provisions in the Contractor's Certification (Chancellor's Office form CCC-1005, attached hereto as Exhibit H), Contractor hereby assures that, in administering this Agreement, it will comply with the standards of conduct hereinafter set out, as well as the applicable state laws concerning conflicts of interests, in order to maintain the integrity of the Agreement and to avoid any potential conflicts of interests in its administration.

- a. Every reasonable course of action will be taken by Contractor in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. The Agreement will be administered in an impartial manner. The Contractor, and its officers and employees, in administering this Agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, or special interest.
- b. Conducting Business with Relatives. No relative by blood, adoption, or marriage of any officer or employee of Contractor will receive favorable treatment in the award of subcontracts or in educational or employment opportunities funded by this Agreement.
- c. Conducting Business Involving Close Personal Friends and Associates. In administering this Agreement, officers and employees of Contractor will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.
- d. In the interest of avoiding conflicts of interests involving friends or associates of Chancellor's Office employees, in administering this Agreement, officers and employees of Contractor will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates of Chancellor's Office employees.
- e. Contractor shall not enter into any subcontract of the types described below and any such agreement which may be executed is null and void and of no force or effect.
 1. A former state employee (including a Chancellor's Office employee, or a district employee who worked for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract under this Agreement with Contractor if that employee was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Agreement while employed by the state. (Gov. Code, §§ 1090, et seq., 87100, and 87400 et seq.; Cal. Code Regs., tit. 5, §§ 18741.1 and 18747.)

**EXHIBIT D
(Standard Agreement)**

SPECIAL TERMS AND CONDITIONS

2. A current state employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract with Contractor, with the exception of rank-and-file employees of the California State University and the University of California. (Pub. Contr. Code, § 10410.)
3. The spouse or immediate family of a current Chancellor's Office employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) may not enter into a subcontract with Contractor if the Chancellor's Office employee or person on an IJE was engaged in the negotiations, transactions, planning, arrangement or any part of the decisionmaking process relevant to this Agreement or the subcontract, or had any influence whatsoever in the making of this Agreement or the subcontract. (Gov. Code, §§ 1090, et seq.; and 87100.)

24. Follow-on Contracts

- a. By signing this Agreement, Contractor certifies that neither the Contractor nor any of its affiliates or subcontractors previously received a consulting services contract from the Chancellor's Office which resulted in a recommendation by Contractor, its affiliates or subcontractors for the provision of services, procurement of goods or supplies, or any other related action which is now to be provided or performed under this Agreement. (Pub. Contr. Code, § 10365.5.)
- b. For purposes of this section, "affiliates" are employees, directors, partners, joint venture participants, parent corporations, subsidiaries, or any other entity controlled by, controlling, or under common control with the Contractor. Control exists when an entity owns or directs more than fifty percent (50%) of the outstanding shares or securities representing the right to vote for the election of directors or other managing authority.
- c. Should the Chancellor's Office determine, at any time, that the certification contained in paragraph a. is false or inaccurate, the Chancellor's Office may deem contractor to be in breach of this Agreement and may terminate the Agreement as provided in the Termination provisions of section 6.c. of Exhibit C to the Agreement. However, to the extent permissible by law, the Chancellor's Office or its designee, may waive the restrictions set forth in this section by written notice to the Contractor if the Chancellor's Office determines their application would not be in the best interest of the Chancellor's Office.
- d. Except as prohibited by law, the restrictions of this section will not apply to a Contractor, including any person, firm, or affiliate, that is awarded a subcontract of a consultant services contract which amounts to no more than 10 percent of the total monetary value of the consultant services contract.
- e. The restrictions set forth in this section are in addition to conflict of interest restrictions imposed on public Contractors by California law. In the event of any inconsistency, such conflict of interest laws override the provisions of this section, even if enacted after execution of this Agreement.

25. Statewide or Regional Projects

**EXHIBIT D
(Standard Agreement)**

SPECIAL TERMS AND CONDITIONS

If this Agreement involves provision of coordination, technical assistance, or other services for the California Community Colleges system or for a particular region or group of colleges, Contractor agrees to consult regularly with the Project Monitor and representatives of the colleges to be served and to give every reasonable consideration to their views in the conduct of the project.

Contractor shall require all employees, consultants, and subcontractors to disclose any employment or contractual relationships they may have with other colleges being served under a statewide or regional contract or grant. Such relationships are prohibited and shall be promptly terminated unless, after being fully informed of the circumstances, the Project Monitor determines that the services being provided to the other college by the employee, consultant, or contractor are above and beyond or unrelated to those provided under this Agreement.

26. Surveys

If this contract involves conducting a survey of community college faculty, staff, students, or administrators, Contractor shall ensure that the survey is developed, administered, tabulated, and summarized by a survey evaluator/specialist. Surveys shall conform to project goals, shall minimize the burden on the group being surveyed, and shall not collect data already available to the Contractor from the Chancellor's Office or another source.

27. Safety and Accident Prevention

In performing work under this Contract on the premises of the Chancellor's Office, Contractor shall conform to any specific safety requirements contained in the Contract or as required by law or regulation. Contractor shall take any additional precautions as the Chancellor's Office may reasonably require for safety and accident prevention purposes. Any violation of such rules and requirements, unless promptly corrected, shall be grounds for termination of this Contract in accordance with the default provisions hereof.

28. DVBE Reporting Requirements

A 3% Disabled Veterans Business Enterprise (DVBE) participation goal has been established for this Agreement. Contractor shall use a Department of General Services' DVBE Participation Reporting Form to submit quarterly reports on DVBE participation. The Contractor will list at the end of each quarter the dates of invoices submitted, amounts of invoices submitted, amounts of invoices paid to the Disabled Veteran Business Enterprise(s), and the DVBE percentage from invoice totals. The completed DVBE Participation Reporting Form will be submitted at the end of each quarter to the following person:

Contract Manager
Chancellor's Office
California Community Colleges
1102 Q Street, Suite 4554
Sacramento, CA 95811-6539

**California Community Colleges Agreement for the
Student Financial Assistance Programs,
Student Services and Special Programs Division
Chancellor's Office**

**Riverside Community College District
Agreement No. C14-0040**

2014-15 Work Statement

Exhibit F

The *California Education Code*, Section 76300 (l) (2) authorizes the Board of Governors, from funds provided in the annual Budget Act, to allocate to community college districts an amount equal to 2 percent of the enrollment fees waived. On July 9, 2001, the Board of Governors approved the use by the Chancellor's Office, Student Financial Assistance Programs Unit, of 3 percent of each college's allocation to fund special projects of vital interest to the colleges and for consultation with the financial aid community.

The Board of Governors delegates the fiscal coordination for these functions to the Riverside Community College District (hereinafter District) and awards this agreement to support the activities described below.

The activities to be carried out under this agreement shall include all of the following:

I. Regional and State Coordination and Consultation

1.1 Financial Aid Regional Representatives Meetings

Three regular meetings and one transition meeting of the Financial Aid Regional Representatives and invited guests, including payment for meeting expenses, travel and per diem for members.

1.2 Veterans Regional Representatives Meeting

Up to four meetings of the Veterans Regional Representatives and invited guests, including payment for meeting expenses, travel and per diem for members.

1.3 Foster Youth Regional Representatives Meeting

Up to four meetings of the Foster Youth Regional Representatives and invited guests, including payment for meeting expenses, travel and per diem for members.

II. Statewide Ad Hoc Task Groups

2.1 Financial Aid Related Inter-Divisional and Ad Hoc Task Groups

Meetings for Financial Aid related inter-divisional and Ad Hoc Task Groups as necessary. These task groups will review, discuss and recommend policy pertaining to elements/issues relating to the administration of the Student Financial Assistance Programs. Support for these task group meetings will include payment of meeting expenses, travel and per diem for members and any necessary printing costs.

III. Training and Strategic Planning

3.1 New Financial Aid Director Training

Provide Financial Aid Management training to new Financial Aid Directors. Training may include such areas as new and revised federal and state regulations, Board of Governors Fee Waiver Program, reporting procedures, allocations, MIS, Cal Grants and other areas of vital concern to the management of the Student Financial Assistance Programs. Associated training costs such as travel, per diem, meeting room rental and any necessary printing costs will be covered under this agreement.

3.2 All Financial Aid Director Training

Provide Financial Aid Management training to all Financial Aid Directors. Training may include such areas as new and revised federal and state regulations, Board of Governors Fee Waiver Program, reporting procedures, allocations, MIS, Cal Grants and other areas of vital concern to the management of the Student Financial Assistance Programs. Associated training costs such as travel, per diem, meeting room rental and any necessary printing costs will be covered under this agreement.

3.3 Foster Youth Success Initiative (FYSI) Liaison Annual Training

Provide training and support to FYSI Liaison on our college campuses, in their efforts to serve foster youth alumni. Training may include such areas as new and revised federal and state regulations, changes to financial aid programs to better serve foster youth, such as federal or state aid programs, and other areas of vital concern to those serving foster youth. Associated training costs such as travel, per diem, meeting room rental and any necessary printing costs will be covered under this agreement.

3.4 Veteran Summit for Certifying Officials

Provide training and support to veteran certifying officials from our college campuses. Training may include such areas as new or clarified VA policies and regulations, navigating the VA agency structure to find answer to and help for certifying officials and those that serve, new and revised federal and state laws, regulations, and policies regarding veterans and their benefits, and other areas of vital concern to those serving vets and active duty military. Associated training costs such as travel, per diem, meeting room rental and any necessary printing costs will be covered under this agreement.

3.5 Strategic Planning and Initiatives

Organize and plan meetings as necessary for Financial Aid Directors and/or other Financial Aid staff, and other appropriate stakeholders, to convene and develop strategic plans to address various Student Financial Assistance Programs issues as required. For 2012-13 those issues include, but are not limited to: AB 130/131, AB 1456, and new state and federal regulations and initiatives. Support for these strategic planning meetings will include payment of meeting room expenses, travel, lodging and per diem expenses, as well as any necessary support or printing costs that may be developed as a result of the meetings' outcomes.

IV. Miscellaneous Activities

4.1 Consulting Services

Provide consulting services to the colleges or community college system on special projects of vital interest including: research, development of software applications to automate reporting and data submission, development and dissemination of targeted resources and best practice models for administering financial aid programs. The fee(s) will be negotiated and may include travel and per diem expenses. The consultant(s) selected shall be subject to approval by the Chancellor's Office.

4.3 Contract Support - Default Prevention Initiative

The Chancellor's Office will select and contract with a provider of default prevention, financial literacy, or other related services and will then offer those services to colleges who elect or qualify to use them. The District will provide administrative and fiscal oversight to support these activities.

V. Administrative Support

The District will provide necessary administrative and fiscal oversight to support the above activities. The District shall receive 10% of the total agreement award expended as an administrative fee for its services. Additional funding for administrative support may be appropriated from other categories within this work statement if we are able to secure grants or other awards that support our efforts from outside entities.

All participants attending meetings that require a per diem payment will receive the current state approved rates for lodging, meals, mileage and other transportation expenses. Current documentation requirements will be met.

**California Community Colleges Agreement for the
Student Financial Assistance Programs,
Student Services and Special Programs Division
Chancellor's Office**

**Riverside Community College District
Agreement No. C14-0040**

2014-15 SFA AGREEMENT BUDGET

Exhibit G

I.	Regional and State Coordination	\$ 70,000.00	
II.	Statewide Ad Hoc Task Groups	\$ 15,000.00	
III.	Training and Strategic Planning	\$135,000.00	
IV.	Miscellaneous Activities	\$220,073.00	
	Subtotal		\$440,073.00
V.	Administrative Support	\$48,897.00	
	Agreement Total		\$488,970.00

**California Community Colleges Agreement for the
Student Financial Assistance Programs,
Student Services and Special Programs Division
Chancellor's Office**

**Riverside Community College District Agreement No. C13-0040
2013-14 BUDGET SPECIFICS**

Exhibit G

I. Regional and State Coordination and Consultation

1.1 Financial Aid Regional Representatives Meetings

Travel, per diem and meeting expenses for four scheduled Financial Aid Regional Representatives meetings.

Total \$40,000

1.2 Veterans Regional Representatives Meeting

Travel, per diem and meeting expenses for up to four scheduled Veterans Regional Representative meetings.

Total \$ 15,000

1.3 Foster Youth Regional Representatives Meeting

Travel, per diem and meeting expenses for up to four scheduled FYSI Regional Representative meetings.

Total \$ 15,000

II. Statewide Ad Hoc Task Groups

2.1 Financial Aid Related Ad Hoc Task Groups

Travel, per diem and meeting expenses for any required meetings.

Total \$ 15,000

III. Training and Strategic Planning

3.1 New Financial Aid Director Training

Travel, per diem and meeting expenses incurred for training meetings.

Total \$25,000

3.2 All Financial Aid Director Training

Travel, per diem and meeting expenses incurred for training meetings.

Total \$40,000

3.3 Foster Youth Success Initiative (FYSI) Liaison Annual Training

Travel, per diem and meeting expenses incurred for training meetings.

Total \$30,000

3.4 Veteran Summit for Certifying Officials

Travel, per diem and meeting expenses incurred for training meetings.

Total \$30,000

3.5 Strategic Planning and Initiatives

Travel, per diem and meeting expenses incurred for strategic planning meetings. Costs incurred through the development and implementation of the meeting outcomes, including printing costs and technology development as necessary, are also allowable.

Total \$10,000

IV. Miscellaneous Activities

4.1 Consulting Services

Contract for consulting services on Financial Aid program and management issues. The fee will be subject to negotiation.

Total \$40,000

4.3. Contract Support Default Prevention Initiative

Contract default prevention, financial literacy or other related services provided to colleges that elect to or qualify to use those services.

Total \$180,073

V. Administrative Support

5.1 Administrative Expenses

The District will provide necessary administrative and fiscal oversight to support the above activities. The District shall receive 5% of the total agreement award expended as an administrative fee for its services. Additional funding for administrative support may be appropriated from other categories within this work statement if we are able to secure grants or other awards that support our efforts from outside entities.

All participants attending meetings that require a per diem payment will receive the current state approved rates for lodging, meals, mileage and other transportation expenses. Current documentation requirements will be met.

Total \$48,897

AGREEMENT TOTAL

\$488,970.00

**CCC- 1005 (Chancellor's Office, California Community Colleges)
Contractor Certification Clauses (Rev. 12/06)**

CERTIFICATION

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

<i>Contractor/Bidder Firm Name (Printed)</i> Riverside Community College District		<i>Federal ID Number</i> 33-0831357
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i> Aaron S. Brown, Vice Chancellor Business and Financial Services		
<i>Date Executed</i>	<i>Executed in the County of</i> Riverside, CA	

CONTRACTOR CERTIFICATION CLAUSES

1. Statement of Compliance (Nondiscrimination)

Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code, § 12990 (a-f) and Cal. Code Regs., tit. 2, § 8103.) (Not applicable to public entities.)

2. Drug-Free Workplace Requirements

Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code, §§ 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The person's or organization's policy of maintaining a drug-free workplace;
 3. Any available counseling, rehabilitation and employee assistance programs;and,
 4. Penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed or resulting Agreement will:
 1. Receive a copy of the company's drug-free workplace policy statement; and,
 2. Agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future state contracts or agreements if the Chancellor's Office determines that any of the following has occurred: (1) the Contractor has made false certification, or (2) violated the certification by failing to carry out the requirements as noted above. (Gov. Code, §§ 8350 et seq.)

3. National Labor Relations Board Certification

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

4. Contracts or Agreements for Legal Services \$50,000 or More – Pro Bono Requirement

Contractor hereby certifies that Contractor will comply with the requirements of section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the Agreement equal to the lesser of either:

- a. 30 multiplied by the number of full time attorneys in the firm's offices in the state, with the number of hours prorated on an actual day basis for any Agreement period of less than a full year; or
- b. 10% of its Agreement with the Chancellor's Office.

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

5. Expatriate Corporations

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

6. Sweatfree Code Of Conduct

- a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the Chancellor's Office pursuant to the Contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. Contractor further declares under penalty of perjury that it adheres to the Sweatfree Code of Conduct as set forth

on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

- b. Contractor agrees to cooperate fully in providing reasonable access to the Contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the Chancellor's Office, the Department of Industrial Relations, or the Department of Justice to determine the Contractor's compliance with the requirements under paragraph a.

7. Debarment, Suspension, And Other Responsibility Matters

If the Agreement for which this Certification is being executed is funded in whole or in part with federal funds, Executive Order 12549, Debarment and Suspension, and the implementing regulations set forth at 34 Code of Federal Regulations part 85, require that prospective participants in covered transactions, as defined at 34 Code of Federal Regulations part 85, sections 85.105 and 85.110, provide the certification set forth in paragraph a. or the explanation required by paragraph b. below.

- a. Contractor certifies that Contractor and its principals:
 - 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - 2. Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 8(a)(2) of this certification; and
 - 4. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- b. Where Contractor is unable to certify to any of the statements in this certification, Contractor shall attach an explanation to this Certification.

8. Domestic Partners

If the amount of this Agreement equals or exceeds \$100,000 or if this Agreement, together with any other contracts Contractor may have with the Chancellor's Office, equals or exceeds \$100,000 during any fiscal year, then Contractor certifies that it will provide the same benefits to an employee with a registered domestic partner that it provides to an employee with a spouse in accordance with the provisions of Public Contract Code section 10295.3. For any Agreement not covered by these requirements, Contractor may elect to offer domestic partner benefits to Contractor's employees in accordance with Public Contract Code section 10295.3. However, Contractor cannot require an employee to cover the costs of providing any benefits that have otherwise

been provided to all employees regardless of marital or domestic partner status. (Pub. Contr. Code, § 10295.3(d).)

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the Chancellor's Office.

1. Conflicts of Interests

Contractor needs to be aware of the following provisions regarding current or former state employees, including current or former Chancellor's Office employees or district employees working at the Chancellor's Office on an Interjurisdictional Exchange (IJE). If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the Chancellor's Office must be contacted immediately for clarification.

Current State Employees (Pub. Contr. Code, § 10410):

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

Former State Employees (Pub. Contr. Code, § 10411):

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

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

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

2. Labor Code/Workers' Compensation

Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and Contractor affirms it will comply with such provisions before commencing the performance of the work of this Agreement. (Lab. Code, § 3700.)

3. Americans With Disabilities Act

Contractor assures the Chancellor's Office that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. §§ 12101 et seq.)

4. Contractor Name Change

An Amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the Chancellor's Office will process the Amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said Amendment.

5. Corporate Qualifications to Do Business in California

- a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
- b. "Doing business" is defined in Revenue & Tax Code section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.
- c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. Resolution

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

7. Air or Water Pollution Violation

Under the state laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution. (Gov. Code, § 4477.)

8. Payee Data Record Form (Std. 204)

This form must be completed by all contractors that are not another state agency or other government entity.

Agenda Item (VI-B-7)

Meeting	5/19/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-7)
Subject	Out-of-State Travel
College/District	District
Funding	n/a
Recommended Action	Recommended that the Board of Trustees approve the out-of-state travel.

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: Michael Burke, Ph.D., Chancellor
Kathy Tizcareno, Executive Administrative Assistant

Attachments:

[Out-of-State Travel_051915](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: May 19, 2015

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

Current:

Moreno Valley College:

- 1) Mr. Julio Cuz, manager, technology support services, to travel to Orlando, Florida, June 12-16, 2015, to attend InfoComm15 Solutions Summit: Unified Communications and Collaboration. Estimated cost: \$2,592.00. Funding source: general fund.
- 2) Ms. Cheryl Honore, professor, business & information technology systems, to travel to Pittsburgh, Pennsylvania, June 6-9, 2015, to attend the 2015 Nuventive Users Conference. Estimated cost: \$1,894.81. Funding source: general funds.
- 3) Ms. Donna Lesser, director dental hygiene program, health, human & public services, to travel to Austin, Texas, June 6-9, 2015, to attend the 2015 Allied Dental Program Directors' Conference. Estimated cost: \$1,555.00. Funding source: general fund.
- 4) Dr. Sandra Mayo, president, Moreno Valley College, to travel to Briarcliff Manor, New York, June 26-28, 2015, to attend the Girl Scouts of the USA Board Chairs Meeting. No cost to the District.
- 5) Ms. Sheila Pisa, interim dean, institutional effectiveness, to travel to Pittsburgh, Pennsylvania, June 6-9, 2015, to attend the 2015 Nuventive Users Conference. Estimated cost: \$1,894.81. Funding source: general funds.
- 6) Ms. Maureen Rubalcaba, associate dean, grants and college support programs, to travel to Miami Beach, Florida, October 9-12, 2015, to attend the Hispanic Association of Colleges & Universities 29th Annual Conference. Estimated cost: \$2,821.62. Funding source: \$1,410.81 from Title V-Ben Clark Training Center and \$1,410.81 from Title III –Science, Technology, Engineering & Mathematics.

Norco College:

- 1) Ms. Judy Alvord, administrative assistant, institutional effectiveness, to travel to Pittsburgh, Pennsylvania, June 6-9, 2015, to attend the 2015 Nuventive Users Conference. Estimated cost: \$2,205.87. Funding source: Basic Skills fund.
- 2) Dr. Greg Aycock, dean, institutional effectiveness, to travel to Pittsburgh, Pennsylvania, June 6-9, 2015, to attend the 2015 Nuventive Users Conference. Estimated cost: \$2,125.46. Funding source: Basic Skills fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: May 19, 2015

- 3) Dr. Sarah Burnett, associate professor, early childhood education center, to travel to Pittsburgh, Pennsylvania, June 6-9, 2015, to attend the 2015 Nuventive Users Conference. Estimated cost: \$2,116.49. Funding source: Basic Skills fund.
- 4) Ms. Maria Gonzalez, director, student financial services, to travel to South Tacoma, Washington, June, 6-12, 2015, to attend the Western Association of Student Financial Aid Administrators. Estimated cost: \$1,353.01. Funding source: Board of Financial Programs fund.
- 5) Ms. Nelya Parada, outreach specialist, student financial services, to travel to South Tacoma, Washington, June, 6-12, 2015, to attend the Western Association of Student Financial Aid Administrators. Estimated cost: \$1,446.50. Funding source: Board of Financial Programs fund.

Riverside City College:

- 1) Ms. Hayley Ashby, associate professor, library network & multimedia specialist, to travel to Pittsburgh, Pennsylvania, June 6-10, 2015, to attend the 2015 Nuventive Users Conference "Improvement in Action". Estimated cost: \$1,891.68. Funding source: Institutional Effectiveness general fund.
- 2) Dr. Wolde-Ab Isaac, president, president's office, to travel to Miami Beach, Florida, October 9-12, 2015, to attend the Hispanic Association of Colleges & Universities 29th Annual Conference. Estimated cost: \$3,257.40. Funding source: general fund.
- 3) Mr. Patrick Scullin, associate professor, applied technology, to travel to Louisville, Kentucky, June 22-27, 2015, to attend the Faculty Development at California National SkillsUSA Leadership Conference. Estimated cost: \$3,011.19. Funding source: Perkins Title IC fund.
- 4) Ms. Julie Taylor, instructional department specialist, math & sciences, to travel to Portland, Oregon, July 12-16, 2015, to attend the 2015 CollegeNet User Conference. Estimated cost: \$1,681.00. Funding source: \$450.00 from Staff Development fund and \$1,231.00 from general funds.

Agenda Item (VI-B-8-a)

Meeting	5/19/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	Surplus Property
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find 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:

[05192015_Surplus Property List](#)

**SURPLUS PROPERTY
 MAY 19, 2015**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	HP	PRINTER	PSC 1610XI	MY567D41K3	32306
1	HP	PRINTER	PSC1600	MY537D42D0	38325
1	GATEWAY	CPU	PROFILE4	32039117	40392
1	GATEWAY	CPU	E4500S	36759611	34918
1	GATEWAY	CPU	E4500D	36718753	34830
1	GATEWAY	CPU	E SERIES	28289889	20843
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047328	22939
1	DYNA	MILLING MACHINE	EM3116	EM31110	11978
1	DYNA	MILLING MACHINE	EM3116	EM311697	11976
1	HP	SERVER	RP2405	USE434YTP	NONE
1	SUN MICRO	SERVER	V240	FN51830096	30994
1	EMC2	POWER SUPPLY	NONE	NONE	NONE
1	COMPAQ	SERVER	DL380-G2	D218FRW1K717	19525
1	DELL	SERVER	1850	D7D9K71	25429
1	CISCO	SERVER	ACS1111	M010LJH61S	NONE
1	CISCO	DETECTION SYSTEM	IDS-4235	CKJG721	20188
1	GATEWAY	SERVER	E-9425R	G1437080131	36718
1	COMPAQ	SERVER	DL360	6J19JZS1DDAB	NONE
1	COMPAQ	ROUTER	1130	QC1CRX4230126	NONE
1	COMPAQ	SERVER	DL360	6J19JZS1J09V	NONE
1	COMPAQ	SERVER	DL380-G2	D215FRW1K908	NONE
1	CISCO	ROUTER	1105	H2F3V21	NONE
1	COMPAQ	STORAGE	STORAGE WKS	9J24FLY1R27J	NONE
1	COMPAQ	STORAGE	STORAGE WKS	9J24FLY1R266	NONE
1	COMPAQ	SERVER	DL380-G2	D108FSB1L189	18728
1	COMPAQ	SERVER	DL380-G2	D121FSB1K494	18731
1	COMPAQ	SERVER	ML570	D041CXG1K169	NONE
1	INTERNET	SERVER	INTERGATE	200269	NONE
1	COMPAQ	SERVER	DL360	6J24JNT1T0F1	19521
1	COMPAQ	SERVER	DL380-G2	D247JZG2D748	20117
1	COMPAQ	SERVER	DL380-G2	D109FSB1L279	NONE
1	F5 NETWORK	SERVER	D39FN	NONE	NONE
1	COMPAQ	SERVER	DL360	6J0CFX260KL	NONE
1	COMPAQ	SERVER	DL360	6J1BFXK1L02H	NONE
1	COMPAQ	SERVER	DL380-G2	D302JZG2G570	NONE
1	COMPAQ	SERVER	DS-SL13R-AA	9J0AFLW1Y7SN	NONE
1	EMC2	SERVER	5047570	FLG000334201461	NONE
1	CISCO	SERVER	IDS-4230-FE	44405170829	18892
1	COMPAQ	SERVER	PL3000	D031DDM2K067	NONE
1	HP	SERVER BLADE	BL30P	M07EMKV43L	NONE
1	HP	SERVER BLADE	BL30P	M0BEMKV43L	NONE
1	HP	SERVER BLADE	BL30P	USE510801YF	NONE
1	HP	SERVER BLADE	BL30P	NONE	NONE
1	COMPAQ	POWER DIST UNIT	PDUC30A-1	CN00520763	NONE
1	COMPAQ	POWER DIST UNIT	PDUC30A1	CN10490486	NONE
1	HP	POWER DIST UNIT	NONE	0B67539B3S	NONE
1	HP	POWER DIST UNIT	NONE	CN09500352	NONE
1	HP	POWER DIST UNIT	NONE	CN09480259	NONE
1	HP	POWER DIST UNIT	E7681-63002	CN5620012	NONE
1	HP	POWER DIST UNIT	E7681-63002	CN56260063	NONE

**SURPLUS PROPERTY
 MAY 19, 2015**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	CISCO	POWER INJECTOR	A1R-PWRINJ-BLR	F0C0835P02G	NONE
1	CISCO	WIFI BRIDGE	A1R-BR1410A-A-K	FTX0902G	NONE
1	COMPAQ	STORAGE	STORAGE WKS	9J24FLY1K220	NONE
1	COMPAQ	STORAGE	STORAGE WKS	9J25DFD1E046	NONE
1	HP	BLAD SERVER CHASSIS	NONE	E8S7MJS240	NONE
1	HP	BLADE SERVER PWR SUPPLY	NONE	EBF1JTK44T	NONE
1	STORAGE	STORAGE MANAGER	AP22C3SB2	XX001230	26977
1	STORAGE	STORAGE MANAGER	AP22C3SB2	XX001120	26978
1	COMPAQ	STORAGE SWITCH	STORAGE WKS	3A23DRXS532	19516
1	COMPAQ	STORAGE SWITCH	STORAGE WKS	3A24DRXZ152L	19517
1	EMC2	SERVER	DS-24M2	MC5T2014334	NONE
1	EMC2	SERVER	DS-24M2	MC5T2014405	NONE
1	COMPAQ	KVM PLUS MONITOR	NONE	9X25JTJ87337	19518
1	COMPAQ	KVM SWITCH	NONE	180RM001A28485	NONE
1	COMPAQ	KVM SWITCH	NONE	140RM555A01251	NONE
1	GATEWAY	KVM MONITOR	FPD1520	MUL5009A0041082	NONE
1	HP	SERVER BLADE	BL30P	M07XMKV43L	NONE
1	HP	SERVER BLADE	BL30P	USE51801YD	NONE
1	OCE	BLUE PRINT MACHINE	705X	69871	NONE
1	KENSINTON	POWER DIST UNIT	NONE	89091401	NONE
1	VIEWSONIC	MONITOR	VLCD22034-1	A0902600413	19246
1	APC	UNINTERRUPTIBLE POWER	SU700NET	NS0137230420	NONE
1	APC	UNINTERRUPTIBLE POWER	SU700NET	NS0137130825	NONE
1	APC	UNINTERRUPTIBLE POWER	SU700NET	NS0137230229	NONE
1	APC	UNINTERRUPTIBLE POWER	SU700NET	NS0137230435	NONE
1	APC	POWER TRANSFER	SU045-1	5A0646T09053	33408
1	APC	POWER TRANSFER	SU045-1	5A0646T09004	33406
1	APC	POWER TRANSFER	SU045-1	5A0646T09051	33409
1	APC	POWER TRANSFER	SU045-1	5A0636T05136	33407
1	CISCO	GIGASTACK	WS-X3500-XL	FHH0639Z3K4	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP340	1EJ99016812	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP340	1EJ99015879	NONE
1	3COM	WIFI ACCESS POINT	3CRWE747A	HAMG01FE14	NONE
1	APC	UPS MANAGEMENT CARD	AP9606	JA0147340226	NONE
1	APC	UPS MANAGEMENT CARD	AP9617	JA02470088682	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FHH0729Z1XL	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FHH070625PG	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FAB0604X1X2	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FAB0604X183	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FHH0729Z1XT	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FAB0604X1XA	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FHH0708Z2RT	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FHH0708Z2RW	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	PHH0708Z2RV	NONE
1	APC	POWER SUPPLY	SUA750RM2U	NS0137230420	NONE
1	APC	POWER SUPPLY	SUA750RM2U	NS01372130825	NONE
1	APC	POWER SUPPLY	SU1400RM2U	NS0137230229	NONE
1	APC	POWER SUPPLY	SUA750	NS0137230435	NONE
1	APC	POWER SUPPLY	SUA750	5A0646T09053	NONE
1	APC	POWER SUPPLY	SUA750	5A0646T09004	NONE

**SURPLUS PROPERTY
 MAY 19, 2015**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	APC	POWER SUPPLY	SU700NET	5A0646T09051	NONE
1	APC	POWER SUPPLY	SU700NET	5A0636T05136	NONE
1	APC	POWER SUPPLY	SU700NET	FHH0639Z3K4	NONE
1	APC	POWER SUPPLY	SU700NET	NONE	NONE
1	APC	POWER SUPPLY	SU700NET	NONE	NONE
1	APPLE	SERVER	NONE	QP44605KPMY	NONE
1	COMPAQ	SERVER	NONE	D217FRW1K041	NONE
1	CISCO	WIFI ACCESS POINT	AIR-RM20A-AK9	AMB07250FBS	NONE
1	CISCO	WIFI ACCESS POINT	AIR-RM20A-AK9	FHK0726K2FP	NONE
1	CISCO	WIFI ACCESS POINT	AIR-RM20A-AK9	FHK07142YC	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FHK0714K2YC	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FHK0714KVQ	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FTX0925EINJ	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FTX1237B08R	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FTX1237B0AW	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FTX1236705B	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FHK0714K0B8	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FTX0714K0EY	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FHK0714K2X6	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FHK0714K072	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FTX1236B2TS	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	C9T00135207	NONE

Agenda Item (VI-B-8-b)

Meeting	5/19/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
Subject	Resolution No. 57-14/15 – Authorization to Establish a New General Obligation Bond Fund
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve Resolution 57-14/15 - authorization to establish a new general obligation bond fund to account for Measure C financial activity.

Background Narrative:

Historically, the financial activity associated with the Measure C general obligation bond, such as bond proceeds and project expenditures, has been accounted for in the Capital Outlay Projects Fund (Fund 41).

The California Community Colleges Chancellor's Office has designated Fund 43 specifically for general obligation bond funds, thus a new fund must be established. The Capital Outlay Projects Fund will be used to account for the receipt and expenditure of State funded capital projects and scheduled maintenance projects.

The Riverside County Office of Education requested that a resolution be adopted by the Board of Trustees to establish the new fund.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Director of Business Services

Attachments:

[05192015_Resolution No. 57-14/15- Authorization to Establish a Fund](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 57-14/15

Authorization to Establish a New General Obligation Bond Fund

WHEREAS the governing board of the Riverside Community College District is authorized by Education Code Section 81602 to establish a fund, as designated by the California Community Colleges Budget and Accounting Manual; and

WHEREAS, such fund is authorized to operate Proposition 39 program;

THEREFORE, BE IT RESOLVED that the Governing Board hereby authorizes the establishment of a New General Obligation Bond Fund in accordance with Education Code Section 81602.

PASSED AND ADOPTED this 19th day of May, 2015.

Nathan Miller
Secretary, Board of Trustees

Agenda Item (VII-A)

Meeting 5/19/2015 - Regular

Agenda Item Consent Agenda Information (VII-A)

Subject Monthly Financial Report for Month Ending – April 30, 2015

College/District District

Information Only

Background Narrative:

See the attached monthly Financial Report for the period July 1, 2014 through April 30, 2015.

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

Attachments:

[05192015_Monthly Financial Report \(July-April 2015\)](#)

MONTHLY FINANCIAL REPORT
JULY 1, 2014 – APRIL 30, 2015

<u>General Funds</u>	<u>Page</u>
Resource 1000 - General Operating	2
Resource 1050 - Parking	3
Resource 1070 - Student Health Services	4
Resource 1080 - Community Education	5
Resource 1090 - Performance Riverside	6
Resource 1110 - Contractor-Operated Bookstore	7
Resource 1120 - Center for Social Justice and Civil Liberties	8
Resource 1170 - Customized Solutions	9
Resource 1180 - Redevelopment Pass-Through	10
Resource 1190 - Grants and Categorical Programs	11
<u>Special Revenue Funds</u>	
Resource 3200 - Food Services	12
Resource 3300 - Child Care	13
<u>Capital Projects Funds</u>	
Resource 4100 - State Construction & Scheduled Maintenance	14
Resource 4130 - La Sierra Capital	15
Resource 4170 - G. O. Bond Series 2010D Capital Appreciation Bonds	16
Resource 4180 - G. O. Bond Series 2010D Build America Bonds	17
<u>Internal Service Funds</u>	
Resource 6100 - Self-Insured PPO Health Plan	18
Resource 6110 - Self-Insured Workers Compensation	19
Resource 6120 - Self-Insured General Liability	20
<u>Expendable Trust and Agency Funds</u>	
Associated Students of RCCD	21
Student Financial Aid	22
RCCD Development Corporation	23

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 140,475,722	\$ 146,269,247	\$ 146,285,897	\$ 121,313,464
Inter/Intrafund Transfer from				
Customized Solutions (Resource 1170)	14,124	53,283	53,283	0
District Bookstore (Resource 1110)	350,000	429,923	429,923	322,441
Total Revenues	\$ 140,839,846	\$ 146,752,453	\$ 146,769,103	\$ 121,635,905
Expenditures				
Academic Salaries	\$ 64,329,753	\$ 66,529,524	\$ 66,393,662	\$ 53,716,499
Classified Salaries	27,420,538	29,402,697	29,420,027	23,229,906
Employee Benefits	29,169,748	31,812,597	31,859,392	23,609,813
Materials & Supplies	1,594,602	2,196,383	2,067,298	1,059,374
Services	12,092,081	18,168,023	17,963,073	11,900,461
Capital Outlay	723,502	1,206,561	1,628,983	579,146
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	858,796	665,157	665,157	498,870
Center for Social Justice and Civil Liberties (Resource 1120)	99,373	110,900	110,900	83,175
Federal Work Study (Resource 1190)	299,354	327,494	327,494	195,992
Veteran Services (Resource 1190)	4,842	4,842	4,842	4,842
ACA: Expansion of PA Training 1190)	34,650	0	0	0
General Fund Backfill (Resource 1190)	106,480	0	0	0
Interfund Transfer to:				
Resource 4130	1,270,000	1,270,000	1,270,000	952,500
Resource 6100	1,500,000	0	0	0
Total Expenditures	\$ 139,503,719	\$ 151,694,178	\$ 151,710,828	\$ 115,830,578
Revenues Over (Under) Expenditures	\$ 1,336,127	\$ (4,941,725)	\$ (4,941,725)	\$ 5,805,327
Beginning Fund Balance	11,407,409	12,743,536	12,743,536	12,743,536
Ending Fund Balance	\$ 12,743,536	\$ 7,801,811	\$ 7,801,811	\$ 18,548,863
Ending Cash Balance				\$ 19,160,443

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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

Fund 12, Resource 1050 - Parking

	Prior Year Actuals <u>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,647,538	\$ 2,985,649	\$ 2,985,649	\$ 2,343,843
Expenditures				
Classified Salaries	\$ 1,412,148	\$ 1,539,754	\$ 1,536,509	\$ 1,254,305
Employee Benefits	559,233	608,898	595,055	451,871
Materials & Supplies	38,324	50,355	49,712	22,651
Services	556,559	655,014	672,743	506,349
Capital Outlay	115,465	237,275	237,277	67,232
Total Expenditures	\$ 2,681,729	\$ 3,091,296	\$ 3,091,296	\$ 2,302,408
Revenues Over (Under) Expenditures	\$ (34,191)	\$ (105,647)	\$ (105,647)	\$ 41,435
Beginning Fund Balance	197,366	163,175	163,175	163,175
Ending Fund Balance	\$ 163,175	\$ 57,528	\$ 57,528	\$ 204,610
Ending Cash Balance				\$ 240,527

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,395,125	\$ 1,396,346	\$ 1,396,346	\$ 1,377,589
Expenditures				
Academic Salaries	\$ 321,071	\$ 416,336	\$ 416,336	\$ 346,947
Classified Salaries	514,140	560,631	560,631	318,662
Employee Benefits	157,321	206,218	208,718	141,713
Materials & Supplies	51,445	94,750	94,850	67,923
Services	179,641	290,633	287,033	171,364
Capital Outlay	9,505	81,786	82,786	16,025
Total Expenditures	\$ 1,233,123	\$ 1,650,354	\$ 1,650,354	\$ 1,062,634
Revenues Over (Under) Expenditures	\$ 162,002	\$ (254,008)	\$ (254,008)	\$ 314,955
Beginning Fund Balance	<u>1,886,834</u>	<u>2,048,836</u>	<u>2,048,836</u>	<u>2,048,836</u>
Ending Fund Balance	<u>\$ 2,048,836</u>	<u>\$ 1,794,828</u>	<u>\$ 1,794,828</u>	<u>\$ 2,363,791</u>
Ending Cash Balance				<u>\$ 2,308,596</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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 <u>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 177,768	\$ 177,806	\$ 177,806	\$ 139,516
Expenditures				
Academic Salaries	\$ 4,350	\$ 4,308	\$ 4,308	\$ 3,560
Classified Salaries	123,089	100,021	100,021	77,059
Employee Benefits	37,310	24,620	24,620	19,001
Materials & Supplies	1,176	1,200	1,200	0
Services	80,822	98,733	98,733	57,034
Total Expenditures	\$ 246,747	\$ 228,882	\$ 228,882	\$ 156,654
Revenues Over (Under) Expenditures	\$ (68,979)	\$ (51,076)	\$ (51,076)	\$ (17,138)
Beginning Fund Balance	(163,395)	(232,374)	(232,374)	(232,374)
Ending Fund Balance	\$ (232,374)	\$ (283,450)	\$ (283,450)	\$ (249,512)
Ending Cash Balance				\$ (249,193)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals <u>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 241,927	\$ 458,215	\$ 458,215	\$ 275,557
Intrafund Transfer from Performance Riverside (Resource 1090)	<u>0</u>	<u>275,000</u>	<u>275,000</u>	<u>206,250</u>
Total Revenues	<u>\$ 241,927</u>	<u>\$ 733,215</u>	<u>\$ 733,215</u>	<u>\$ 481,807</u>
Expenditures				
Academic Salaries	\$ 72,137	\$ 4,418	\$ 6,963	\$ 8,025
Classified Salaries	166,425	165,982	163,222	135,339
Employee Benefits	90,193	72,632	72,349	55,536
Materials & Supplies	12,412	6,200	8,701	10,711
Services	<u>310,505</u>	<u>208,983</u>	<u>206,980</u>	<u>203,170</u>
Total Expenditures	<u>\$ 651,672</u>	<u>\$ 458,215</u>	<u>\$ 458,215</u>	<u>\$ 412,781</u>
Revenues Over (Under) Expenditures	\$ (409,745)	\$ 275,000	\$ 275,000	\$ 69,026
Beginning Fund Balance	<u>(500,033)</u>	<u>(909,778)</u>	<u>(909,778)</u>	<u>(909,778)</u>
Ending Fund Balance	<u>\$ (909,778)</u>	<u>\$ (634,778)</u>	<u>\$ (634,778)</u>	<u>\$ (840,752)</u>
Ending Cash Balance				<u>\$ (832,522)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 919,188	\$ 983,999	\$ 983,999	\$ 780,828
Expenditures				
Services	\$ 43,628	\$ 43,600	\$ 43,600	\$ 32,700
Interfund Transfer to				
Food Services (Resource 3200)	483,843	256,503	256,503	192,377
Riverside - Early Childhood Services (Resource 3300)	0	99,903	99,903	74,927
Intrafund Transfer to				
Performance Riverside (Resource 1090)	0	275,000	275,000	206,250
General Operating (Resource 1000)	350,000	429,923	429,923	322,441
Total Expenditures	\$ 877,471	\$ 1,104,929	\$ 1,104,929	\$ 828,695
Revenues Over (Under) Expenditures	\$ 41,717	\$ (120,930)	\$ (120,930)	\$ (47,867)
Beginning Fund Balance	90,378	132,095	132,095	132,095
Ending Fund Balance	\$ 132,095	\$ 11,165	\$ 11,165	\$ 84,228
Ending Cash Balance				\$ 84,228

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 25,100	\$ 25,100	\$ 25,100	\$ 25,035
Intrafund Transfer from General Operating (Resource 1000)	99,373	110,900	110,900	83,175
Total Revenues	<u>\$ 124,473</u>	<u>\$ 136,000</u>	<u>\$ 136,000</u>	<u>\$ 108,210</u>
Expenditures				
Classified Salaries	\$ 36,390	\$ 74,875	\$ 74,875	\$ 62,396
Employee Benefits	21,635	42,414	42,414	32,060
Materials & Supplies	1,385	1,100	1,100	742
Services	34,511	38,136	35,261	31,383
Capital Outlay	926	0	2,875	2,875
Total Expenditures	<u>\$ 94,847</u>	<u>\$ 156,525</u>	<u>\$ 156,525</u>	<u>\$ 129,456</u>
Revenues Over (Under) Expenditures	\$ 29,626	\$ (20,525)	\$ (20,525)	\$ (21,246)
Beginning Fund Balance	<u>(5,383)</u>	<u>24,243</u>	<u>24,243</u>	<u>24,243</u>
Ending Fund Balance	<u>\$ 24,243</u>	<u>\$ 3,718</u>	<u>\$ 3,718</u>	<u>\$ 2,997</u>
Ending Cash Balance				<u>\$ 4,153</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 665,622	\$ 1,103,060	\$ 1,852,976	\$ 505,410
Expenditures				
Academic Salaries	\$ 44,971	\$ 77,603	\$ 38,868	\$ 17,783
Classified Salaries	123,073	144,187	145,162	119,438
Employee Benefits	59,241	75,536	69,890	52,099
Materials & Supplies	10,713	158,183	161,038	4,123
Services	505,269	600,426	1,358,893	441,463
Capital Outlay	0	500	32,500	0
Intrafund Transfer For:				
General Fund (Resource 1000)	14,124	53,283	53,283	0
Total Expenditures	\$ 757,391	\$ 1,109,718	\$ 1,859,634	\$ 634,906
Revenues Over (Under) Expenditures	\$ (91,769)	\$ (6,658)	\$ (6,658)	\$ (129,496)
Beginning Fund Balance	92,346	577	577	577
Ending Fund Balance	\$ 577	\$ (6,081)	\$ (6,081)	\$ (128,919)
Ending Cash Balance				\$ (123,207)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,544,508	\$ 1,431,800	\$ 1,431,800	\$ 834,252
Expenditures				
Materials & Supplies	\$ 5,275	\$ -	\$ 2,800	\$ 5,218
Services	231,767	324,207	326,105	202,867
Capital Outlay	<u>365,718</u>	<u>6,751,547</u>	<u>6,746,849</u>	<u>449,364</u>
Total Expenditures	\$ <u>602,760</u>	\$ <u>7,075,754</u>	\$ <u>7,075,754</u>	\$ <u>657,449</u>
Revenues Over (Under) Expenditures	\$ 941,748	\$ (5,643,954)	\$ (5,643,954)	\$ 176,803
Beginning Fund Balance	<u>7,410,310</u>	<u>8,352,058</u>	<u>8,352,058</u>	<u>8,352,058</u>
Ending Fund Balance	<u>\$ 8,352,058</u>	<u>\$ 2,708,104</u>	<u>\$ 2,708,104</u>	<u>\$ 8,528,861</u>
Ending Cash Balance				<u>\$ 8,528,861</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 25,532,151	\$ 29,444,265	\$ 43,444,810	\$ 25,620,746
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	858,796	665,157	665,157	498,870
For Federal Work Study	299,354	327,494	327,494	195,992
For Middle College High School	106,480	0	0	0
For Veteren Services	4,842	4,842	4,842	4,842
Total Revenues	<u>\$ 26,801,623</u>	<u>\$ 30,441,758</u>	<u>\$ 44,442,303</u>	<u>\$ 26,320,450</u>
Expenditures				
Academic Salaries	\$ 3,610,039	\$ 3,877,572	\$ 6,133,467	\$ 3,194,187
Classified Salaries	9,034,592	9,578,468	12,064,268	8,048,476
Employee Benefits	3,525,752	4,149,583	5,605,134	3,033,652
Materials & Supplies	1,598,058	2,440,308	2,809,036	888,674
Services	4,125,649	6,351,246	10,139,412	3,189,134
Capital Outlay	3,974,075	2,895,822	6,395,733	1,875,888
Student Grants (Financial, Book, Meal, Transportation)	933,458	1,148,759	1,295,253	369,307
Total Expenditures	<u>\$ 26,801,623</u>	<u>\$ 30,441,758</u>	<u>\$ 44,442,303</u>	<u>\$ 20,599,318</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 5,721,132
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>\$ 5,721,132</u>
Ending Cash Balance				<u>\$ 5,548,820</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 2,151,728	\$ 2,214,681	\$ 2,410,681	\$ 1,959,035
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>483,843</u>	<u>256,503</u>	<u>256,503</u>	<u>192,377</u>
Total Revenues	<u>\$ 2,635,571</u>	<u>\$ 2,471,184</u>	<u>\$ 2,667,184</u>	<u>\$ 2,151,412</u>
Expenditures				
Classified Salaries	\$ 830,381	\$ 893,621	\$ 938,825	\$ 746,136
Employee Benefits	302,670	321,430	326,604	256,103
Materials & Supplies	999,770	1,033,272	1,179,611	879,925
Services	165,725	188,160	197,211	144,227
Capital Outlay	<u>28,989</u>	<u>73,483</u>	<u>63,715</u>	<u>21,296</u>
Total Expenditures	<u>\$ 2,327,535</u>	<u>\$ 2,509,966</u>	<u>\$ 2,705,966</u>	<u>\$ 2,047,687</u>
Revenues Over (Under) Expenditures	\$ 308,036	\$ (38,782)	\$ (38,782)	\$ 103,725
Beginning Fund Balance	<u>371,990</u>	<u>680,026</u>	<u>680,026</u>	<u>680,026</u>
Ending Fund Balance	<u>\$ 680,026</u>	<u>\$ 641,244</u>	<u>\$ 641,244</u>	<u>\$ 783,751</u>
Ending Cash Balance				<u>\$ 772,000</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,062,929	\$ 1,107,592	\$ 1,107,592	\$ 862,663
Interfund Transfer from Contractor-Operated Bookstore (Resource 1110)	0	99,903	99,903	74,927
Total Revenues	\$ 1,062,929	\$ 1,207,495	\$ 1,207,495	\$ 937,590
Expenditures				
Academic Salaries	\$ 590,109	\$ 607,128	\$ 585,128	\$ 406,298
Classified Salaries	213,259	182,990	204,990	133,216
Employee Benefits	116,681	129,786	129,786	79,610
Materials & Supplies	37,278	39,400	42,366	24,204
Services	39,828	68,517	75,551	33,955
Capital Outlay	26,607	42,304	32,304	29,380
Total Expenditures	\$ 1,023,762	\$ 1,070,125	\$ 1,070,125	\$ 706,663
Revenues Over (Under) Expenditures	\$ 39,167	\$ 137,370	\$ 137,370	\$ 230,927
Beginning Fund Balance	153,179	192,346	192,346	192,346
Ending Fund Balance	\$ 192,346	\$ 329,716	\$ 329,716	\$ 423,273
Ending Cash Balance				\$ 442,431

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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 <u>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 3,875,979	\$ 4,786,737	\$ 4,347,505	\$ 3,837,444
Intrafund Transfer from General Obligation Bond Funded Projects (Resource 4170)	<u>98,675</u>	<u>214,875</u>	<u>214,875</u>	<u>214,875</u>
Total Revenues	<u>\$ 3,974,654</u>	<u>\$ 5,001,612</u>	<u>\$ 4,562,380</u>	<u>\$ 4,052,319</u>
Expenditures				
Classified Salaries	\$ 0	\$ 0	\$ 0	\$ 687
Employee Benefits	0	0	0	67
Capital Outlay	3,974,654	5,001,612	4,562,380	1,599,380
Total Expenditures	<u>\$ 3,974,654</u>	<u>\$ 5,001,612</u>	<u>\$ 4,562,380</u>	<u>\$ 1,600,134</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 2,452,185
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 2,452,185</u>
Ending Cash Balance				<u><u>\$ 2,236,675</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 22,428	\$ 20,000	\$ 20,000	\$ 14,669
Inter/Intrafund Transfer from General Operating (Resource 1000)	<u>1,270,000</u>	<u>1,270,000</u>	<u>1,270,000</u>	<u>952,500</u>
Total Revenues	<u>\$ 1,292,428</u>	<u>\$ 1,290,000</u>	<u>\$ 1,290,000</u>	<u>\$ 967,169</u>
Expenditures				
Services	\$ 1,112	\$ 0	\$ 0	\$ 0
Capital Outlay	<u>0</u>	<u>8,494,601</u>	<u>8,494,601</u>	<u>584,085</u>
Total Expenditures	<u>\$ 1,112</u>	<u>\$ 8,494,601</u>	<u>\$ 8,494,601</u>	<u>\$ 584,085</u>
Revenues Over (Under) Expenditures	\$ 1,291,316	\$ (7,204,601)	\$ (7,204,601)	\$ 383,084
Beginning Fund Balance	<u>5,913,285</u>	<u>7,204,601</u>	<u>7,204,601</u>	<u>7,204,601</u>
Ending Fund Balance	<u>\$ 7,204,601</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 7,587,685</u>
Ending Cash Balance				<u>\$ 7,587,685</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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 <u>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 16,569	\$ 15,000	\$ 15,000	\$ 6,513
Expenditures				
Classified Salaries	\$ 323,007	\$ 624,550	\$ 624,550	\$ 238,241
Employee Benefits	134,574	312,891	312,891	104,706
Services	521,016	305,849	305,849	142,086
Capital Outlay	792,434	4,757,652	4,757,652	1,848,126
Intrafund Transfer For:				
State Construction & Scheduled Maintenance (Resource 4100)	98,675	214,875	214,875	214,875
Total Expenditures	\$ 1,869,706	\$ 6,215,817	\$ 6,215,817	\$ 2,548,034
Revenues Over (Under) Expenditures	\$ (1,853,137)	\$ (6,200,817)	\$ (6,200,817)	\$ (2,541,521)
Beginning Fund Balance	6,594,474	4,741,337	4,741,337	4,741,337
Ending Fund Balance	\$ 4,741,337	\$ (1,459,480)	\$ (1,459,480)	\$ 2,199,816
Ending Cash Balance				\$ 2,207,197

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 346,616	\$ 1,217,138	\$ 1,217,138	\$ 35,121
Expenditures				
Classified Salaries	\$ 9,201	\$ 0	\$ 0	\$ 0
Employee Benefits	1,630	0	0	0
Materials & Supplies	8,506	0	124	123
Services	3,588	0	0	113,035
Capital Outlay	18,786,992	93,880,004	93,879,880	21,190,802
Total Expenditures	\$ 18,809,917	\$ 93,880,004	\$ 93,880,004	\$ 21,303,960
Revenues Over (Under) Expenditures	\$ (18,463,301)	\$ (92,662,866)	\$ (92,662,866)	\$ (21,268,839)
Beginning Fund Balance	53,895,652	35,432,351	35,432,351	35,432,351
Ending Fund Balance	\$ 35,432,351	\$ (57,230,515)	\$ (57,230,515)	\$ 14,163,512
Ending Cash Balance				\$ 14,141,162

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

Self-Insured PPO Health Plan is used to account for the revenues and expenditures of the District's health self-insurance program.

Fund 61, Resource 6100 - Self-Insured PPO Health Plan

	Prior Year Actuals <u>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,548,876	\$ 4,978,000	\$ 4,978,000	\$ 4,736,560
Interfund transfer from General Operating (Resource 1000)	<u>1,500,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenue	<u>\$ 6,048,876</u>	<u>\$ 4,978,000</u>	<u>\$ 4,978,000</u>	<u>\$ 4,736,560</u>
Expenditures				
Academic Salaries	\$ 409	\$ 0	\$ 0	\$ 0
Classified Salaries	194,436	82,253	85,133	59,174
Employee Benefits	69,832	35,698	36,325	25,471
Materials & Supplies	3,310	-	-	1,804
Services	5,724,396	4,992,110	4,988,603	5,362,251
Capital Outlay	<u>16,959</u>	<u>0</u>	<u>0</u>	<u>29,429</u>
Total Expenditures	<u>\$ 6,008,933</u>	<u>\$ 5,110,061</u>	<u>\$ 5,110,061</u>	<u>\$ 5,478,129</u>
Revenues Over (Under) Expenditures	\$ 39,943	\$ (132,061)	\$ (132,061)	\$ (741,569)
Beginning Fund Balance	<u>460,042</u>	<u>374,682</u>	<u>374,682</u>	<u>374,682</u>
Ending Fund Balance	<u>\$ 499,985</u>	<u>\$ 242,621</u>	<u>\$ 242,621</u>	<u>\$ (366,887)</u>
Ending Cash Balance				<u>\$ 697,857</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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

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

	Prior Year Actuals <u>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,526,037	\$ 2,552,847	\$ 2,552,847	\$ 2,149,375
Expenditures				
Academic Salaries	\$ 0	\$ 0	\$ 877	\$ 0
Classified Salaries	276,539	282,344	282,344	234,627
Employee Benefits	91,855	94,829	94,940	73,752
Materials & Supplies	2,834	6,000	12,000	814
Services	1,136,890	1,926,062	1,964,179	997,617
Capital Outlay	53,908	316,997	271,892	12,860
Total Expenditures	\$ 1,562,026	\$ 2,626,232	\$ 2,626,232	\$ 1,319,670
Revenues Over (Under) Expenditures	\$ 964,011	\$ (73,385)	\$ (73,385)	\$ 829,705
Beginning Fund Balance	2,831,950	3,795,961	3,795,961	3,795,961
Ending Fund Balance	\$ 3,795,961	\$ 3,722,576	\$ 3,722,576	\$ 4,625,666
Ending Cash Balance				\$ 5,700,408

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

Self-Insured General Liability is used to account for the revenues and expenditures of the District's general liability self-insurance program.

Fund 61, Resource 6120 - Self-Insured General Liability

	Prior Year Actuals <u>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 0	\$ 1,482,000	\$ 1,482,000	\$ 986,937
Expenditures				
Academic Salaries	\$ 0	\$ 0	\$ 877	\$ 0
Classified Salaries	0	108,594	108,594	91,138
Employee Benefits	0	36,473	36,584	28,455
Materials & Supplies	0	3,500	2,500	58
Services	0	1,118,866	1,233,378	723,207
Capital Outlay	0	117,500	3,000	27
Total Expenditures	\$ 0	\$ 1,384,933	\$ 1,384,933	\$ 842,885
Revenues Over (Under) Expenditures	\$ 0	\$ 97,067	\$ 97,067	\$ 144,052
Beginning Fund Balance	0	124,894	124,894	124,894
Ending Fund Balance	\$ 0	\$ 221,961	\$ 221,961	\$ 268,946
Ending Cash Balance				\$ 144,051

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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 <u>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 947,187	\$ 895,000	\$ 895,000	\$ 977,780
Expenditures				
Materials & Supplies	\$ 749,677	\$ 895,000	\$ 895,000	\$ 560,602
Total Expenditures	\$ 749,677	\$ 895,000	\$ 895,000	\$ 560,602
Revenues Over (Under) Expenditures	\$ 197,510	\$ 0	\$ 0	\$ 417,178
Beginning Fund Balance	805,722	1,003,232	1,003,232	1,003,232
Ending Fund Balance	\$ 1,003,232	\$ 1,003,232	\$ 1,003,232	\$ 1,420,410
ASRCCD Trust Fund Ending Balance				\$ 1,377,019
Ending Cash Balance				\$ 2,788,954

** Note: Ending Cash Balance includes both ASRCCD Funds and Trust Funds for College and Students Organizations.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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

	<u>Student Financial Aid</u>			
	Prior Year Actuals 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 50,693,040	\$ 65,154,000	\$ 55,457,000	\$ 42,596,729
Expenditures				
Other				
Scholarships and Grant Reimbursements	\$ 50,666,043	\$ 65,154,000	\$ 55,457,000	\$ 41,564,374
Total Expenditures	\$ 50,666,043	\$ 65,154,000	\$ 55,457,000	\$ 41,564,374
Revenues Over (Under) Expenditures	\$ 26,997	\$ 0	\$ 0	\$ 1,032,355
Beginning Fund Balance	7,655	34,652	34,652	34,652
Ending Fund Balance	\$ 34,652	\$ 34,652	\$ 34,652	\$ 1,067,007
Ending Cash Balance				\$ 1,165,580

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2015**

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 <u>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8	\$ 0	\$ 0	\$ 7
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 8	\$ 0	\$ 0	\$ 7
Beginning Fund Balance	16,220	16,228	16,228	16,228
Ending Fund Balance	<u>\$ 16,228</u>	<u>\$ 16,228</u>	<u>\$ 16,228</u>	<u>\$ 16,235</u>
Ending Cash Balance				<u>\$ 16,235</u>

Agenda Item (VII-B)

Meeting 5/19/2015 - Regular

Agenda Item Consent Agenda Information (VII-B)

Subject CCFS-311Q – Quarterly Financial Status Report for the 3rd Quarter Ended

College/District District

Information Only

Background Narrative:

See the attached CCFS-311Q – Quarterly Financial Status Report for the 3rd Quarter ended March 31, 2015.

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

Attachments:

[05192015_ CCFS-311Q Financial Status Report](#)

CCFS-311Q – Quarterly Financial Status Report Background Narrative March 31, 2015

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: 2014-2015

Quarter Ended: (Q3) Mar 31, 2015

District: (960) RIVERSIDE

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

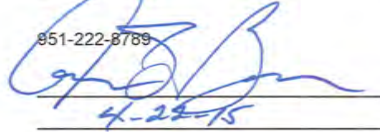
CBO Name:

Aaron S. Brown

CBO Phone:

951-222-8789

CBO Signature:



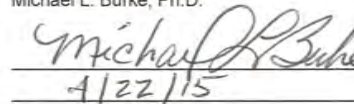
Date Signed:

4-22-15

Chief Executive Officer Name:

Michael L. Burke, Ph.D.

CEO Signature:



Date Signed:

4/22/15

Electronic Cert Date:

04/21/2015

District Contact Person

Name:

Bill J. Bogle, Jr.

Title:

Controller

Telephone:

951-222-8041

Fax:

951-222-8021

E-Mail:

Bill.Bogle@rccd.edu

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

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

© 2007 State of California. All Rights Reserved.

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2014-2015

Quarter Ended: (Q3) Mar 31, 2015

District: (960) RIVERSIDE

As of June 30 for the fiscal year specified

	Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
--	-------------------	-------------------	-------------------	------------------------

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	130,719,885	136,633,788	142,471,581	149,374,977
A.2	Other Financing Sources (Object 8900)	-176,023	272,935	-1,360,199	-1,099,593
A.3	Total Unrestricted Revenue (A.1 + A.2)	130,543,862	136,906,723	141,111,382	148,275,384
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	135,251,667	130,689,682	137,015,538	151,494,367
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,251,129	1,941,414	3,288,493	1,626,406
B.3	Total Unrestricted Expenditures (B.1 + B.2)	136,502,796	132,631,096	140,304,031	153,120,773
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-5,958,934	4,275,627	807,351	-4,845,389
D.	Fund Balance, Beginning	12,450,649	6,616,950	10,926,707	11,734,056
D.1	Prior Year Adjustments + (-)	125,235	34,130	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	12,575,884	6,651,080	10,926,707	11,734,056
E.	Fund Balance, Ending (C. + D.2)	6,616,950	10,926,707	11,734,058	6,888,667
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	4.8%	8.2%	8.4%	4.5%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	25,858	25,119	26,400	27,717
-----	---	--------	--------	--------	--------

As of the specified quarter ended for each fiscal year

	2011-12	2012-13	2013-14	2014-2015
--	---------	---------	---------	-----------

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

	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.)? **NO**

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

VII. Does the district have significant fiscal problems that must be addressed? **YES**
NO

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

FY 2014-2015
 The State's adopted budget provides for a small COLA, Access and elimination of 86% apportionment deferrals. However, these modest revenue increases and deferral reductions were not sufficient to fully mitigate the impact of prior years' reductions the District is still dealing with.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 GENERAL FUND REVENUE AND EXPENDITURE REPORT
 FOR THE PERIOD ENDED MARCH 31, 2015**

Cash Position - Unrestricted and Restricted

	YTD Activity
Beginning Cash, July 1, 2014	\$ 13,544,880
Net Change in Accounts Receivables	22,918,372
Net Change in Accounts Payables	(11,373,950)
Revenue and Other Financial Sources	132,612,502
Expenditures and Other Outgo	(125,687,235)
Ending Cash, December 31, 2014	\$ 32,014,569

Budget and Actual Activity - Unrestricted

	Adopted Budget	Revised Budget	YTD Activity
Revenues			
Federal	\$ 188,321	\$ 188,321	\$ 10,617
State	103,900,716	103,900,716	76,565,832
Local	44,894,490	45,285,940	32,965,379
Total Revenues	148,983,527	149,374,977	109,541,828
Other Financing Sources	(1,099,593)	(1,099,593)	(630,836)
Total Revenues	147,883,934	148,275,384	108,910,992
Expenditures			
Academic Salaries	\$ 66,615,853	\$ 66,475,308	\$ 48,095,075
Classified Salaries	29,812,887	29,800,427	21,182,502
Employee Benefits	31,985,385	31,998,729	21,032,221
Materials & Supplies	2,361,966	2,259,658	981,336
Services	19,119,765	19,588,194	10,872,601
Capital Outlay	1,207,061	1,372,051	462,493
Total Expenditures	151,102,917	151,494,367	102,626,228
Other Outgo - Objects	1,626,406	1,626,406	1,217,304
Total Expenditures and Other Outgo	152,729,323	153,120,773	103,843,532
Revenues Over (Under)			
Expenditures	\$ (4,845,389)	\$ (4,845,389)	\$ 5,067,460
Beginning Fund Balances	11,734,056	11,734,056	11,734,056
Ending Fund Balances	\$ 6,888,667	\$ 6,888,667	\$ 16,801,516
Contingency			
Unrestricted	\$ 5,988,667	\$ 5,988,667	\$ 15,901,516
Reserve	900,000	900,000	900,000
Total Contingency/Reserve	\$ 6,888,667	\$ 6,888,667	\$ 16,801,516

Agenda Item (VIII-A-1)

Meeting	5/19/2015 - Regular
Agenda Item	Committee - Governance (VIII-A-1)
Subject	Board Policies for First Reading
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve, for First Reading, Board Policies 3820, 4040, 5030, 5050, 5550, 5700, and 6700.

Background Narrative:

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

General Information

Board Policy 3820 Gifts – This is a revision of the Policy that was last revised on September 18, 2012.

Academic Affairs

Board Policy 4040 Library and Learning Support Services – This is a revision of the Policy that was last revised on September 18, 2012.

Student Services

Board Policy 5030 Student Fees – This is a revision of the Policy that was last revised on August 21, 2007.

Board Policy 5050 Student Success and Support Program – This is a revision of the Policy that was last revised on November 18, 2008.

Board Policy 5550 Speech: Time, Place and Manner – This is a revision of the Policy that was last revised on January 25, 2011.

Board Policy 5700 Athletics – This is a revision of the Policy that was last revised on July 9, 2013.

Business and Fiscal Affairs

Board Policy 6700 – This is a revision of the Policy that was last revised on May 21, 2013.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Ruth Adams, General Counsel

Attachments:

[05192015_Updated Board Policies](#)

Riverside Community College District Policy

No. 3820
General Institution

BP 3820 GIFTS

Reference:

Education Code Section 72205, 72670

The District is committed to accept gifts, grants, donations, **sponsorships**, and bequests for the benefit of the District. Acceptance of such gifts, grants, donations, **sponsorships**, and bequests will be through the Riverside Community College District Foundation Board of Directors and may be subject to such conditions or restrictions as they may prescribe. The Board of Directors reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

A coordinated program of fund raising from governmental, business, **corporate, foundation, individual** and community sources to assist in supporting the District's goals and objectives will be pursued by the Foundation with the prior approval of the Board of Trustees and the Chancellor.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the Foundation or the District of a product, enterprise, or entity.

In no event shall the Foundation Board of Directors accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability, **pregnancy, or military and veteran status**; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

Date Adopted: March 17, 2009

Revised: September 18, 2012

Revised:

(Replaces RCCD Policy 6140)

Riverside Community College District Policy

No. 4040

**Academic Affairs
CCLC Update**

**BP 4040 LIBRARY AND ~~LEARNING~~ OTHER INSTRUCTIONAL
SUPPORT SERVICES**

Reference:

Education Code Section 78100;
Civil Code Section 1798.90

The District shall have library ***and learning support*** services that are an integral part of the ***institution's*** educational program and will comply with the requirements of the Reader Privacy Act.

Date Adopted: May 15, 2007

Revised: September 18, 2012

Revised:

(Replaces Policy 7036)

Riverside Community College District Policy

No. 5030

Student Services DRAFT – CCLC UPDATES

BP 5030 STUDENT FEES

References:

Education Code Sections 76300 et seq. and other references cited below

The Board of Trustees authorizes the fees indicated below. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the District's catalog, the schedule of classes and on the District's website (www.rccd.edu).

Enrollment Fee:

Each student shall be charged a fee for enrolling in credit courses as required by law.

Non resident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):

- All non resident students enrolling for 6 or fewer units;
- A student who is a citizen and resident of a foreign country who demonstrates financial need; or

Auditing Fees:

Persons auditing a course shall be charged a per unit, per semester fee, not to exceed the maximum fee allowed by Education Code, Section 76370. **The fee amount shall be adjusted proportionally based upon the term length.** Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Health Fee:

The District will charge the maximum allowable fee as approved by the State Chancellor's office in accordance with the Education Code, unless otherwise indicated by financial activity review or directed by the Board of Trustees. The Board of Trustees and the Associated Student Body government will be notified of changes in the maximum allowable fee prior to implementation.

Parking Fee:

Students shall be required to pay a fee for parking services, in an amount not to exceed the maximum allowable fee per semester or intersession, pursuant to Education Code, Section 76360(a)(1).

Instructional Materials:

Education Code and Title 5 Sections 59400 et seq.

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the

classroom and provided that such materials are not solely or exclusively available from the District.

Physical Education Facilities:

Education Code Section 76395

Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Transcript Fees:

Education Code Section 76223

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee:

Education Code Section 76142

The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

Date Adopted: August 21, 2007

Revised:

Replaces Policy 6042

Riverside Community College District Policy

No. 5050

**Student Services
CCLC UPDATE**

**BP 5050 MATRICULATION STUDENT SUCCESS AND SUPPORT
PROGRAM**

References:

Education Code Sections 78210, et seq.;
Title 5 Section 55500, et seq.

The District, *through its Colleges*, shall provide **Student Success and Support Program** ~~matriculation~~ services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of **Student Success and Support Program services** ~~matriculation~~ is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

The Chancellor shall establish procedures to assure implementation of **Student Success and Support Program** ~~matriculation~~ services that comply with legal regulations.

Date Adopted: November 18, 2008

Revised:

(Replaces RCCD Policy 6091)

Riverside Community College District Policy

No. 5550
General Institution
CCLC Update

BP 5550 SPEECH: TIME, PLACE, AND MANNER

References:

Education Code Sections 76120 and 66301

Students, employees and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this Policy and the corresponding Administrative Procedure.

The college(s) of the District is/are non-public forums, except for those areas that are designated public forums available for the exercise of expression by students, employees, and members of the public. The Chancellor shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the limited public forums.

The administrative procedures promulgated by the Chancellor shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions ~~in those parts of the District designated as areas generally available to students and the community~~, and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on district property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

This Policy does not prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats or intimidation, unless such speech is constitutionally protected.

This Policy, relating to use of facilities, distribution and posting of literature, and preventing disruption of instructional and/or other District activities does not apply to student news media as provided for in Board Policy 4600, titled News Media.

Date Adopted: March 17, 2009
(Replaces RCCD Policy 5120)
Revised: January 25, 2011

Riverside Community College District Policy

No. 5700
Student Services
CCLC Update

BP 5700 ATHLETICS

References:

Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities. ***With regard to other forms of discrimination, please refer to Board Policy and Administrative Procedure 3410, titled Non-Discrimination.***

The Chancellor shall assure that the athletics program complies with the California Community College Athletic Association (CCCAA) and ***Sport Championship Handbooks*** Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

Date Adopted: March 17, 2009

Revised: July 9, 2013

Revised:

Riverside Community College District Policy

No. 6700

Business and Fiscal Affairs CCLC Update

BP 6700 USE OF FACILITIES

References:

Education Code Sections 82537 and 82542

Use of the District's facilities shall be granted as provided by law. The Chancellor shall establish procedures regarding the use of District property, including but not limited to facilities, equipment and supplies, by community groups and other outside groups or organizations.

The administrative procedures shall reflect the requirements of applicable law, including Education Code Sections referenced above, regarding use of District facilities. The procedures shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of Students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, **military or veteran status, pregnancy**, disability, gender, gender identity, gender expression, genetic information, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics or on any basis prohibited by law.

Use of the District's facilities will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school district" in order to "engage in supervised recreational activities" or "meet and discuss from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use District facilities, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

Date Adopted: March 17, 2009

(Replaces RCCD Policy 8005)

Revised: January 25, 2011

Revised: May 21, 2013

Revised:

Agenda Item (VIII-B-1)

Meeting	5/19/2015 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-1)
Subject	Proposed Curricular Changes
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalog and in the schedule of class offerings.

Background Narrative:

Presented for the Board's review and approval are proposed curricular changes for new stand-alone courses, and two new state/locally approved degrees and certificates. These items were first part of the proposed curricular changes in April 2015, but were withdrawn at the committee meeting, to permit clarification and additional information.

The needed information was reviewed with the various constituencies, and the proposed curricular changes are now being brought forward with a recommendation for approval.

Prepared By: Michael Reiner, Vice Chancellor, Educational Services
Sylvia Thomas, Associate Vice Chancellor Ed Services
Naomi Foley, Instructional Support Coordinator

Attachments:

[Proposed Curricular Changes_May 2015_backup_051215.pdf](#)

Course	Title	Location
1. New Stand Alone Courses:		
These courses will be part of an electrician apprenticeship program offered in partnership with the International Brotherhood of Electrical Workers, Local 440 & 447 enabling residents to become journeyman electricians:		
ELE-400	Introduction to the Electrical Trades and Construction Safety	N
ELE-401	Introduction to Electrical Theory, Basic Math Concepts, and the National Electric Code	N
ELE-402	Advanced DC Circuit Concepts, Introduction to 3-Phase AC Circuits, Test Equipment, and National Electric Code Applications	N
ELE-403	AC Circuit Concepts, Applied Electronics, and National Electric Code Applications	N
ELE-404	Digital Logic Circuits, Conductor Characteristics, Applications, and National Electric Code (NEC)	N
ELE-405	Electrician Blueprint Reading with Code Applications for National Electrical Code (NEC)	N
ELE-406	Grounding Systems, Advanced Blueprints and Specifications, Motor Design and Installation, and National Electric Code	N
ELE-407	Motor Control Principles, Generators and Power Supplies, with National Electric Code (NEC)	N
ELE-408	Transformer Theory, Leadership, Management, and Test Equipment	N
ELE-409	Electrician Specialty Systems	N
2. New State /Locally Approved Degrees and Certificate:		
	Associate of Science/Certificate in Electrician	N
	Associate of Science/Certificate in Electrician Apprenticeship	N

PROGRAM OUTLINE OF RECORD New State Approved Degree/Certificate

Electrician

College: Norco

This program prepares residents to become an entry-level electrician trainee and along with California state requirements prepares for careers as an electrician, electrical apprentice, electrician's helper, industrial electrician, journeyman electrician, and residential electrician. Courses are aligned with California state standards to prepare students to earn their Electrician Training card (<http://www.dir.ca.gov/dlse/ecu/electricaltrainee.htm>).

Certificate program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Plan, construct and explain safe and proper electrical circuits, using industry standard components, according to supplies blueprints and verbal instructions, while following National Electrical Code (NEC) and OSHA rule.
- Describe the general principles of direct or alternating current pertaining to a DC motor, AC motor, or Generator.
- Demonstrate bandaging and splinting techniques for the care of wounds, burns, sprains, dislocations and emergency rescue moves only when necessary.
- Troubleshoot and repair a given, complex configuration of electrical and electronic circuit combinations and create a written report of everything that was done to affect repairs, including necessary interactions with programmable devices.

Required Courses (30 units):		Units
ELE-77	Survey of Electrical Trades	4
MAN-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	2
CON-62	Blueprint reading	3
CON-60	Introduction to Construction	3
CON-66	National Electrical Code	3
KIN-30	First Aid and CPR	3
In addition, choose and complete courses from one emphasis below:		12

Residential Construction Emphasis (12 units)		
ELE-71	Residential wiring for Electricians	4
ELE-73	Electric Motors for Electricians	4
ELE-75	Electronics for Electricians	4

Industrial Plant Emphasis (12 units)		
ELE-64	Programmable Logic Controllers	4
ELE-72	Commercial and Industrial Electrical	4
ELE-74	Industrial Electrical Automation	4

Associate of Science Degree

The Associate of Science degree in Electrician will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

PROGRAM OUTLINE OF RECORD
New State Approved Degree/Certificate

Electrician Apprenticeship

College: Norco

This is a five-year apprenticeship program. Applications for Riverside/San Bernardino/ Mono/Inyo counties should apply to the Riverside and San Bernardino Joint Electrical Apprenticeship Training. Committees, 1855 Business Center Drive, San Bernardino, CA 92408. Telephone: (909) 890-1703.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply a working knowledge of math formulas and complex solution methods related to the electrical trades, along with blueprint symbols and drawings of wiring diagrams with common schematic symbols, including troubleshooting of common system faults, detection and repair, while properly applying OSHA construction site safety standards to all practices.
- Properly apply all pertinent National Electric Code (NEC) to all workplace practices involving DC, AC single & poly-phase systems, utilizing proper grounding, bonding, lightning protection, wire sizing, conduit fill, overload protection, layout, connections, installations, troubleshooting, fault isolation, repairs or modifications.
- Demonstrate appropriate leadership and expertise in applying special control and monitoring functions related to layout, installation, testing, and troubleshooting of digital and analog systems involving such ancillary equipment as CATV, CCTV, telephone circuits, Programmable Logic Controllers (PLCs), sensors, actuators, low-voltage and high-voltage, transformation, interfacing, hardware, setup, and programming services needed to comply with all NFPA-70E (NEC) and OSHA regulations for safety and fitness.

<u>Required Courses (35 units)</u>		<u>Units</u>
ELE-400	Introduction to the Electrical Trades and Construction Safety	3.5
ELE-401	Introduction to Electrical Theory, Basic Math Concepts, and the National Electric Code	3.5
ELE-402	Advanced DC Circuit Concepts, Introduction to 3-Phase AC Circuits, Test Equipment, and National Electric Code Applications	3.5
ELE-403	AC Circuit Concepts, Applied Electronics, and National Electric Code Applications	3.5
ELE-404	Digital Logic Circuits, Conductor Characteristics, Applications, and National Electric Code (NEC)	3.5
ELE-405	Electrician Blueprint Reading with Code Applications for National Electrical Code (NEC)	3.5
ELE-406	Grounding Systems, Advanced Blueprints and Specifications, Motor Design and Installation, and National Electric Code	3.5
ELE-407	Motor Control Principles, Generators and Power Supplies, with National Electric Code (NEC)	3.5
ELE-408	Transformer Theory, Leadership, Management, and Test Equipment	3.5
ELE-409	Electrician Specialty Systems	3.5

Associate of Science Degree

The Associate of Science Degree in Electrician Apprenticeship will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Agenda Item (VIII-C-1)

Meeting	5/19/2015 - Regular
Agenda Item	Committee - Planning and Operations (VIII-C-1)
Subject	Moreno Valley College 2015 Comprehensive Master Plan
College/District	Moreno Valley
Funding	
Recommended Action	Recommend that the Board of Trustees approve the Moreno Valley College 2015 Comprehensive Master Plan

Background Narrative:

In September 2013, the Comprehensive Master Planning Process began with HMC Architects for Facilities Planning and the Collaborative Brain Trust for Educational Planning along with the Comprehensive Master Planning Committee. The first activity was to "define success" for the comprehensive planning process. The development of the CMP also included AHBAE Landscape Architects for Landscape Planning, CWE for Drainage and Stormwater Planning, Fehr+Peers for Transportation Planning and Waveguide Consulting for Instructional Technology Planning. In keeping with the existing participatory governance processes, there were opportunities for college-wide dialogue and input over the past two years. Consideration was given to feedback from our community partners as well. The plan has gone through the College Strategic Planning approval process, was approved by the Academic Senate, and was accepted by the District Strategic Planning Committee.

The link to the full report is provided.

Prepared By: Sandra Mayo, President, Moreno Valley College
Angie Arballo, Executive Administrative Assistant

Attachments:

[Moreno Valley Comprehensive Master Plan 2015](#)
[Moreno Valley 2015 Comprehensive Master Plan - Link to Full](#)

May 5, 2015

RCCD Board Planning & Operations
Committee

Moreno Valley College

Comprehensive Master Plan

HMC Architects



MVC COMPREHENSIVE MASTER PLAN

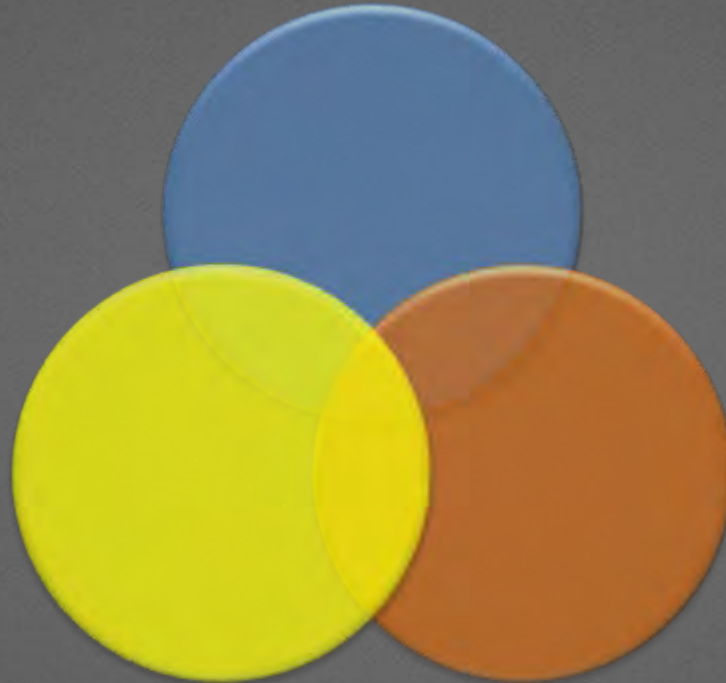
OUTLINE

- Purposes of CMP
- Planning Committee
- Ed Plan Overview and Findings
- Links between Ed Plan and Facilities Plan
- Facilities Plan Overview and Findings



MORENO
VALLEY
COLLEGE

INTEGRATED PLANNING



PURPOSES

THE PURPOSES OF THE MVC COMPREHENSIVE MASTER PLAN ARE TO:

1. Project the long-term development of programs and services
2. Develop recommendations for site and facilities improvements
3. Provide a foundation for the development of other plans
4. Inform the public of the College's intentions and garner support for the services provided in and to the community
5. Demonstrate compliance with accreditation standards and Title 5

PLANNING COMMITTEE

Roslynn Byous, Career Technical Education

Chris Carlson, RCCD Chief of Staff and Facilities Development

Michelle Dawson, City Manager, City of Moreno Valley

Bart Doering, RCCD Construction, Facilities Planning, + Development

Mary Gallardo, Public Safety Education + Training

Norm Godin, Business Services

Ronald Johnson, Associated Students of MVC

Susan Lauda, Classified, Academic Affairs

Rebecca Loomis, Anatomy/Physiology

Tyrone Macedon Sr., Associated Students of MVC

Sandra Mayo, President

Debbi Renfrow, Library Services

Robin Steinback, Academic Affairs

Greg Sandoval, Student Services

Gustavo Segura, Instructional Media

Salvador Soto, Counseling

Laurens Thurman, Consultant, Construction, Facilities Planning, + Development

David Vakil, Academic Affairs

Christopher Whiteside, PSET & Career & Technical Education

Ann Yoshinaga, Public Safety Education + Training



MEASURES OF SUCCESS

PROCESS

- transparent
- participatory
- well-communicated

GENERAL

- forward thinking
- obtainable and practical
- understood and used
- reflects the desires of the college community
- defines who we are and who we want to be for our community
- focused on preparing students for the next stages of their lives
- provides a framework for site and facilities development

FOCUSED

- addresses site and building infrastructure
- addresses emerging technology
- plans for flexible, functional facilities
- provides pleasant and accessible learning / working environments
- promotes collaboration among faculty, staff, and students

MORENO VALLEY COLLEGE

COMPREHENSIVE MASTER PLAN

EDUCATIONAL PLAN

- Chapter 1 – Background
- Chapter 2 – Profile of the MVC's Community + Students
- Chapter 3 – MVC Programs + Services

FACILITIES PLAN

- Chapter 4 – Educational Plan Linkages: Planning Data
- Chapter 5 – Existing Conditions
- Chapter 6 – Recommendations

CHAPTER 1 BACKGROUND

Moreno Valley College

Riverside Community College District

MVC History

MVC Today

National, State and Local Context

The Economy

California Community Colleges

CHAPTER 2 PROFILE OF THE COLLEGE'S COMMUNITY + STUDENTS

Regional Population Trends and Characteristics

Local Economic Trends

Enrollment Trends

Student Characteristics

Student Achievement

Implications for Planning

CHAPTER 2 PROFILE OF THE COLLEGE'S COMMUNITY + STUDENTS

	2010	2025	% Growth
Corona	152,374	164,559	8%
Eastvale	53,670	68,250	27%
Jurupa Valley	95,004	125,950	33%
MORENO VALLEY	193,365	255,231	32%
Norco	27,063	32,657	21%
PERRIS	68,386	114,046	67%
Riverside City	303,871	382,681	26%
RIVERSIDE COUNTY	2,194,933	2,662,235	21%

CHAPTER 2 PROFILE OF THE COLLEGE'S COMMUNITY + STUDENTS

Community Demographics: Moreno Valley and Perris

- Lowest median household income in RCCD
- High percentage of households in which a language other than English is spoken at home
- Lowest levels of educational attainment in RCCD

CHAPTER 2 PROFILE OF THE COLLEGE'S COMMUNITY + STUDENTS

ECONOMIC TRENDS

November 2014 Unemployment Rates

Moreno Valley	9.6%
Perris	13.1%
Riverside City	8.3%
California	7.1%

CHAPTER 2 PROFILE OF THE COLLEGE'S COMMUNITY + STUDENTS

ECONOMIC TRENDS

BY 2015 SECTORS WITH OVER 200,000 JOBS:

- STATE AND LOCAL GOVERNMENT
- RETAIL TRADE

SECTORS WITH OVER 100,000 JOBS:

- ADMINISTRATIVE SERVICES
- CONSTRUCTION
- HEALTH CARE AND SOCIAL ASSISTANCE
- ACCOMMODATION AND FOOD SERVICE

CHAPTER 2 PROFILE OF THE COLLEGE'S COMMUNITY + STUDENTS

ENROLLMENT TRENDS –	Unduplicated Headcount	FTES yearly
FALL 2008	10,808	7144
FALL 2009	9,351	6929
FALL 2010	10,532	6814
FALL 2011	9,829	5905
FALL 2012	8,936	5769
FALL 2013	8,220	5854
FALL 2014	8,592	6363**

CHAPTER 2 PROFILE OF THE COLLEGE'S COMMUNITY + STUDENTS

STUDENT CHARACTERISTICS

3/4 of MVC students attend classes at MVC-Main Campus

- 69% younger than 24
- 60% female
- 20% attend full-time
- 62% educational goal is degree, certificate or transfer
- Not prepared for college-level work

English 84% below college-level

Mathematics 98% below college-level

CHAPTER 2 PROFILE OF THE COLLEGE'S COMMUNITY + STUDENTS

STUDENT CHARACTERISTICS

1/4 of MVC students attend classes at MVC-Ben Clark Training Center

- Almost evenly distributed across ages 20 - 49
- 73% male

CHAPTER 2 PROFILE OF THE COLLEGE'S COMMUNITY + STUDENTS

STUDENT ACHIEVEMENT

70% successfully completed courses at MVC-Main
Campus

93% successfully completed courses at MVC-Ben
Clark Training Center

45% enrollment in the subsequent fall at MVC-Main
Campus

529 Associate Degrees awarded in 2011 – baseline

CHAPTER 2 PROFILE OF THE COLLEGE'S COMMUNITY + STUDENTS

IMPLICATIONS FOR PLANNING: Three Challenges

To meet its mission, MVC must...

1. Increase its offerings of programs and services to meet anticipated increases in student demand.
2. Meet the student needs created by the unique demographics of its communities.
3. Increase the rate at which students complete degrees, certificates and transfer requirements.

CHAPTER 2 PROFILE OF THE COLLEGE'S COMMUNITY + STUDENTS

IMPLICATIONS FOR PLANNING:

College-wide Growth Rate

MVC PROJECTED GROWTH RATE:

3% per year each year for the next 10 years

CHAPTER 3 PROGRAMS & SERVICES

91 people interviewed!

Each academic discipline and student service:

- Description
- Data
- Growth Projection

CHAPTERS 1 – 3

REVIEW PROCESS AND SCHEDULE

- September 2013

 - Draft #1 prepared and distributed to Planning Committee

 - Appointments with 91 Deans, Faculty, Staff to review Draft #1

- October 2013

 - Incorporate feedback to prepare Draft #2

 - Draft #2 distributed to Planning Committee for feedback

CHAPTERS 1 – 3

REVIEW PROCESS AND SCHEDULE

o November 2013

Incorporate feedback to prepare Draft #3

Draft #3 distributed for College-wide review

o December, 2013

Incorporate feedback from College-wide review

Prepare final draft

o December 2013 – March, 2015

Final draft posted on planning website

President invites College for further feedback

LINKS BETWEEN THE EDUCATION PLAN AND THE FACILITIES PLAN

1. Interviews with faculty and staff included discussions of facilities & instructional technology needs
2. Growth projections were used to project the amount of space the college will need as it serves additional students

FACILITIES PLAN

Chapter 4 - Educational Plan Linkages

Chapter 5 – Existing Conditions

Chapter 6 - Recommendations

CHAPTER 4: EDUCATIONAL PLAN LINKAGES

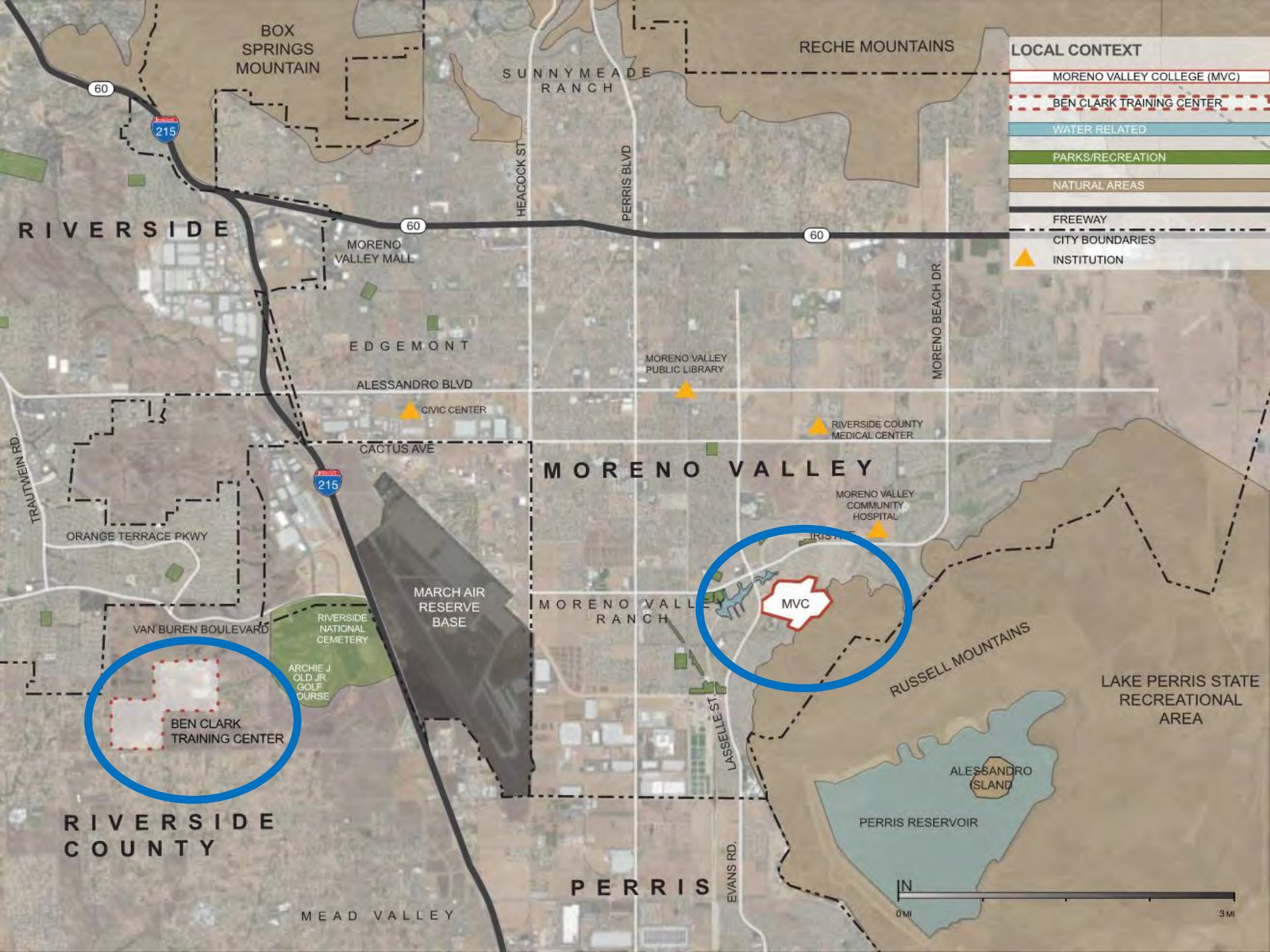
Translation of educational planning data into facilities space needs

- Enrollment Forecast
- Program Forecasts (WSCH)
- Space Inventory
- Capacity Load Ratios
- Projected Space Needs
- Master Plan Space Program

CHAPTER 5: EXISTING CONDITIONS

Main Campus + MVC-Ben Clark Training Center

- Regional + Neighborhood Context
- Campus History
- Vehicular Circulation + Parking
- Pedestrian Circulation
- Campus Zoning
- Facilities Condition
- Landscape + Stormwater Conditions
- Environmental Analysis



CHAPTER 5: Existing Conditions

MVC-BEN CLARK TRAINING CENTER



MARCH AIR RESERVE BASE

BEN CLARK TRAINING CENTER NEIGHBORHOOD CONTEXT

BEN CLARK TRAINING CENTER

FREEWAY

STREET



BCTC CAMPUS CORE

BEN CLARK TRAINING CENTER

TRAUTWEIN RD

KRAMERIA AVE

ORANGE TERRACE PKWY

MERIDIAN PKWY

TTH ST

PLANNED COMMERCIAL DEVELOPMENT

VAN BUREN BOULEVARD

PLUMMER RD

RIVERSIDE NATIONAL CEMETERY

ARCHIE J OLD JR GOLF COURSE

215

BARTON RD

DAVIS AVE

BUNDY AVE

VILLAGE W DR

MARIPOSA AVE

LARRY PARRISH PARKWAY

BEN CLARK TRAINING CENTER

AIR FORCE VILLAGE WEST

COVELL ST

FIRE ARMS RANGE AND SCENARIO VILLAGE

FERGUSON AVE

5TH ST

PLANNED CEMETARY

NANDINA AVE

ALLEN AVE

BARTON RD

ALEXANDER ST

BROWN ST

CLARK ST

N

0MI 3000 FT

BEN CLARK TRAINING CENTER

INSTRUCTIONAL

MVC OFFICES

12TH ST

DALLA AVE

PLUMMER RD
WHITE ST

LAW ENFORCEMENT MAT
BUILDING AND CLASSROOMS

11TH ST

ADMIN BUILDING:
DEAN'S OFFICE
LAW ENFORCEMENT ADMIN OFFICE

EMT AND FIRE
TECH CLASS-
ROOMS

BUNDY AVE

ALLEN AVE

10TH ST

BLDG 16888 (1ST FLOOR):
EMT ADMIN OFFICE
FIRE TECHNOLOGY ADMIN OFFICE
MVC STUDENT SERVICES
EMT & FIRE TECH FACULTY OFFICES

10TH ST

**ORIGINAL
PROPOSED
GROUND LEASE**

AUDITORIUM

9TH ST

DAVIS AVE

FIRE TECHNOLOGY
TRAINING AREA

9TH ST

SCENARIO
TRAINING
BUILDING

IN
0 MI

HMC Architects

8TH ST



FIRE TECHNOLOGY TRAINING AREA

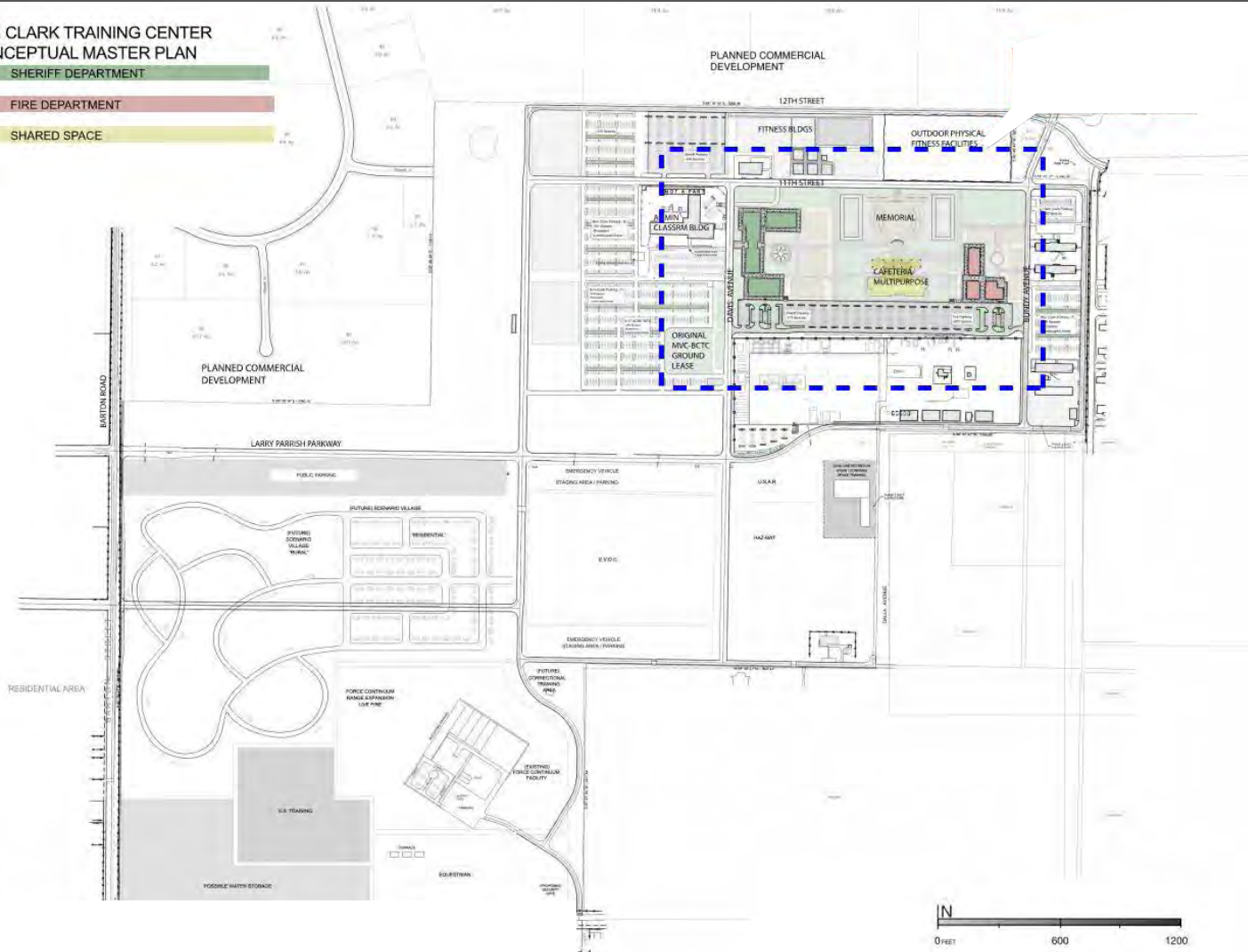
8TH ST

GYMNASIUM

MVC-BEN CLARK TRAINING CENTER Riverside County Master Plan

BEN CLARK TRAINING CENTER CONCEPTUAL MASTER PLAN

- SHERIFF DEPARTMENT
- FIRE DEPARTMENT
- SHARED SPACE



CHAPTER 5: Existing Conditions

MVC-BEN CLARK TRAINING CENTER

KEY CHALLENGES + OPPORTUNITIES

- AGED AND TEMPORARY FACILITIES LEASED FROM THE COUNTY
- LETTER OF INTENT + PROPOSED GROUND LEASE
- INCOMPLETE MOA
- RIVERSIDE COUNTY MASTER PLAN FOR BCTC

CHAPTER 5: Existing Conditions

MAIN CAMPUS





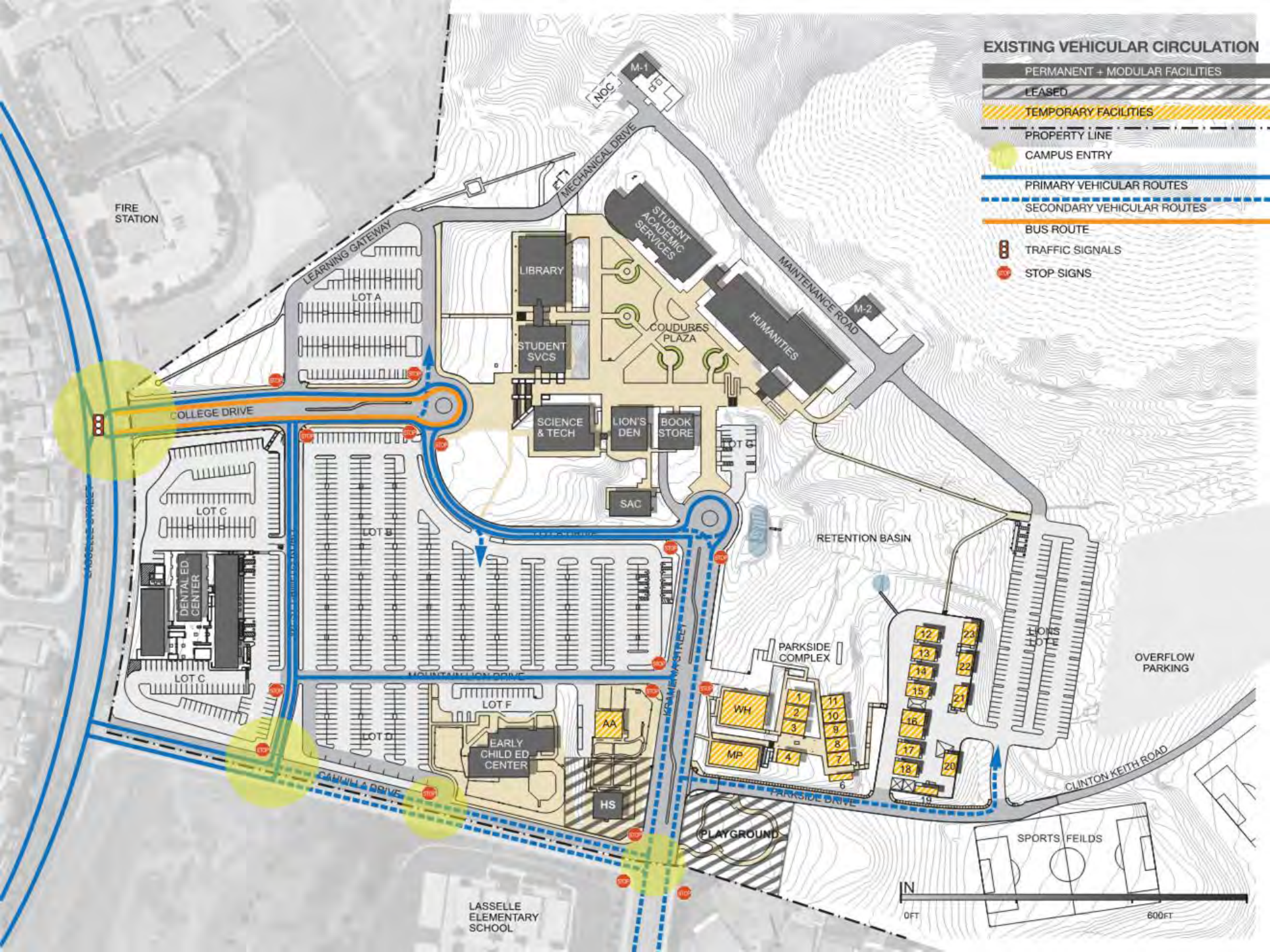
NEIGHBORHOOD CONTEXT

- MORENO VALLEY COLLEGE
- WATER RELATED
- PARKS/RECREATION
- NATURAL AREA
- RESIDENTIAL
- COMMERCIAL
- K-12 CAMPUS
- MAJOR STREET
- IMPROVED TRAIL
- MULTI-USE TRAIL



EXISTING VEHICULAR CIRCULATION

- PERMANENT + MODULAR FACILITIES
- LEASED
- TEMPORARY FACILITIES
- PROPERTY LINE
- CAMPUS ENTRY
- PRIMARY VEHICULAR ROUTES
- SECONDARY VEHICULAR ROUTES
- BUS ROUTE
- TRAFFIC SIGNALS
- STOP SIGNS



LASSELLE
ELEMENTARY
SCHOOL

EXISTING PEAK PARKING UTILIZATION

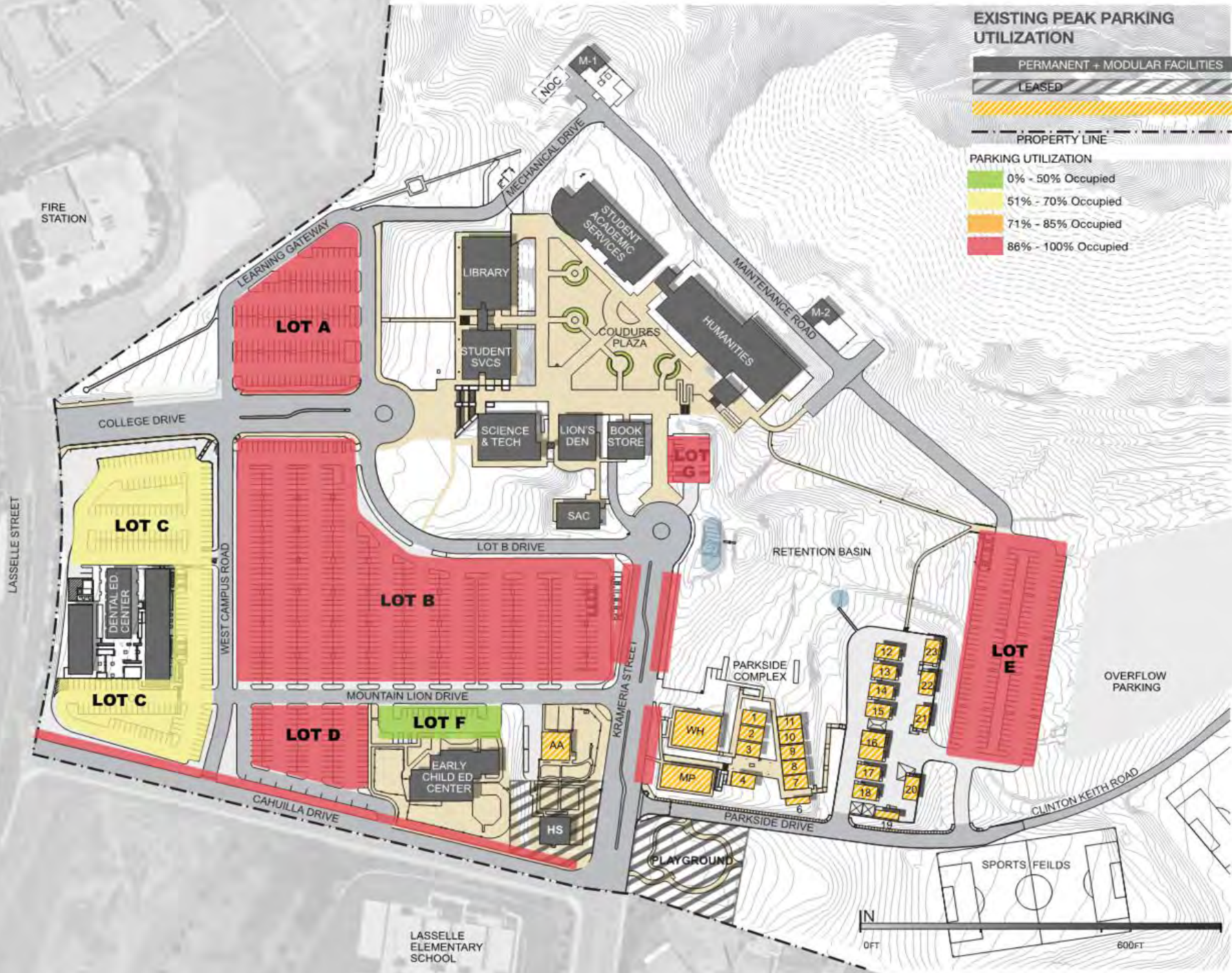
PERMANENT + MODULAR FACILITIES

LEASED

PROPERTY LINE

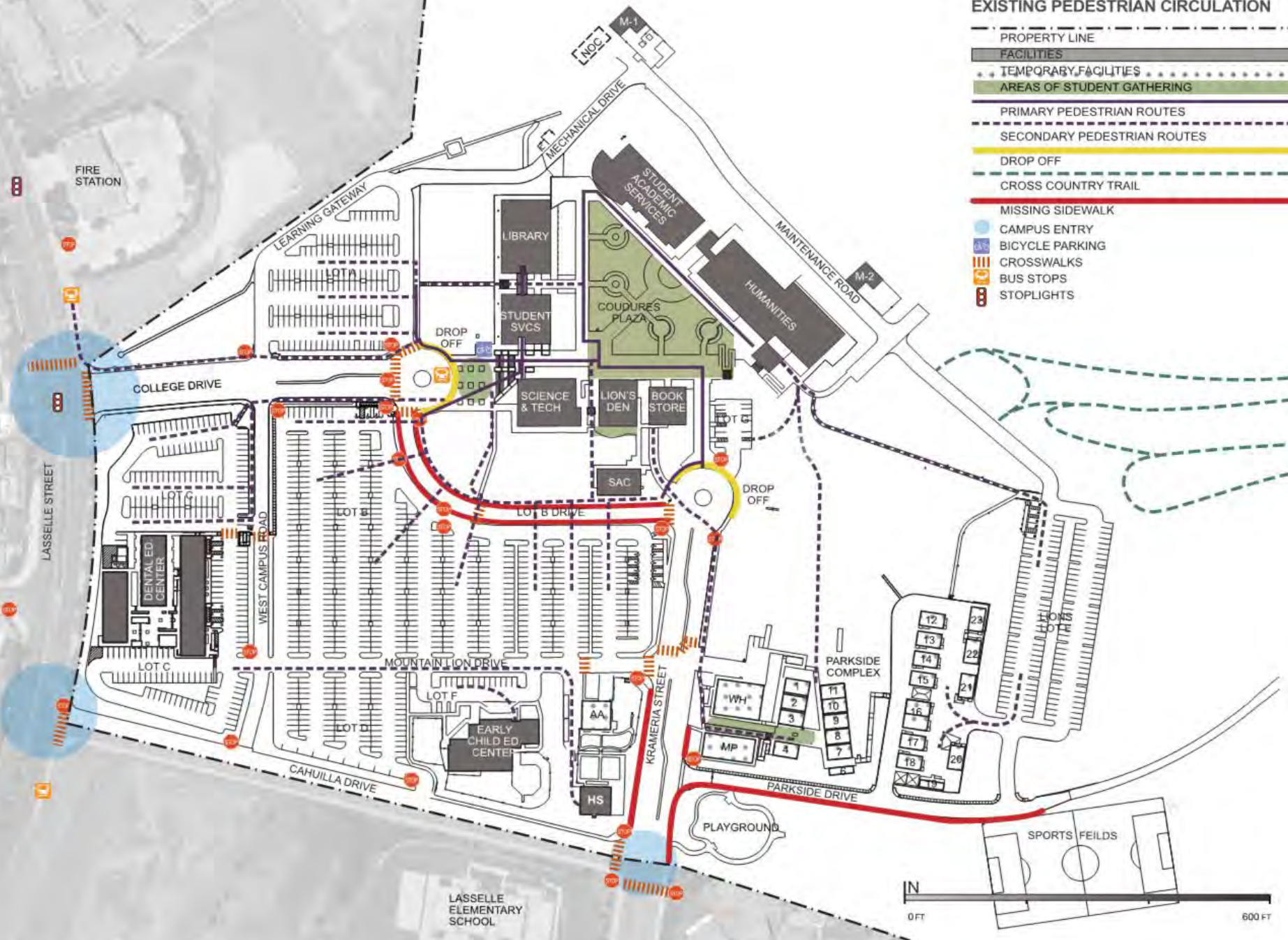
PARKING UTILIZATION

- 0% - 50% Occupied
- 51% - 70% Occupied
- 71% - 85% Occupied
- 86% - 100% Occupied



EXISTING PEDESTRIAN CIRCULATION

- PROPERTY LINE
- FACILITIES
- ⋯ TEMPORARY FACILITIES
- AREAS OF STUDENT GATHERING
- PRIMARY PEDESTRIAN ROUTES
- SECONDARY PEDESTRIAN ROUTES
- DROP OFF
- CROSS COUNTRY TRAIL
- MISSING SIDEWALK
- CAMPUS ENTRY
- BICYCLE PARKING
- CROSSWALKS
- BUS STOPS
- STOPLIGHTS



LASSELLE
ELEMENTARY
SCHOOL

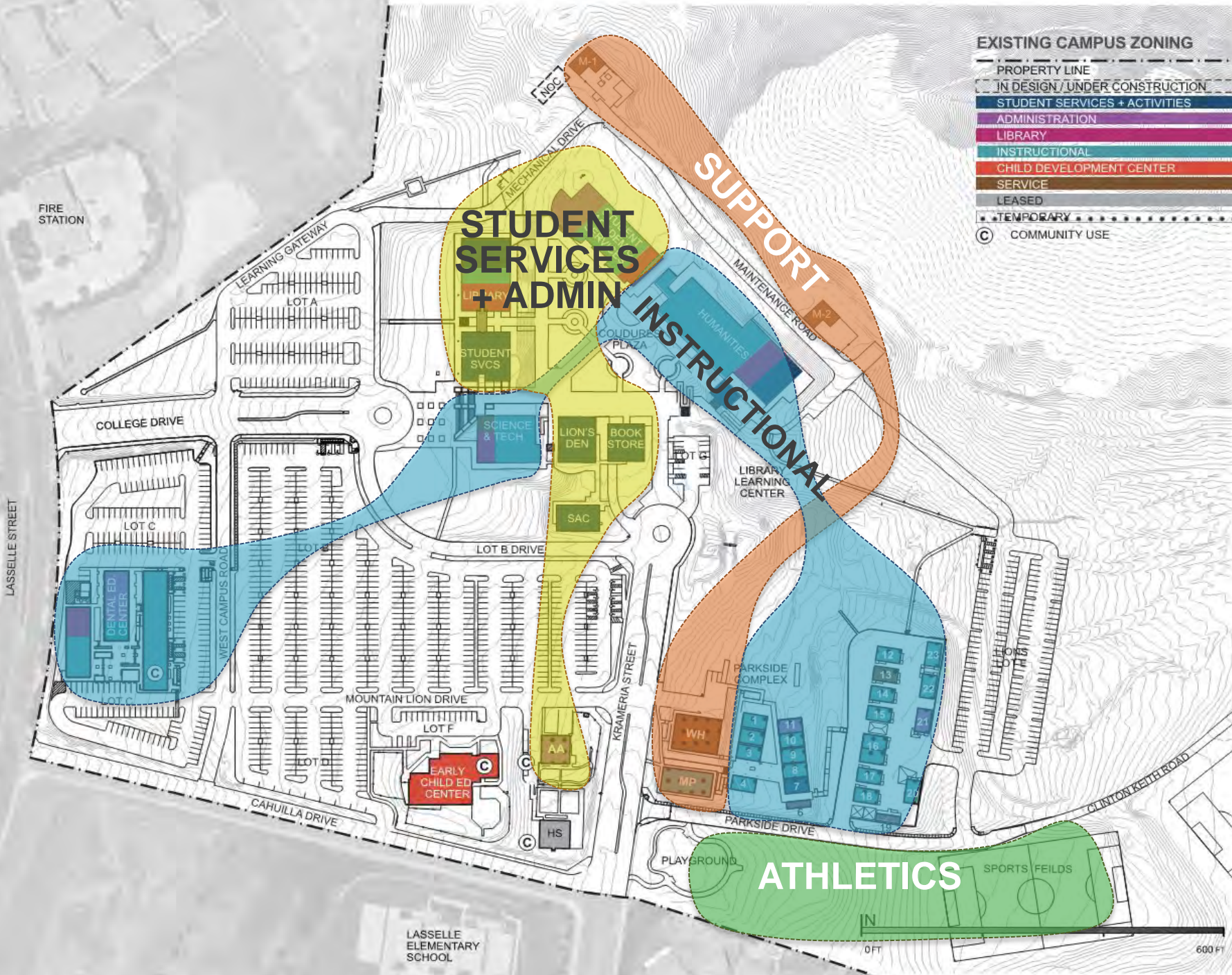


0 FT

600 FT

EXISTING CAMPUS ZONING

- PROPERTY LINE
- - - IN DESIGN / UNDER CONSTRUCTION
- STUDENT SERVICES + ACTIVITIES
- ADMINISTRATION
- LIBRARY
- INSTRUCTIONAL
- CHILD DEVELOPMENT CENTER
- SERVICE
- LEASED
- TEMPORARY
- Ⓢ COMMUNITY USE



CHAPTER 5:

Existing Conditions

MAIN CAMPUS

KEY CHALLENGES + OPPORTUNITIES

- Accommodate growing student demand
- Expand + modernize learning environments
- Improve the campus zoning + linkages
- Improve accessibility + wayfinding
- Develop the campus open spaces
- Further campus sustainability + environmental stewardship

CHAPTER 6: RECOMMENDATIONS

MVC-BEN CLARK TRAINING CENTER

MAIN CAMPUS

CHAPTER 6: MVC-BCTC RECOMMENDATIONS

ELEMENTS of APPROVAL for BCTC

- March 16, 2010: RCCD Board Report and Resolution Number 40-09/10 Authorizing Establishment of an Educational Center
- June 16, 2010: Letter of Intent issued to State Chancellors Office
- September 21, 2010: Board Report and Memorandum of Agreement with RCCD/County of Riverside for facilities at BCTC.

RECOMMENDED ACTIONS:

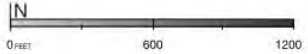
- Enter into a long term ground lease
- Enter into an operational agreement
- Updated Letter of Intent to State
- Develop MVC-BCTC facilities
- Obtain center status
- Seek state funding to address future growth

MVC-BCTC RECOMMENDATIONS

BEN CLARK TRAINING CENTER
CONCEPTUAL MASTER PLAN

- SHERIFF DEPARTMENT
- FIRE DEPARTMENT
- SHARED SPACE

**RECOMMENDED
LOCATION FOR MVC-
BCTC FACILITIES**



MVC-BCTC RECOMMENDATIONS

BEN CLARK TRAINING CENTER
CONCEPTUAL MASTER PLAN

SHERIFF DEPARTMENT

COUNTY FIRE DEPARTMENT

SHARED SPACE

AREA OF CONSIDERATION FOR
GROUND LEASE

RECOMMENDED
LOCATION FOR MVC-
BCTC FACILITIES

OUTDOOR PHYSICAL
FITNESS FACILITIES

Physical Fitness

Mat Room Expansion
FITNESS BLDGS

Sheriff Parking:
-448 Spaces

Armory
Existing

Grinder
PCC
Permanent

12th Street

11th Street

S 89° 05'

Administration/
Classroom Building
Existing-to-be Renovated

Building C -
Basic Academy
14,337 sf

MEMORIAL

Building B -
Advance Officer
Training
28,223 sf

Academy Courtyard

Sheriff Courtyard

Building A -
Advance Training
16,003 sf

Cafeteria/ Multi-Purpose
25,000 sf

Building C
Academy
16,122 sf

Building B
EMS
7,294 sf

Building A
Multi-Purp
8,950 sf

Parking Area
(Existing)
118 Spaces

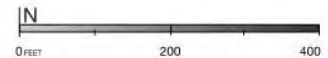
Sheriff Parking:
-279 Spaces

Fire Parking:
-253 Spaces

AREA OF ORIGINAL
GROUND LEASE

Fire Training Expansion
(Future)

Live-Fire Training Center
Fire Drill Area
(Existing to Remain)



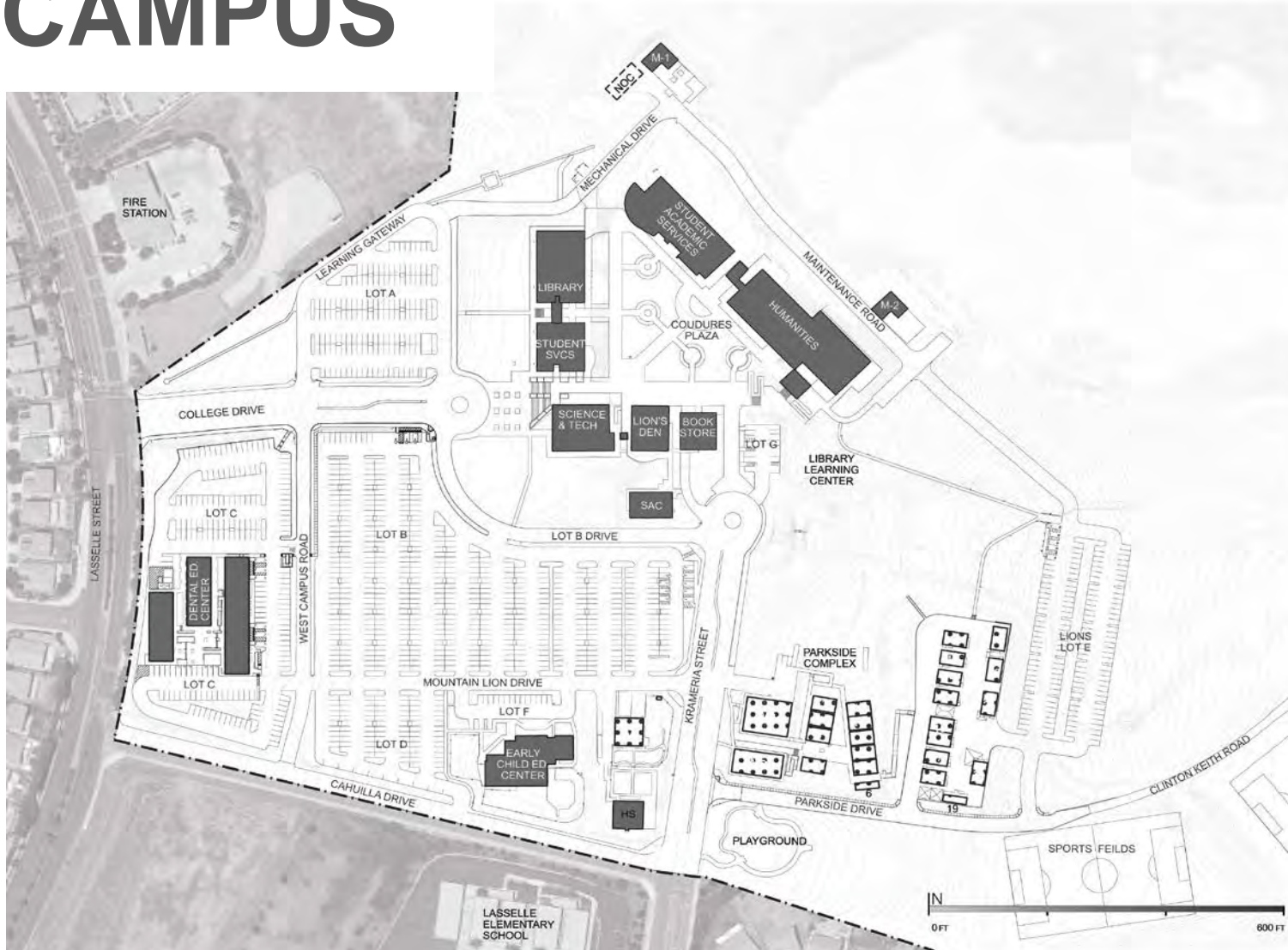
CHAPTER 6: MAIN CAMPUS RECOMMENDATIONS



RECOMMENDATIONS:

- New Facilities
- Repurposing of Existing Facilities
- Vehicular Circulation & Parking
- Pedestrian & Bicycle Circulation
- Landscaping
- Sustainability & Storm water

EXISTING CAMPUS



RECOMMENDED REMOVALS

DEMOLITION/REMOVAL

EXISTING FACILITIES

DEMO/REMOVAL FACILITIES

PROPERTY LINE



RECOMMENDED ZONING



NEW FACILITIES

2014 FACILITIES MASTER PLAN

EXISTING FACILITIES

NEW FACILITIES (FUTURE)

NEW PARKING STRUCTURE

PROPERTY LINE

WAREHOUSE

COMMUNITY
JOINT-USE
(FUTURE)

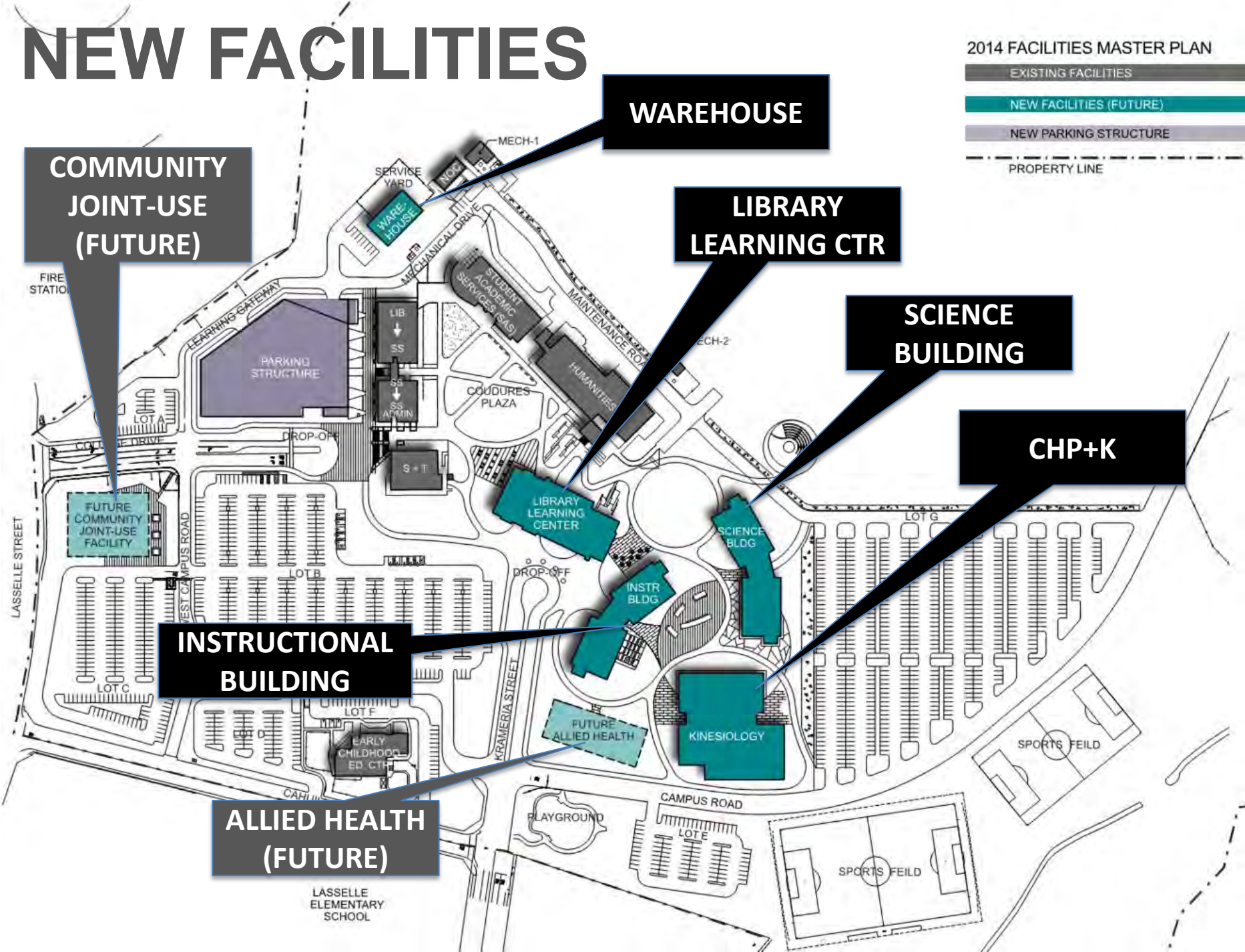
LIBRARY
LEARNING CTR

SCIENCE
BUILDING

CHP+K

INSTRUCTIONAL
BUILDING

ALLIED HEALTH
(FUTURE)



REPURPOSING OF FACILITIES

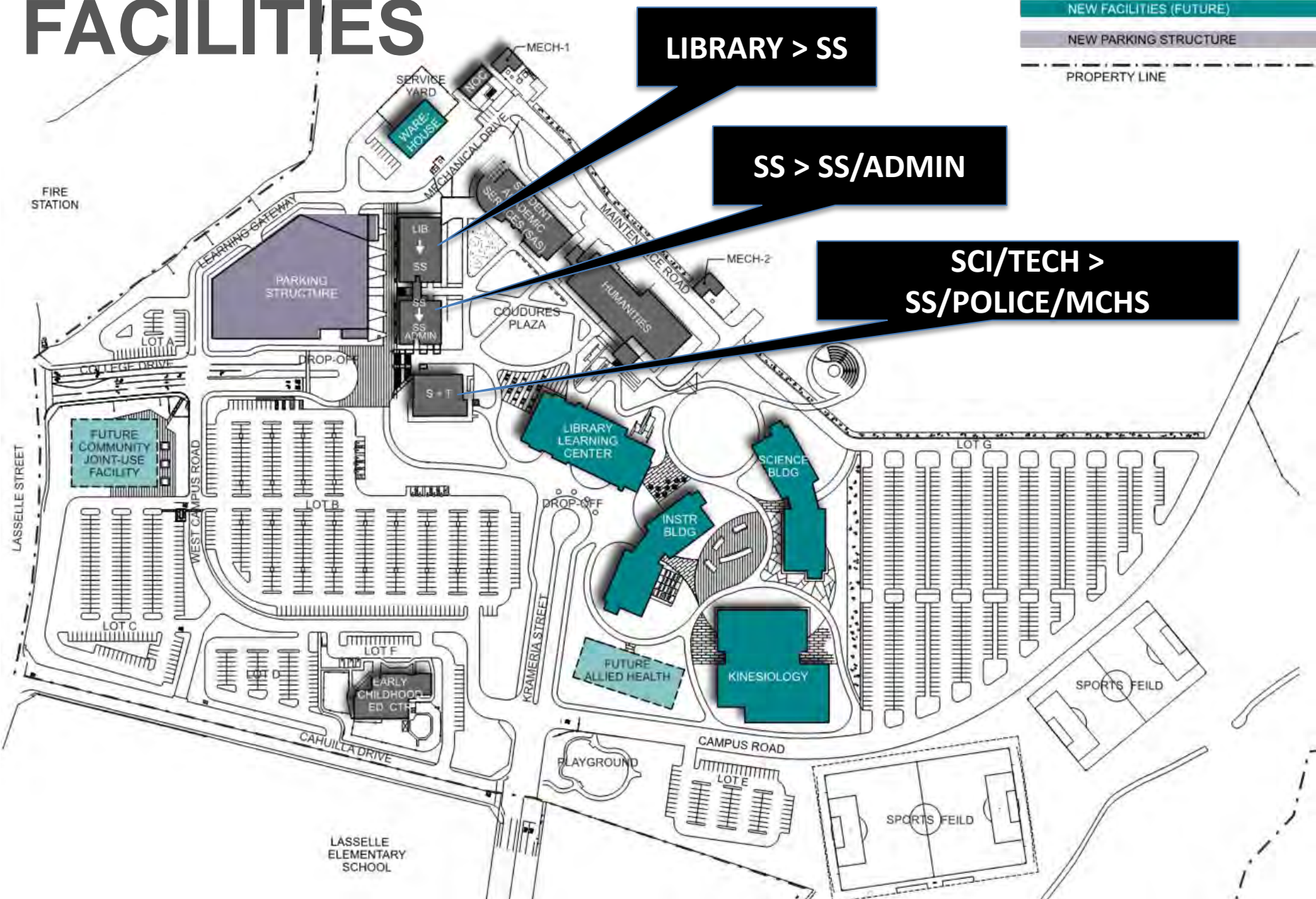
2014 FACILITIES MASTER PLAN

EXISTING FACILITIES

NEW FACILITIES (FUTURE)

NEW PARKING STRUCTURE

PROPERTY LINE



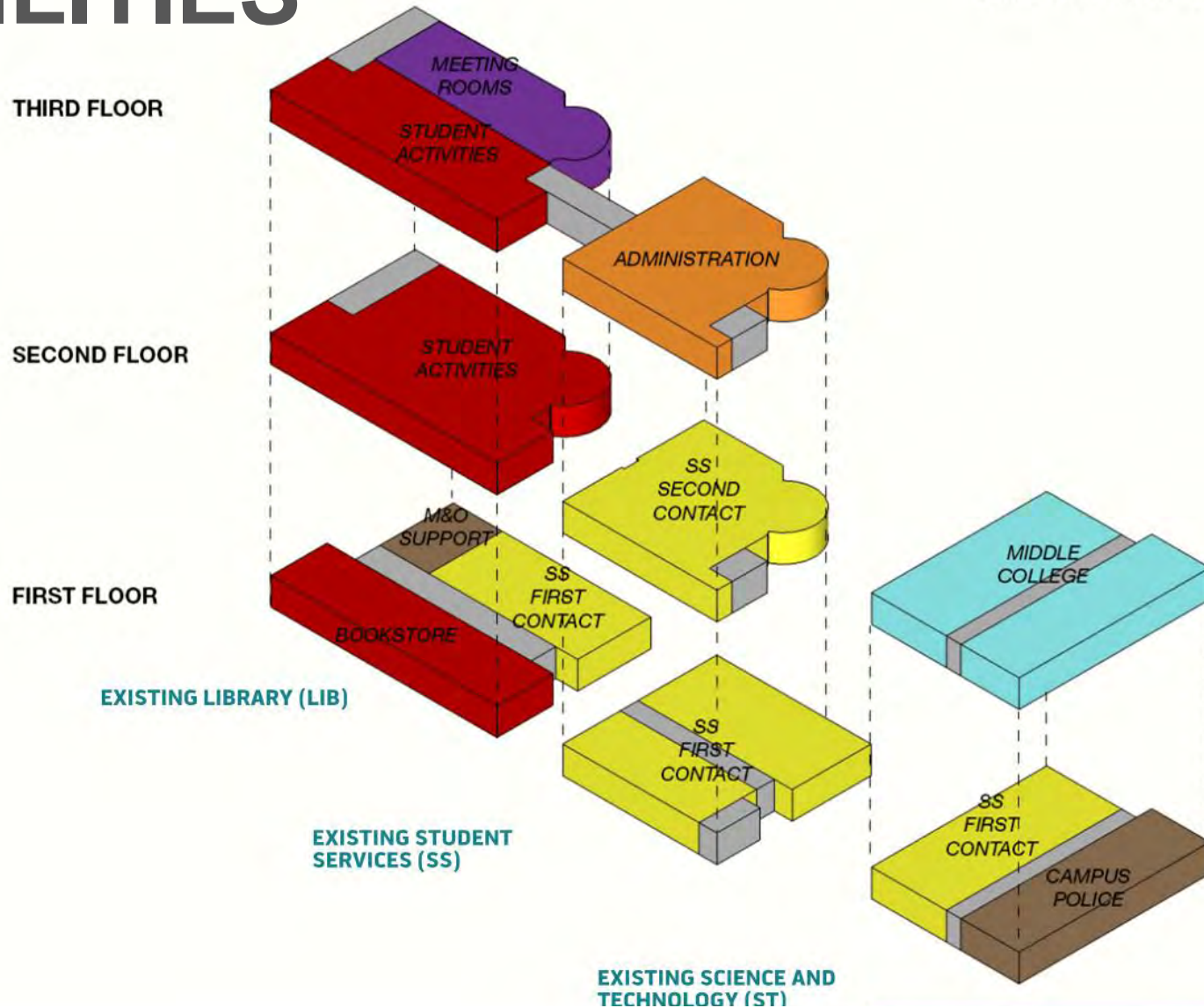
LIBRARY > SS

SS > SS/ADMIN

SCI/TECH > SS/POLICE/MCHS

REPURPOSING OF FACILITIES

PROPOSED ZONING OF FUNCTIONS



VEHICULAR CIRCULATION RECOMMENDATIONS

PROPOSED VEHICULAR CIRCULATION

PROPERTY LINE

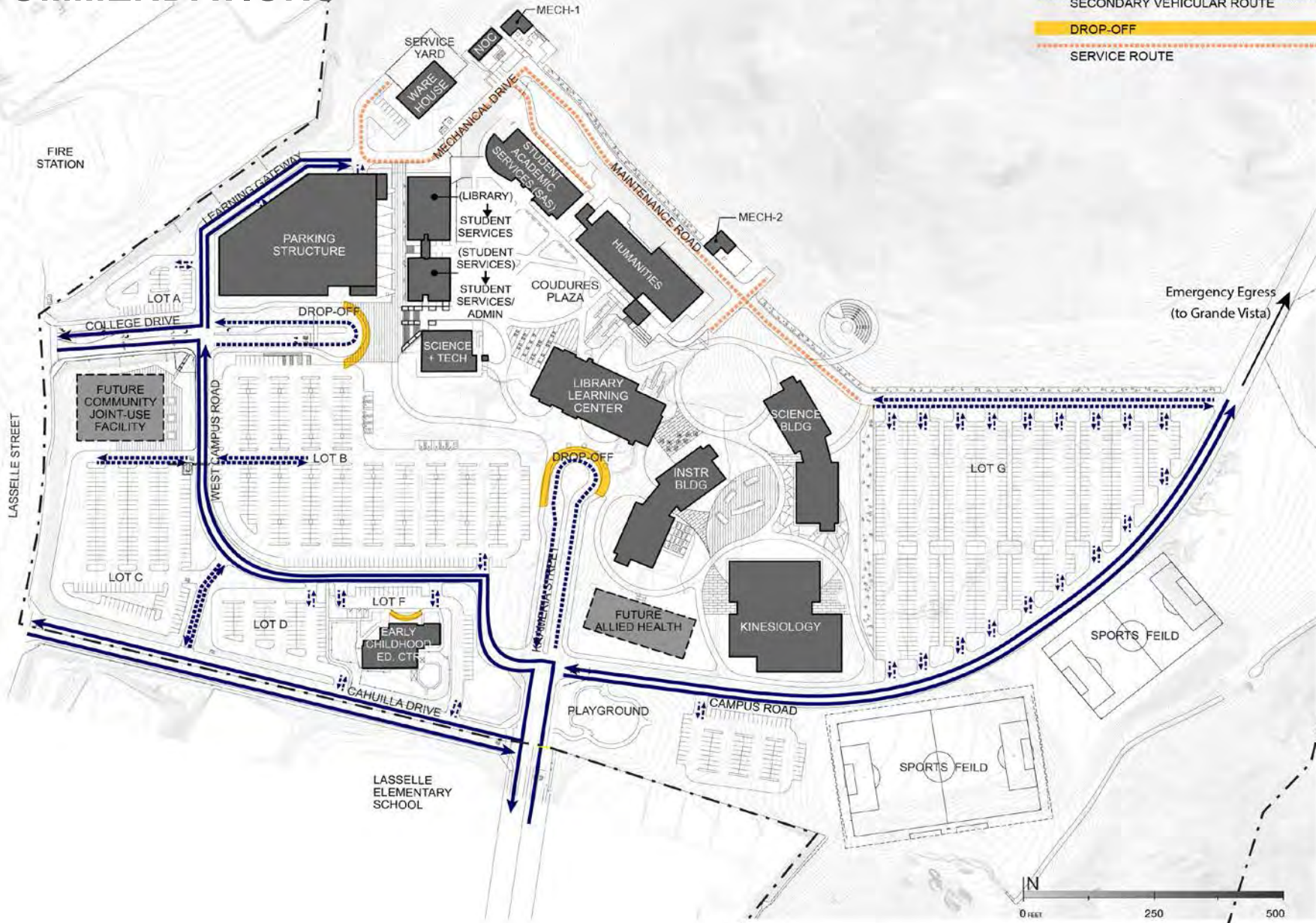
FACILITIES

PRIMARY VEHICULAR ROUTE

SECONDARY VEHICULAR ROUTE

DROP-OFF

SERVICE ROUTE



PARKING RECOMMENDATIONS

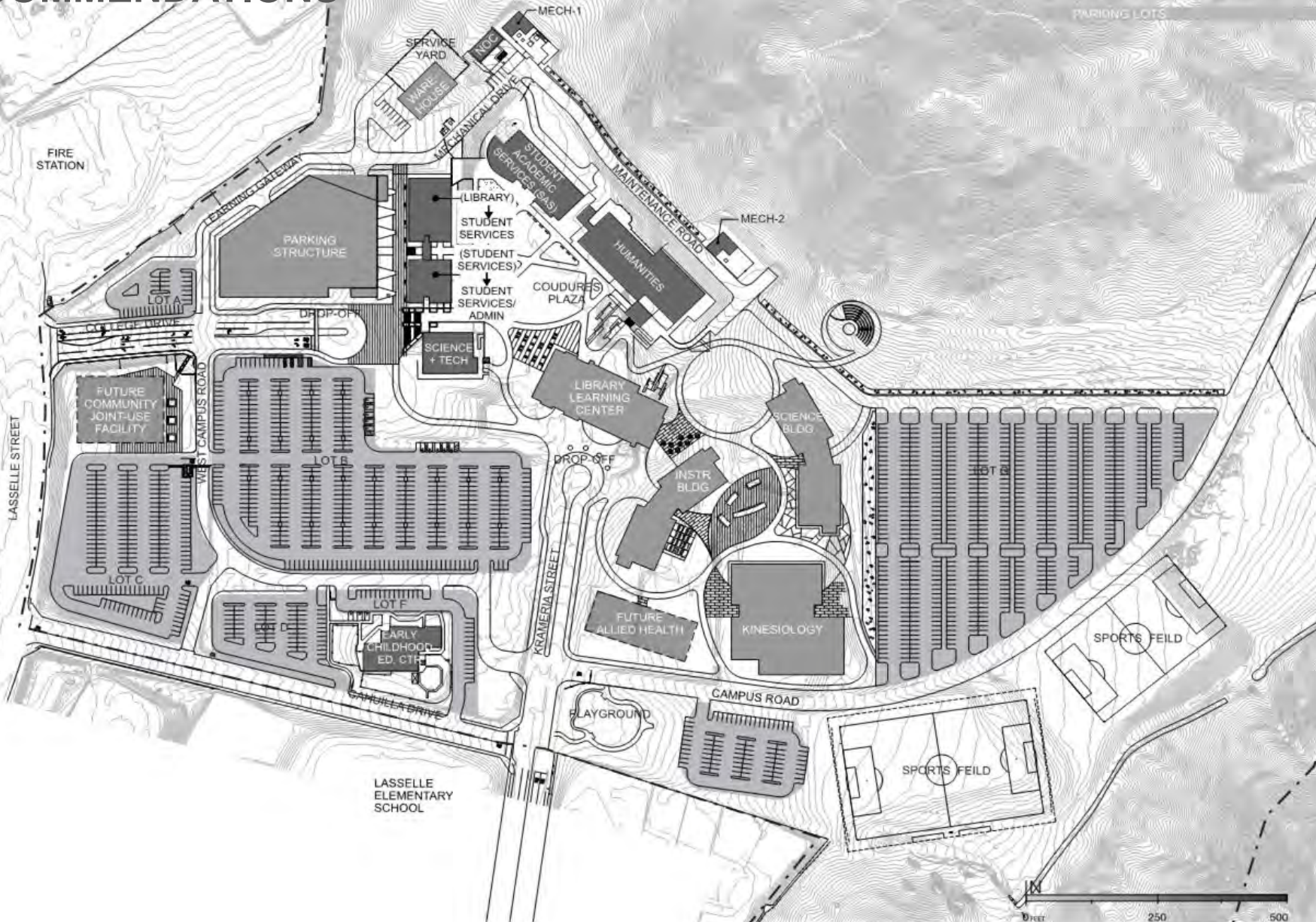
PROPOSED PARKING

PROPERTY LINE

EXISTING FACILITIES

PROPOSED NEW FACILITIES

PARKING LOTS



LANDSCAPE RECOMMENDATIONS

RECOMMENDED LANDSCAPE IMPROVEMENTS	
	PROPERTY LINE
	EXISTING FACILITIES AND RECOMMENDED NEW CONSTRUCTION
	PLAZAS
	CAMPUS LANDSCAPE
	STORM WATER BMP'S
	PERMEABLE PAVING
	FIELDS
	TRAIL



LASSELLE ELEMENTARY SCHOOL

HS

MVC COMPREHENSIVE MASTER PLAN

NEXT STEPS

- May 5: Presentation to Board Committee
- May 19: Submission to Board for Action

WEBSITE: www.mvc.edu/cmp



Agenda Item IV-C-O
Board Committee – May 5, 2015
Moreno Valley 2015 Comprehensive Master Plan

Link to the **2015 Comprehensive Master Plan - Full Report:**

<http://www.mvc.edu/files/cmp/mvc-2015-cmp.pdf>

Agenda Item (VIII-E-1)

Meeting	5/19/2015 - Regular
Agenda Item	Committee - Facilities (VIII-E-1)
Subject	Agreement Amendment No. 1 for the Network Operations Center with Inland Inspections & Consulting
College/District	Moreno Valley
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Agreement Amendment No. 1 for the Network Operations Center Project at Moreno Valley College for additional Inspection Services with Inland Inspections and Consulting in the amount not to exceed \$61,840.

Background Narrative:

On September 15, 2014, the District entered into an agreement with Inland Inspections & Consulting in the amount of \$62,000 for the Network Operations Center project at Moreno Valley College. The original contract was for anticipated project duration of 6 months. Due to project delays by the contractor the project timeline has been extended four months. Inland Inspections and Consulting is requesting an amendment in the amount of \$61,840 to cover their services for the extended four month duration of the project. These costs will be charged back to the contractor.

At this time it is requested that the Board of Trustees approve Agreement Amendment No. 1 in the amount not to exceed \$61,840 for additional inspection services with Inland Inspections and Consulting for the Network Operations Center at Moreno Valley College bringing their contract total to \$123,840 and extending the period of their contract to July 31, 2015; to coincide with project schedule completion.

Cost for the requested amendment is within the project budget approved by the Board of Trustees and no augmentation of the project budget is required.

Prepared By: Sandra Mayo, President, Moreno Valley College
Norm Godin, Vice President, Business Services, MVC
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director
Calvin Belcher, Project Manager

Attachments:

[Amendment No. 1_Inland Inspections and Consulting](#)

FIRST (1) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
INLAND INSPECTIONS & CONSULTING
(Network Operations Center – Moreno Valley College)

This document amends the original between the Riverside Community College District and Inland Inspections and Consulting, which was ratified by the Board of Trustees on October 21, 2014.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$61,840.00, including reimbursable expenses, now totaling agreement to \$123,840. The term of this agreement shall be from the original agreement date of September 15, 2014, to the extended amended date of July 31, 2015.

Payments and final payment shall coincide with original agreement.

Additional scope 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.

INLAND INSPECTIONS & CONSULTING

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

By: _____

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

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit I



INLAND INSPECTIONS & CONSULTING
7338 SYCAMORE CANYON BLVD., STE. 4, RIVERSIDE, CA 92508
(951) 697-1000 * FAX (951) 697-1030

March 27, 2015

Mr. Calvin Belcher
Project Manager
Facilities Planning and Development
Riverside Community College District
450 E Alessandro Blvd.
Riverside, CA 92508

Calvin:

EMAILED TO: calvin.belcher@rccd.edu

RE: Moreno Valley College Network Operating Center
DSA Application Number 04-113253, File Number 33-C1
Request for Increase to Contract Number C-0004744

I am requesting an increase to the referenced Contract. We have exceeded the total of our proposal. Originally it was our understanding that this project would have a six-month duration, we now know that the project duration has been extended considerably. Additionally, our original proposal was based on past experience with similar projects as well as the anticipation that the inspector would not be needed full time in the beginning and the end of the project. Unfortunately the contractor demanded more of our inspectors' time for this project. Our estimated request for increase is:

DSA Class 1 Project Inspector (February 16 – June 30) 608 hours @ \$77.50 per hour	\$47,120.00
DSA Class 1 Project Inspector (July 1 – July 31) 184 hours @ \$80.00 per hour	<u>\$14,720.00</u>
TOTAL	<u>\$61,840.00</u>

Hourly rates will increase by \$2.50 on each July 1 to adjust for prevailing wage rate increase.

NOTE REGARDING OVERTIME RATES:

Normal hours: eight hours Monday-Friday, excluding any Holiday
Overtime hours (1.5 X): first 4 overtime hours Monday-Friday and first 12 hours on Saturday,
excluding any Holiday
Double-time hours (2 X): all hours over 12 on Monday-Saturday and all hours on Sunday or Holiday

All invoices are due within 30 days. Interest in the amount of ½% per month will be added to all past-due amounts.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Schumacher', written over a horizontal line.

Robert E. Schumacher
Director of Operations

Agenda Item (IX-A-1)

Meeting	5/19/2015 - Regular
Agenda Item	Administrative Reports (IX-A-1)
Subject	Summer Workweek
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve the four-ten hour day workweek from June 8, 2015 through August 13, 2015 for management, classified, and confidential support staff; contingent upon CSEA ratification.

Background Narrative:

For the past several years, the District has provided a four-ten summer workweek schedule that has provided staff with a shortened workweek and lengthened weekend. The District and CSEA have agreed to activate a four-ten hour workweek between June 8, 2015 and August 13, 2015 for classified support staff.

Staff will work ten hours per day during the four (4) days Monday through Thursday of each week with the following exceptions:

1. The four-ten workweek schedules shall start June 8, 2015 and end August 13, 2015.
2. Full-time classified employees who work Monday through Friday schedules will work ten (10) hours per day during the four (4) days Monday through Thursday of each week with the following exceptions:
 - a. Offices that are required to serve the needs of the District and/or the public Monday through Friday will provide staffing for the five (5) days.
 - b. For employees who work schedules other than those noted in (2.0) above, options for an alternate work plan may be developed. Classified employees shall be scheduled by the immediate supervisor with input from the employees involved. Such scheduling shall remain the same for the entire summer. Any exceptions will be approved and communicated by the appropriate President, Vice President, Vice Chancellor or Chief of Staff to the immediate supervisor.
3. Part-time classified employees with supervisor approval may have their work hours adjusted to accommodate the four-ten summer workweek, but the total number of hours shall not increase the total number of hours worked in a week.
4. During the week of July 4th, all classified employees will go back to their regular work assignments due to the holiday.
5. Classified employees who do not wish to participate in the four-ten hour day workweek have the option of using vacation, compensatory time, or may request a reduced workload. All requests are subject to supervisor approval.

Prepared By: Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources

Attachments:

MEMORANDUM OF UNDERSTANDING
Between
RIVERSIDE COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER
535

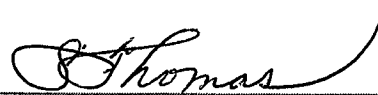
2015 SUMMER WORKWEEK

The Riverside Community College District (hereinafter "District") and the California School Employees Association and its Riverside Community College Classified Chapter 535 (hereinafter "CSEA") have agreed to activate a four-ten hour workweek for 2015 as follows:

1. The four-ten workweek schedules shall start June 8, 2015 and end August 13, 2015.
2. Full-time classified employees who work Monday through Friday schedules will work ten (10) hours per day during the four (4) days Monday through Thursday of each week with the following exceptions:
 - a. Offices that are required to serve the needs of the District and/or the public Monday through Friday will provide staffing for the five (5) days.
 - b. For employees who work schedules other than those noted in (2.0) above, options for an alternate work plan may be developed. Classified employees shall be scheduled by the immediate supervisor with input from the employees involved. Such scheduling shall remain the same for the entire summer. Any exceptions will be approved and communicated by the appropriate President, Vice President, Vice Chancellor or Chief of Staff to the immediate supervisor.
3. Part-time classified employees with supervisor approval may have their work hours adjusted to accommodate the four-ten summer workweek, but the total number of hours shall not increase the total number of hours worked in a week.
4. During the week of July 4th, all classified employees will go back to their regular work assignments due to the holiday.
5. Classified employees who do not wish to participate in the four-ten hour day workweek have the option of using vacation, compensatory time, or may request a reduced workload. All requests are subject to supervisor approval.

This Agreement is subject to approval per CSEA Policy 610 and by the RCCD Governing Board of Trustees.

Dated this 5TH day of May, 2015.





Agenda Item (IX-A-2)

Meeting	5/19/2015 - Regular
Agenda Item	Administrative Reports (IX-A-2)
Subject	Resolution 59-14/15 - 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. 59-14/15, authorizing the Chancellor, or Designee of the District to layoff and reduce hours of the classified service and send the appropriate notification.

Background Narrative:

Each of the colleges has a Student Support Services Grant. The terms and funding for each grant will end on August 31, 2015. The grants provide funding for the employment of one manager and one staff member. With the expiration of the grants and the loss of funding to support positions, the colleges are forced to layoff the following positions:

Program Director, Student Support Services (NC)
Grants Administrative Specialist (NC)
Director, Student Support Services Grant (RCC)
Accounting Clerk (RCC)
Director, Student Support Services Grant (MVC)
Educational Advisor (MVC)

Diversity and Human Resources will meet with the affected employees to inform them of possible re-employment options.

Prepared By: Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources

Attachments:

[20150519_Res No 59 14-15_Layoff and Reduce Hours of the Clsfd Serv](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution No. 59-14/15

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 reduce the classified services as specified below:

<u>Position Title</u>	<u>Department</u>	<u>FTE</u>	<u>College</u>
Program Director, Student Support Services	Student Services	1.000	Norco
Grants Administrative Specialist	Student Services	1.000	Norco
Director, Student Support Services Grant	Student Services	0.750	Riverside
Accounting Clerk	Student Services	0.500	Riverside
Director, Student Support Services Grant	Student Services	0.750	Moreno Valley
Educational Advisor	Student Services	0.625	Moreno Valley

NOW THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that, as of the end of the workday on August 31, 2015, the classified positions specified herein shall be reduced 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 no later than 60 days prior to the effective date of layoff as set forth above.

ADOPTED this 19th day of May, 2015.

President of the Board of Trustees

ATTEST:

Secretary, Board of Trustees

Agenda Item (XII-A)

Meeting	5/19/2015 - Regular
Agenda Item	Business From Board Members (XII-A)
Subject	Annual Self Evaluation for Board of Trustees
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and discuss the results of their annual self evaluation, review the goals from 2014 and provide direction for establishing goals for 2015.

Background Narrative:

On April 29, 2015, each Board member was provided with an evaluation packet that included: Board Policy 2745-Board Self Evaluation, a self evaluation tool, a summary of the Board activities from June 2014-2015, and a copy of the results from the Board Self Evaluation that was reported out at the June 2014 regular Board meeting.

The Board members, independently, filled out and returned the self-evaluation tool. Staff has compiled and summarized the results, and categorized the information provided into the seven dimensions of effectiveness contained within the Board Policy, to facilitate the Board's review.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

Attachments:

[2015 Board Evaluation Presentation](#)
[Board Evaluation Summary](#)
[Board Evaluation Ranking](#)



May 2015 Board Self Assessment Highlights

RIVERSIDE CCD

BOARD OF TRUSTEES

PROCESS

- Receives report of board tasks and accomplishments
- Completes Board Self-Assessment Form
 - 70 items in 7 dimensions
 - Open-ended questions
 - Ranking Scale
 - 1 = *strongly disagree*;
 - 2 = *somewhat disagree*;
 - 3 = *somewhat agree*;
 - 4 = *agree*;
 - 5 = *strongly agree*.
- Results presented at May Board meeting
- Reporting out / Goals setting scheduled for June Board meeting

OVERVIEW

- With few exceptions, all members ranked all items from 3 to 5 (somewhat agree to strongly agree)
- 63 of the 70 (90%) items received an average of 4.0 and higher
 - 31 (44%) of those were 4.6 or higher, indicating strong agreement
 - Highest level seen, and essentially 2x as prior year
 - 2 of those were 5.0, unanimous strong agreement
- 5 were ranked between 3.0 – 3.8 (somewhat agree to agree)
 - No ranking was less than 3.2

HIGHLY RANKED DIMENSIONS

The following dimensions had unanimous rankings of 5.0:

- Segment of Constituency Interface--Board recognizes and celebrates positive accomplishment of the District's students, faculty and staff
- Segment of Guardianship --Board insures the District maintains adequate financial reserve

HIGHLY RANKED DIMENSIONS (CONT.)

The following dimensions had high percentages of rankings 4.0 and above:

- Segments of Board Organization, except two ranked 3.6/3.25
- All segments of Commitment to Learners
- Segments of Constituency Interface, except one ranked 5.0
- Segments of Community College System Interface, related to:
 - Board members assist and support the District by attending events of CCCT and State Chancellor's Office
 - Support of educational partnerships
 - Understanding and awareness of state educational policies.

HIGHLY RANKED DIMENSIONS (CONT.)

The following dimensions had high percentages of rankings 4.0 and above (cont.):

- Segments of Economic/Political System Interface, except one segment ranked 3.8
- All segments of District Policy Leadership
- All segments of Management Oversight
- Segments of Guardianship, except one that ranked 5.0

LOWER RANKED DIMENSIONS

The following dimensions had high percentages of rankings 3.0 to 3.8:

- Segment of Board Organization, related to:
 - Agenda items contain sufficient background and documentation for the board's review and decision.
 - Members uphold the final majority decision of the Board.
- Segment of Community College System Interface, related to:
 - Board members assist and support District by attending events of the State Chancellor's office.
 - Board is aware of the policies of the state government and Chancellor's Office and Board of Governors.
- Segment of Economic / Political System Interface, related to Board attends national events on behalf of the interest of the District.
- **NO DIMENSION RANKED LESS THAN 3.2**

BOARD ORGANIZATION (12)

- Overall positive but variability in average scores (3.25 – 4.8)
- Rankings: Majority of rankings were relatively the same
 - Same: 58% (7)
 - Decrease: 33% (4)
 - Largest decline of all 70 segments: **-1.35** (members uphold final, majority decision)
 - Increase: 8% (1) Board Operates as a unit
- Ranking perceptions:
 - Diverse: 42% (5)
 - Unified: 33% (4)
 - Both: 8% (1) Board operates as a unit

COMMITMENT TO LEARNERS (7)

- Variability in scores (4.0 – 4.8) shows a highly rated dimension
- Rankings: Majority of rankings were relatively the same
 - Same: 57% (4)
 - Decrease: 29% (2)
 - Increase: 14% (1) Board demonstrates a concern for success of all students.
- Ranking perceptions:
 - Diverse: 71% (5)
 - Unified: 29% (2)

CONSTITUENCY INTERFACE (9)

- Continues to be STRONGLY ranked dimension, ranked 4.2-5.0
 - One ranked 5.0
- Rankings: Majority of rankings were relatively the same, or improved
 - Same: 45% (4)
 - Decrease: 45% (4)
 - Increase: 10% (1)
- Ranking perceptions:
 - Diverse: 33% (3)
 - Unified: 33% (3)

COMMUNITY COLLEGE SYSTEM INTERFACE (5)

- Continues to be a lower ranked dimension (3.2-4.4)
- Ranked same, with one lower and one higher from prior year
- Diverse in 4 of 5 segments
 - One split from 2 - 5 ranking: Boardmembers assist and support District by attending events of State Chancellor's Office

ECONOMIC / POLITICAL SYSTEM INTERFACE (9)

- Rankings all fairly strong (3.8-4.8)
 - 6 of 9 ranked 4.6 or higher.
- Rankings: Majority of rankings were improved with limited decline
 - Increase: 56% (5)
 - Same: 33% (3)
 - Decrease: 11% (1)
- Ranking perceptions also equally splits:
 - Diverse: 33% (3)
 - Unified: 33% (3)

DISTRICT POLICY LEADERSHIP (9)

- Rankings all fairly strong (4.0-4.6)
 - Majority ranked 4.4
- Rankings: Rankings were same, with one increase
- Ranking perceptions:
 - Ranking perceptions diverse in 5 of 9 segments
 - No rankings were unified

MANAGEMENT OVERSIGHT (10)

- Continues to be STRONGLY ranked dimension, ranked 4.0-4.8
 - 80% ranked 4.6 or higher
- Rankings: Majority of rankings were improved with only one decrease
 - Increase: 70% (7)
 - Highest increase of all 70 questions: 4.6 from 3.2 – A climate of mutual trust and respect exist between the Board and the Chancellor
 - Same: 30% (3)
 - Decrease: 10% (1)
- Ranking perceptions:
 - Diverse: 40% (4)
 - Unified: 60% (6)
 - Most unified rankings of any dimension
 - Both: 30% (3)

GUARDIANSHIP (9)

- Rankings all fairly strong (4.2-5.0)
 - 7 of 9 ranked 4.6 or higher
- Rankings: Rankings were improved or the same
 - 4 of 9 increased
- Ranking perceptions:
 - Diverse: 22% (2)
 - Unified: 33% (3)

SUMMARY-RANKING FROM 2014

- Increases / Decreases
 - 21 items ranked more positive than 2014 (+0.4)
 - 13 items ranked less positive than 2014 (-0.4)

INCREASES IN RANKINGS (+0.4)

- Segment of Board Organization, related to Board operates as a unit.
- Segment of Commitment to Learners, related to Board demonstrates a concern for the success of all students.
- Segment of Constituency Interface, related to Board members adhere to protocols for dealing with college and community citizens and the media.
- Segment of Community College System Interface related to Board members assist and support the District by attending events of CCCT and State Chancellor's Office.
- Economic/Political System Interface, related to:
 - Board advocates District interest to national agencies and legislators.
 - Board advocates and interfaces with local, state and federal bodies.
 - Board advocates District interest to state agencies and legislators.
- Segment of District Policy Leadership related to Board seeks community input in developing policies that affect the community at large.
- Management Oversight, related to:
 - Board and Chancellor have a positive and cooperative relationship.
 - Board provides a high level of support to the Chancellor.
 - Board maintains open communication with the Chancellor.
 - **A climate of mutual trust and respect exist between the Board and Chancellor (+1.4)**
 - Board is adequately informed about important issues facing the District.

DECREASES IN RANKINGS (-0.4)

- Segments of Board Organization:
 - Board meetings are conducted in an orderly and efficient and effective manner that provides sufficient time for discussion.
 - Agenda items contain sufficient background and documentation for the Board's review and decision.
 - Board meetings allow appropriate input from constituencies.
 - **Members uphold final majority decision of the board (-1.35).**
- Segments of Commitment to Learners related to:
 - Board is knowledgeable about the educational programs of the District.
 - Board supports one student contract and learner centered curriculum.
- Segments of Constituency Interface:
 - Board is knowledgeable about community and regional needs and expectations.
 - Board members maintain good relationships with community leaders.
 - Board helps educate the local community about community college needs and causes.
 - Board members support the development of programs in partnership with local USD and other educational institutions.
- Segment of Community College System Interface relating board being aware of the policies of state government and Chancellor's Office and Board of Governors.
- Segment of Economic / Political System Interface, related to Board attends national events on behalf of the interest of the District.
- Segment of Management Oversight, related to Board annual evaluates Chancellor in a manner consistent with board policy.

SUMMARY – RANKING PERSPECTIVE

Of the 70 items, this year's self assessment included:

- 21 (30%) ranked with unified perspectives
 - Four or more, ranking the same level
- 32 (46%) ranked with diverse perspectives
 - Across three or more ranking levels
 - Up from 26 last year
- 4 (6%) segments ranked both unified and diverse rankings
- ALL Dimensions had BOTH split and unified raking of segments – Except District Policy Leadership (only split rankings 56%)

RANKING PERSPECTIVES

Overall Unified Dimensions:

- Management Oversight (60%)
- Board Organization (33%)
- Constituency Interface (33%)
- Economic/Political Interface (33%)
- Guardianship (33%)

Overall Split Dimensions:

- Community College System Interface (80%)
- Commitment to Learners (71%)
- District Policy Leadership (56%)
- Board Organization (42%)
- Management Oversight (40%)
- Constituency Interface (33%)
- Economic/Political Interface (33%)

RANKING PERSPECTIVE (CONT.)

Segments with BOTH Unified and Diverse Perspectives

- Board Organization – Board Operates without conflict of interest
- Management Oversight
 - Board maintains open communication with Chancellor
 - Climate of mutual trust and respect exists between Board and Chancellor
 - Board encourages professional growth of Chancellor

OPEN ENDED QUESTIONS

1. What are the Board's greatest strengths?

- Desire to be a Great Board
- Diversity of the Board and the experience levels that the Board brings allows for enriched discussion
- District representation
- Shared Governance
- Hierarchy leadership
- Belief that students come first
- Involvement in District and Community
- Reputation of its members
- Ability to respect each other in disagreement

2. What are the major accomplishments of the Board this past year?

- Full accreditation by 3 colleges – assisted by Board
- Accreditation at each college through the hard work of staff, students and administrators
- Hiring chancellor
- The continued support of the new Chancellor
- Selection of chancellor & RCC President.
- Hiring key unfilled positions that have been filled with interim or acting staff
- Fiscal stability improvement
- Maintaining a reserve target 5% for financial crisis
- Each board members commitment to the district as a whole
- Giving support to staff and employees as needed
- Activities to assist students as necessary (responding to student requests)
- Responsiveness to stakeholders & partnerships
- Community college reaching to K-12 districts/AB 86 Signing & Partnership show unity and leadership
- Establishing partnerships (K-12, national recognitions)

OPEN ENDED QUESTIONS

3. What are the areas in which the Board could improve?

- Timely and consistent attendance at meetings
- Policy and Student success engagement and partnerships
- One location to meet at for Board meetings.
- Continual improvement when interacting with each other

4. As a Trustee, I am most pleased about...

- Campus environment
- Individual college leadership and cohesive improvement
- Support of colleagues on the Board
- Board appears to work together
- The positivity felt at the board meetings
- Advancement of the district over the past 10-years
- Individual colleges – each college shine in their own specialties (NC: Engineering; MVC: allied health; RCC: Business, Nursing)

OPEN ENDED QUESTIONS

5. As a Trustee, I would like to see the following change(s) in how the Board conducts business.

- Timed/shorter board member comments under business from board
- Forum where trustees and students have more direct integration/engagement.
- Better review of agenda prior to board meeting (ask questions prior to meeting).
- The entire board is part of recognitions

6. What issue(s) do you feel the Board should make a priority for the coming year?

- Student Success and impact on students most at risk.
- Centennial/25 year celebration
- Assist with fundraising.
- Increasing class offering
- Faculty/staff support.
- CTA & CSEA negotiations.
- Retreat with Chancellor, as needed.
- Continue community visibility
- Restore budget & reserve
- Develop a policy that confirm with the state chancellor's office on articulated and dual credit enrollment with our K-12 partners and pathways

GOALS SET FROM JUNE 2014

Board planned to:

1. Finalize Chancellor Recruitment and selection.
2. Hold session with Board and Chancellor to establish visions, objectives and goals for the Board and Chancellor to collectively achieve in the 2014-2015 year; and monitor progress of established goals, and in accordance with established procedures.
3. Review and assess planning and implementation of AB86 relative to partnerships, plans and programming; and resource allocation and development with K-12 in transitioning and fulfilling the role in adult education in the region.
4. Advance and monitor the Student Success Initiative and address data, service and programs needs associated with state-wide initiative, and set standards for and monitor student success.

GOALS SET FROM JUNE 2014 (CONT')

Board planned to:

5. Advance partnerships with industry, K-12 and other educational institutions that advance the mission of the District and support the mission of the colleges, and hold 2-4 joint governing meetings annually.
6. Foster a climate of trust and collegiality by continuing to adhere to ethical standards and model civility and respect.
7. Understand and implement long term resource allocations, and establish stewardship policies, practices and standards that support the advancement of the three-college district model.

What's Next?

SETTING OF GOALS FOR 2015

Summary of 2015 Board Self-Assessment Form

With receipt of the five, independently completed Board Self-Assessment forms, the results were compiled. With the use of the same assessment tool from the Board's Self Evaluation since 2009, the results were tabulated and a comparative ranking to the board's evaluation to the three, prior reviews included.

As prior, the ranking were fairly consistent amongst the board members, with most rankings, primarily between 3-5. As such, the composite results reflect mostly positive rankings.

Dimensions with a perfect (5.0) Strongly Agree Rating included:

- Segment of Constituency Interface, related to Board recognizes and celebrates positive accomplishment of the District's students, faculty and staff.
- Segment of Guardianship, related to Board insures the District maintains adequate financial reserve.

Dimensions assessed as Strongly Agree/Highly Rated Dimensions (4.0 or higher) in:

- Segments of Board Organization, except one ranked 3.6 and one ranked 3.25.
- All segments of Commitment to Learners.
- Segments of Constituency Interface, except one ranked 5.0.
- Segments of Community College System Interface, related to:
 - Board members assist and support the District by attending events of CCCT and State Chancellor's Office.
 - Support of educational partnerships.
 - Understanding and awareness of state educational policies.
- Segments of Economic/Political System Interface, except one segment ranked 3.8.
- All segments of District Policy Leadership.
- All segments of Management Oversight.
- Segments of Guardianship, except one that ranked 5.0.

Dimensions assessed at "Somewhat Agreed/Lowest Rated" (3.0-3.9), included:

- Segment of Board Organization, related to:
 - Agenda items contain sufficient background and documentation for the board's review and decision.
 - Members uphold the final majority decision of the Board.
- Segment of Community College System Interface, related to:
 - Board members assist and support District by attending events of the State Chancellor's office.

- Board is aware of the policies of the state government and Chancellor's Office and Board of Governors.
- Segment of Economic / Political System Interface, related to Board attends national events on behalf of the interest of the District.

There were no dimensions ranked below 3.0, with 3.0 ranking equating to "Somewhat Agree".

Summary of Results from Prior Year Assessment

Overall, the results of the 2015 Board Self-Assessment showed variations of 48.5% to the prior year ranking; with the number of increases (21 / 30%), and the number of reductions (13 / 18.6%) in the seven dimensions ranked numerically. However, final numerical rankings show only one measurement. With the comparative ranking to the board's assessment in 2014, it is easy to see areas where the board saw measureable (+0.4 or more points, shown with **blue numbers**) favorable advancements in certain dimensions; and conversely, dimensions where measureable reductions (-0.4 or more points shown in **red numbers**) in ranking from the board members for the past 12 months.

Many dimensions received positive increases from 2014, and included most notably:

- Segment of Board Organization, related to Board operates as a unit.
- Segment of Commitment to Learners, related to Board demonstrates a concern for the success of all students.
- Segment of Constituency Interface, related to Board members adhere to protocols for dealing with college and community citizens and the media.
- Segment of Community College System Interface related to Board members assist and support the District by attending events of CCCT and State Chancellor's Office.
- Economic/Political System Interface, related to:
 - Board advocates District interest to national agencies and legislators.
 - Board advocates and interfaces with local, state and federal bodies.
 - Board advocates District interest to state agencies and legislators.
- Segment of District Policy Leadership related to Board seeks community input in developing policies that affect the community at large.
- Management Oversight, related to:
 - Board and Chancellor have a positive and cooperative relationship.
 - Board provides a high level of support to the Chancellor.
 - Board maintains open communication with the Chancellor.
 - A climate of mutual trust and respect exist between the Board and Chancellor.
 - Board is adequately informed about important issues facing the District.

- Board clearly delegates the administration of the District to the Chancellor.
- Board sets clear expectations and goals for the Chancellor.
- Segments of Guardianship, related to:
 - Board monitors the implementation of facilities master plans.
 - Board ensures the District maintains an adequate financial reserve.
 - Board assures the budget is linked to planning.
 - Board monitors the appropriate use of all District Funding.

Limited dimensions experience reduced rankings from 2014, and they included:

- Segments of Board Organization:
 - Board meetings are conducted in an orderly and efficient and effective manner that provides sufficient time for discussion.
 - Agenda items contain sufficient background and documentation for the Board's review and decision.
 - Board meetings allow appropriate input from constituencies.
 - Members uphold final majority decision of the board.
- Segments of Commitment to Learners related to:
 - Board is knowledgeable about the educational programs of the District.
 - Board supports one student contract and learner centered curriculum.
- Segments of Constituency Interface:
 - Board is knowledgeable about community and regional needs and expectations.
 - Board members maintain good relationships with community leaders.
 - Board helps educate the local community about community college needs and causes.
 - Board members support the development of programs in partnership with local USD and other educational institutions.
- Segment of Community College System Interface relating board being aware of the policies of state government and Chancellor's Office and Board of Governors.
- Segment of Economic / Political System Interface, related to Board attends national events on behalf of the interest of the District.
- Segment of Management Oversight, related to Board annual evaluates Chancellor in a manner consistent with board policy.

Additionally, some areas show a spread of rankings (across three ranking levels). These marks were the individual rankings, or perceptions of board members are not as congruent, as some of the other dimension. This year, great splits were seen in the area of Commitment to Learners (71%), Community College System Interface (80%), District Policy Leadership (56%), and Management Oversight (50%). Equally, the dimensions with rankings of four or more, indicate areas where the

board, as members are primarily congruent with each other. Majority ranking with board member ranking congruently included Management Oversight (60%). Oddly enough this year, some of these congruent rankings occur in segments that also have non-congruent (split) rankings in Management Oversight and Board Organization. In summary of the 70 dimensions 21 (30%) were ranked congruently, 32 (46%) were ranked with diverse perspectives; and of these four (6%) were both.

In June 2014, when the board reported out the result of the 2013 Self-Assessment, the Board planned to:

1. Finalize Chancellor Recruitment and selection.
2. Hold session with Board and Chancellor to establish visions, objectives and goals for the Board and Chancellor to collectively achieve in the 2014-2015 year; and monitor progress of established goals, and in accordance with established procedures.
3. Review and assess planning and implementation of AB86 relative to partnerships, plans and programming; and resource allocation and development with K-12 in transitioning and fulfilling the role in adult education in the region.
4. Advance and monitor the Student Success Initiative and address data, service and programs needs associated with state-wide initiative, and set standards for and monitor student success.
5. Advance partnerships with industry, K-12 and other educational institutions that advance the mission of the District and support the mission of the colleges, and hold 2-4 joint governing meetings annually.
6. Foster a climate of trust and collegiality by continuing to adhere to ethical standards and model civility and respect.
7. Understand and implement long term resource allocations, and establish stewardship policies, practices and standards that support the advancement of the three-college district model.

This Summary is intended only to facilitate the board's self-evaluation process and reporting of outcomes for the June Board meeting.

RIVERSIDE COMMUNITY COLLEGE DISTRICT BOARD SELF-ASSESSMENT FORM

This is intended to describe the Board as a whole rather than as individual members.
Please rate the Board in the following key functional areas related to the seven dimensions of Board Effectiveness (BP 2745).

*1 = strongly disagree; 2 = somewhat disagree; 3= somewhat agree;
4= agree; 5 = strongly agree*

Board Organization	2015 Ranking	2014 Ranking	2013 Ranking	2012 Ranking
• Board meetings are conducted in an orderly, efficient and effective manner that provides sufficient time for discussion	4.4	4.8	4.4	4.0
• The Board operates as a unit.	4.4	3.8	3.2	3.4
• Agenda items contain sufficient background and documentation for the Board's review and decision	3.6	4.4	4.4	4.2
• The Board understands its roles and responsibilities.	4.0	4.0	3.8	3.4
• Board meetings allow appropriate input from constituencies (staff, faculty, students, community)	4.4	4.8	4.6	3.2
• The Board works to achieve the District's goals	4.8	4.6	4.8	4.0
• Board meetings comply with state laws	4.8	5.0	4.8	4.8
• The Board operates without conflict of interest	4.4	4.6	4.2	4.2
• Members uphold the final majority decision of the Board (only 4 votes)	3.25	4.6	4.6	3.8
• The Board reviews the District's mission statement on a regular basis	4.0	4.2	4.4	4.0
• The Board is appropriately involved in the accreditation process	4.8	4.8	4.2	4.4
• The Board is knowledgeable about the culture, history, and values of the District	4.6	4.4	4.2	4.0

Commitment to Learners	2015 Ranking	2014 Ranking	2013 Ranking	2012 Ranking
• The Board is knowledgeable about the educational programs and services of the District	4.0	4.4	4.4	4.0
• The Board demonstrates a concern for the success of all students	4.8	4.4	5	4.6

RIVERSIDE COMMUNITY COLLEGE DISTRICT BOARD SELF-ASSESSMENT FORM

Commitment to Learners	2015 Ranking	2014 Ranking	2013 Ranking	2012 Ranking
• The Board monitors the effectiveness of the District in fulfilling its mission	4.2	4.2	4.6	4.2
• The Board receives information about students, educational programs, services and initiatives	4.2	4.4	4.6	4.8
• The Board reviews reports on student outcomes and success	4.2	4.2	4.4	4.4
• The Board supports one student contract and a learner-centered curriculum (only 4 votes)	4.0	4.6	4.2	4.4
• The Board makes decisions based on what is best for learners and the community	4.8	4.6	4.4	4.0

Constituency Interface	2015 Ranking	2014 Ranking	2013 Ranking	2012 Ranking
• The Board is knowledgeable about community and regional needs and expectations	4.2	4.6	4.6	4.4
• Board members maintain good relationships with community leaders	4.6	5.0	4.8	4.8
• Board members assist and support the District by attending community events	4.8	5.0	5	5.0
• The Board helps educate the local community about community college needs and causes	4.4	4.8	4.4	4.4
• The Board supports the development of educational partnerships with community agencies, businesses, and local government, where appropriate	4.8	4.8	4.6	4.6
• Board members support the development of programs in partnership with local unified school districts and other educational entities	4.6	5.0	4.6	4.4
• The Board recognizes and celebrates positive accomplishments of the District's students, faculty, and staff.	5.0	5.0	4.4	4.8
• Board members adhere to protocols for dealing with college and community citizens and the media	4.4	4.0	3.6	4.2
• The Board actively supports the District's Foundation and fundraising efforts	4.4	4.6	4.6	4.2

RIVERSIDE COMMUNITY COLLEGE DISTRICT BOARD SELF-ASSESSMENT FORM

Community College System Interface	2015 Ranking	2014 Ranking	2013 Ranking	2012 Ranking
• Board members assist and support the District by attending events of CCCT and State Chancellor's Office	4.0	3.6	3.8	3.6
• The Board supports the development of educational partnerships with state government agencies, where appropriate	4.4	4.2	4	4.4
• The Board members actively seek to understand state educational policy issues	4.2	4.0	4.4	4.2
• Board members assist and support the District by attending events of State Chancellor's Office	3.2	3.4	3.6	3.8
• Board is aware of the policies of state government and Chancellor's Office and Board of Governors	3.8	4.2	4.2	4.4

Economic/Political System Interface	2015 Ranking	2014 Ranking	2013 Ranking	2012 Ranking
• The Board advocates District interests to national agencies and legislators	4.8	4.0	4.4	4.4
• The Board advocates with and interfaces with local, state, and federal bodies	4.8	4.0	4.4	4.4
• The Board is knowledgeable about national policy that affects the District	4.2	4.4	3.6	4.4
• The Board attends national events on behalf of the interests of the District	3.8	4.6	4	4.6
• The Board advocates District interests to regional legislators	4.6	4.2	4.2	4.4
• The Board actively seeks political and civic support for the District	4.6	4.4	4.8	4.4
• The Board advocates District interests to state agencies and legislators	4.8	4.2	4.2	4.4
• The Board helps educate the state legislators about community college causes and District needs	4.6	4.4	4	3.8
• Board agendas contain sufficient state policy issues facing the District	4.2	3.8	3.8	4.2

District Policy Leadership	2015 Ranking	2014 Ranking	2013 Ranking	2012 Ranking
• The Board ensures and is involved in a systematic and comprehensive review of Board policies	4.2	4.2	4.2	4.0
• The Board focuses on policy in Board discussions	4.0	4.2	3.8	4.0
• The Board is appropriately involved in defining the vision, mission, and goals of the District	4.4	4.4	4	4.2
• Policy recommendations contain adequate and accurate information and are presented with sufficient time to allow for study and discussion (only 4 votes)	4.0	4.0	4.2	4.2

RIVERSIDE COMMUNITY COLLEGE DISTRICT BOARD SELF-ASSESSMENT FORM

District Policy Leadership	2015 Ranking	2014 Ranking	2013 Ranking	2012 Ranking
• The policy-making process is clear, transparent, and inclusive	4.4	4.2	3.8	4.2
• The Board, through the Chancellor, seeks advice and recommendations from faculty, staff and students in developing educational policy	4.4	4.4	4.4	4.6
• The Board seeks community input in developing policies that affect the community at large	4.6	4.2	3.8	4.0
• The Board discusses issues openly and actively seeks the views of college constituents	4.4	4.6	4.4	4.6
• The Board understands its policy role and differentiates it from those of the Chancellor and college staff	4.4	4.2	4.2	4.2

Management Oversight	2015 Ranking	2014 Ranking	2013 Ranking	2012 Ranking
• The Board and the Chancellor have a positive and cooperative relationship	4.6	4.2	4	3.6
• The Board provides a high level of support to the Chancellor	4.8	4.4	4.4	4.2
• The board maintains open communication with the Chancellor	4.6	3.8	4.4	4.2
• The Board annually evaluates the Chancellor in a manner consistent with AP 2435 (Evaluation of Chancellor)	4.0	4.4	4.8	4.6
• A climate of mutual trust and respect exists between the Board and the Chancellor	4.6	3.2	4	3.4
• The Board encourages the professional growth of the Chancellor	4.6	4.4	4.6	4.6
• The Board is adequately informed about the important issues facing the District	4.6	4.2	4.2	4.4
• The Board has clear protocols for communicating with staff that include the Chancellor	4.4	4.6	4.4	4.2
• The Board clearly delegates the administration of the District to the Chancellor	4.8	4.0	4.2	3.75
• The Board sets clear expectations and goals for the Chancellor	4.6	4.2	4.6	4.5

Guardianship	2015 Ranking	2014 Ranking	2013 Ranking	2012 Ranking
• The Board assures that the District budget reflects the District's mission and plans	4.4	4.2	4.2	4.6
• Board policies assure effective fiscal management and internal controls	4.2	4.5	4.2	4.4
• Board regularly receives and reviews reports on the financial status of the District	4.6	4.8	4.4	4.4
• The Board reviews the annual audit and monitors responses to recommendations	4.6	4.6	4.4	4.6

RIVERSIDE COMMUNITY COLLEGE DISTRICT BOARD SELF-ASSESSMENT FORM

• The Board monitors the implementation of facilities master plans	4.6	4.0	4.4	3.8
• The Board supports and assists in seeking external funding	4.8	4.8	3.8	3.8
• The Board ensures the District maintains an adequate financial reserve	5.0	4.25	3.8	4.0
• The Board assures that budget is linked to planning	4.6	4.0	3.2	3.4
• The Board monitors the appropriate use of all District funding, e.g., Bond oversight	4.8	4.4	4.2	4.0

OPEN ENDED QUESTIONS

Please provide your thoughts on the following question. OPEN ENDED QUESTIONS

Please provide your thoughts on the following question.

1. What are the Board's greatest strengths?
 - a. Desire to be a Great Board.
 - b. Diversity of the board and the experience levels that the board brings allows for enriched discussion.
 - c. District representation.
 - d. Shared Governance
 - e. Hierarchy leadership.
 - f. Belief that students come first.
 - g. Involvement in District and Community.
 - h. Reputation of its members.
 - i. Ability to respect each other in disagreement.

2. What are the major accomplishments of the Board this past year?
 - a. The continued support of the new Chancellor.
 - b. Full accreditation by 3 colleges – assisted by Board.
 - c. Hiring chancellor.
 - d. Fiscal stability improvement.
 - e. Each board members commitment to the district as a whole.
 - f. Giving support to staff and employees as needed.
 - g. Activities to assist students as necessary (responding to student requests).
 - h. Maintaining a reserve target 5% for financial crisis.
 - i. Responsiveness to stakeholders & partnerships.
 - j. Selection of Chancellor & RCC President.
 - k. Hiring key unfilled positions that have been filled with interim or acting staff. This will allow for consistency and accountability as we move forward.
 - l. Happy that as a community college we are reaching to K-12 districts.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD SELF-ASSESSMENT FORM**

- m. Excited to witness AB86 signing and commitment and hope it will be the something that we can come together on when appropriate to be a stronger voice with our educational partners. This shows strong leadership and unity among all of the educational partners within our district.
- n. Accreditation at each college through the hard work of staff, students and administrators.
- o. Establishing partnerships (K-12, national recognitions)

3. What are the areas in which the Board could improve?

- a. Timely and consistent attendance at meetings.
- b. Policy and Student success engagement and partnerships.
- c. One location to meet at for board meetings. I think that is important on occasion to have it somewhere else if a special recognition is warranted.
- d. Continual improvement where interacting with each other.

4. As a Trustee, I am most pleased about...

- a. Campus environment.
- b. Individual college leadership and cohesive improvement.
- c. About the support that I can get from any of my colleagues on the Board. Each person has been willing to take time with me and support me when I have questions or need history.
- d. Board appears to be working together better.
- e. The positive every felt at the board meetings.
- f. The advancement of the district over the past 10-years.
- g. Individual colleges – each college shine in their own specialties (NC: Engineering; MVC: allied health; RCC: Business, Nursing)

+

5. As a Trustee, I would like to see the following change(s) in how the Board conducts business.

- a. Shorter board member comments at the end of meetings.
- b. Under business from board members there should be a specific amount of time for each board member to share what they have attended. Keeping in mind our staff and employees have already been working more than 8-hours.
- c. Maybe a forum where trustees and students have more direct integration/engagement.
- d. Better review of agenda prior to board meeting (ask questions prior to meeting).
- e. The entire board is part of recognitions to congratulate staff. All five are elected and I think it is important that in ceremonial situations when we are congratulating staff or students that all of us are included in hand shaking. I appreciate that the president who does an amazing job as the spokesperson for the Board during ceremonial situations and unless the president delegates this duty in their absence or as an integral part of the ceremony I would still want to see her as the official spokesperson in ceremonial situations on behalf of the board. In my opinion I believe this will bring more unity to the board and send a positive message to the community.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD SELF-ASSESSMENT FORM**

6. What issue(s) do you feel the Board should make a priority for the coming year?
- a. Student Success and how it impacts the students most at risk.
 - b. Centennial/25 year celebration.
 - c. Assist with fundraising.
 - d. Increasing class offering
 - e. Faculty/staff support.
 - f. CTA & CSEA negotiations.
 - g. Retreat with Chancellor, as needed.
 - h. Continue as much community visibility as your schedule allows and this also includes going to events, or trustees may have to pay for themselves, where the district won't have a sponsored table. This can be accomplished on a rotation basis.
 - i. Restore budget & reserve.
 - j. Develop a policy that confirm with the state chancellor's office on articulated and dual credit enrollment with our K-12 partners and pathways.

Agenda Item (XII-B)

Meeting 5/19/2015 - Regular

Agenda Item Business From Board Members (XII-B)

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, Norco, and Riverside
Riverside County School Board Association
Riverside County Committee on School District Organization
Alvord Unified School District Ad-Hoc Committee

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Kathy Tizcareno, Executive Administrative Assistant

Attachments:

Agenda Item (XIII-A)

Meeting	5/19/2015 - Regular
Agenda Item	Closed Session (XIII-A)
Subject	Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release
College/District	District
Funding	n/a
Recommended Action	To be Determined

Background Narrative:

None.

Prepared By: Michael Burke, Ph.D., Chancellor
Kathy Tizcareno, Executive Administrative Assistant

Attachments: