

**Board of Trustees - Regular Meeting
Tuesday, February 21, 2017 6:00 PM
District Office, Board Room, 3801 Market Street,
Riverside, CA 92501**

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, 3rd Floor, 3801 Market Street, Riverside, California, 92501 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

- A. [Minutes of the Board of Trustees Regular/Committee Meeting of January 10, 2017](#)
Recommend approving the January 10, 2017 Board of Trustees Regular/Committee meeting minutes as prepared.
- B. [Minutes of the Board of Trustees Regular Meeting of January 17, 2017](#)
Recommend approving the January 17, 2017 Board of Trustees Regular meeting minutes as prepared.
- C. [Minutes of the Board of Trustees Special Meeting of January 31, 2017](#)
Recommend approving the January 31, 2017 Board of Trustees Special meeting minutes as prepared.

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

- A. [Chancellor's Communications Information Only](#)
- B. [Five to Thrive Presentation Historically Black Colleges and Universities \(HBCU\) STEM Tour Information Only](#)

- C. [Presentation on Family Educational Rights & Privacy Act \(FERPA\)](#)
Information Only
 - D. [Resolution Number 38-16/17 in Support of Student Access and Protection](#)
Recommend adopting Resolution Number 38-16/17 in Support of Student Access and Protection
 - 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 \$3,065,851 and District Warrant Claims totaling \$5,618,836.
 - 2. Budget Adjustments
 - a. [Budget Adjustments](#)
Recommend approving the budget transfers as presented.
 - 3. Resolution(s) to Amend Budget
 - a. [Resolution No. 37-16/17 – 2016-2017 Foster Parent Pre-Training Grant](#)
Recommend approving adding the revenue and expenditures of \$153,862 to the budget.
 - b. [Resolution No. 40-16/17 – 2016-2017 Middle College High School Grant](#)
Recommend approving adding the revenue and expenditures of \$10,000 to the budget.
 - c. [Resolution No. 41-16/17 – 2016-2017 CCC Makerspace Start-Up Grant](#)
Recommend approving adding the revenue and expenditures of \$80,000 to the budget.
 - 4. Contingency Budget Adjustments (None)
 - 5. Bid Awards
 - a. [Purchase and Installation of Office and Classroom Furniture Utilizing The Cooperative Purchasing Network \(TCPN\) Contract](#)
Recommend approving the purchase and installation of office and classroom furniture from Heilu Corporation, utilizing The Cooperative Purchasing Network (TCPN) Contract No. R142214 through April 30, 2018.

6. Grants, Contracts and Agreements
 - a. [Contracts and Agreements Report Less than \\$88,300 – All District Resources](#)
Recommend ratifying contracts totaling \$1,067,908 for the period of January 1, 2017 through January 31, 2017.
 - b. [Contract Agreement to provide licensed commercial drivers for the RCC Tigers bus for educational and athletic events with Adecco Transportation.](#)
Recommend approving the continued use of Adecco Transportation for licensed commercial driver services as related to the RCC Tigers bus, and approve the overall contract dollar amount not to exceed, \$121,585.
 - c. [Contract Agreement to fulfill the existing duties of the Director, Center for Social Justice and Civil Liberties with PJ and MJ Abraham](#)
Recommend approving a contract extension for PJ & MJ Abraham Inc., to continue providing Director duties at the Center for Social Justice and Civil Liberties (CSJCL) through June 30, 2016, and approve the overall contract amount not to exceed, \$125,375.
 - d. [Inland Empire Desert Region Master Agreement No. 2017/20 Strong Workforce Program for Allocation of Strong Workforce Regional Funds to Participating Regional Community College Districts](#)
Recommend approving the Inland Empire/Desert Region Master Agreement No. 2017/20 Strong Workforce Program between Riverside Community College District and Barstow Community College District, Chaffey Community College District, College of the Desert, Copper Mountain Community College District, Mt. San Jacinto Community College District, Palo Verde Community College District, San Bernardino Community College District, and Victor Valley Community College District for the time frame of February 1, 2017 through June 30, 2020.
 - e. [Contract to assist the California Community Colleges Chancellor's Office Extended Opportunity Programs and Services in developing materials related to Phase II of Cooperating Agencies Foster Youth Educational Support with Push Marketing Inc dba MISFIT](#)
Recommend approving the contract for the period of February 15, 2017 through June 30, 2017 in the amount of \$125,000.
 - f. [Amendment to the Agreement for Training Services with Quest Consulting and Training Corporation](#)
Recommend approving Amendment No.1 to the Agreement between Riverside Community College District and Quest Consulting and Training Corporation for additional training not to exceed \$97,500.

- g. [Agreements for Administration of the Strong Workforce Program with 10 Community College Districts for the Inland Empire/Desert Region](#)
Recommend approving the ten (10) Inland Empire/Desert Region Strong Workforce Program Participation Agreements with Barstow Community College District, and Barstow Community College District, Chaffey Community College District, College of the Desert, Copper Mountain Community College District, Mt. San Jacinto Community College District, Palo Verde Community College District, San Bernardino Community College District, and Victor Valley Community College District in the amount of \$4,871,500.
 - h. [Instructional Service Agreement for Public Safety Education and Training Career and Technical Education Programs held at the Ben Clark Training Center, from July 1, 2017 through June 30, 2022 with the County of Riverside](#)
Recommend approving the Instructional Services Agreement with the County of Riverside for Public Safety Education and Training Career and Technical Education Programs held at the Ben Clark Training Center, from July 1, 2017 through June 30, 2022.
 - i. [Architectural Design Services Agreement for Ben Clark Training Center Scenario Building with Holt Architecture](#)
Recommend approving the agreement for Architectural Design Services for the Ben Clark Training Center Scenario Building project with Holt Architecture in the amount not to exceed \$98,108.
7. [Out-of-State Travel](#)
Recommend approving out-of-state travel.
8. Other Items
- a. [Surplus Property](#)
Recommend approving by unanimous vote: declare the property on the attached list to be surplus; find the property does not exceed the total value of \$5,000; and authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.
 - b. [Notices of Completion](#)
Recommend accepting the projects listed on the attachment as complete, and approving the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).

VII. CONSENT AGENDA INFORMATION

- A. [CCFS-311Q – Quarterly Financial Status Report for the 2nd Quarter Ended December 31, 2016](#)
Information Only
- B. [Monthly Financial Report for Month Ending – January 31, 2017](#)
Information Only

VIII. BOARD COMMITTEE REPORTS

- A. Governance (None)
- B. Teaching and Learning

1. [Accreditation Midterm Report for Moreno Valley College](#)
Recommend reviewing and accepting Moreno Valley College's Accreditation Midterm Report.
2. [Accreditation Midterm Report for Norco College](#)
Recommend reviewing and accepting Norco College's Accreditation Midterm Report.
3. [Accreditation Midterm Report for Riverside City College](#)
Recommend reviewing and accepting the Accreditation Midterm Report for Riverside City College.
4. [Accreditation Midterm Report for District Recommendations](#)
Recommend reviewing and accepting the District Accreditation Midterm Report.
5. [Proposal for Funding Year One of the Strong Workforce Program at Moreno Valley College](#)
Recommend reviewing and accepting the proposal for funding year one of the Strong Workforce Program at Moreno Valley College.
6. [Proposal for Funding Year One of the Strong Workforce Program at Norco College](#)
Recommend reviewing and accepting the Proposal for Funding Year One of the Strong Workforce Program at Norco College.
7. [Proposal for Funding Year One of the Strong Workforce Program at Riverside City College](#)
Recommend reviewing and accepting the proposal for funding year one of the Strong Workforce Program at Riverside City College.

C. Planning and Operations (None)

D. Resources

1. [2015-2016 Independent Audit Report for the Riverside Community College District Foundation](#)
Recommend receiving the Riverside Community College District Foundation's independent audit report for the year ended June 30, 2016 for the permanent file of the District.

E. Facilities

1. [Agreement Amendment No. 4 for Project Labor Administration with Padilla and Associates, Inc.](#)
Recommend approving Agreement Amendment No. 4 in the amount not to exceed \$60,000 for project labor administration with Padilla and Associates, Inc. for the two remaining construction projects: the Culinary Arts Academy/District Office Building; the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts Building; and extend their services through April 30, 2017, based on an anticipated Notice of Completion filed for both projects.

IX. ADMINISTRATIVE REPORTS

A. Vice Chancellors

1. [Resolution Number 39-16/17 Decrease Numbers of Academic Employees](#)
Recommend adopting Resolution Number 39- 16/17, authorizing the Chancellor, or Designee, of the District to send the Notice of Recommendation Not to Reemploy in accordance with the provisions of Education Code Sections 87740 and 87743 to the Director/Assistant Professor of the Physician Assistant program.
2. [Resolution Number 42-16/17 Non Renewal of Probationary/ Contract Employee](#)
Recommend adopting Resolution Number 42- 16/17, authorizing the Chancellor, or Designee, of the District to give the Notice of Non-Renewal pursuant to Government Code section 54957.
3. [Appointment of RCCD Representative on AB86/104 ABOut Students Regional Consortium](#)
Recommend approving the appointment of Richard L. Keeler, Dean, Grants and Economic Development, to represent the District on the AB86/104 ABOut Students Regional Consortium for Adult Education.

B. Presidents

X. ACADEMIC SENATE REPORTS

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

XI. BARGAINING UNIT REPORTS

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

XII. BUSINESS FROM BOARD MEMBERS

- A. [Update from Members of the Board of Trustees on Business of the Board](#)
Information Only

XIII. CLOSED SESSION

- A. [Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release](#)
Recommended Action to be Determined.

XIV. ADJOURNMENT

Agenda Item (II-A)

Meeting	2/21/2017 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of January 10, 2017
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the January 10, 2017 Board of Trustees Regular/Committee meeting minutes as prepared.

Prepared By: Michael Burke, Ph.D., Chancellor

Attachments:

[01102017 Committee Minutes](#)

MINUTES OF THE BOARD OF TRUSTEES REGULAR
AND COMMITTEE MEETINGS OF THE GOVERNANCE,
TEACHING AND LEARNING, PLANNING AND OPERATIONS,
RESOURCES AND FACILITIES COMMITTEES
OF JANUARY 10, 2017

Vice President Vackar called the Board of Trustees meeting to order at 6:00 p.m. in the District Office, Board Room, 3801 Market Street, Riverside, California.

CALL TO ORDER

Trustees Present

Tracey Vackar, Vice President
Janet Green, Secretary
Mary Figueroa, Board Member
Bill Hedrick, Board Member

Absent:

Virginia Blumenthal, President
Sammie Ayoub, Student Trustee

Staff Present

Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Dr. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations
Ms. Chris Carlson, Chief of Staff and Facilities Development
Dr. Irv Hendrick, Interim President, Moreno Valley College
Dr. Bryan Reece, President, Norco College
Dr. Wolde-Ab Isaac, President, Riverside Community College
Dr. Robin Steinback, Vice President, Academic Affairs, Moreno Valley College
Mr. Art Turnier, Dean of Instruction, Moreno Valley College
Dr. Kevin Fleming, Dean of Instruction, Norco College
Ms. Kristine DiMemmo, Dean of Instruction, Riverside City College
Dr. Rolando Regino, Director, Open Campus
Mr. Richard Keeler, Dean, Grants Office
Ms. Maryann Doherty, Director, Grants Office
Dr. Gustavo Oseguera, Director, Grants, Norco College
Dr. Lorena Newson, HSI Stem Director, Norco College

Moreno Valley College Associated Student President
Amofah Brobbey, led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Green/Hedrick moved that the Board of Trustees approve Trustee Blumenthal's absence as excused.
Motion carried. (4 ayes, 1 absent [Blumenthal])

MOTION TO EXCUSE TRUSTEE'S
ABSENCE

The Committee Chair Tracey Vackar convened the meeting at 6:04 p.m. Committee members in attendance: Mr. Aaron Brown, Vice Chancellor; Academic Senate Representatives: Ms. LaTonya Parker (Moreno Valley College), Ms. Peggy Campo (Norco College) and Dr. Mark Sellick (Riverside City College/RCCD); and Management Association Representative: Terry Welker

TEACHING AND LEARNING
COMMITTEE

Dr. Steinback and Mr. Turnier presented the Board with the Proposal for Funding Year One of the Strong Workforce Program at Moreno Valley College.

Proposal for Funding Year One of the Strong Workforce Program at Moreno Valley College

Dr. Fleming presented the Board with the Proposal for Funding Year One of the Strong Workforce Program at Norco College.

Proposal for Funding Year One of the Strong Workforce Program at Norco College.

Ms. DiMemmo presented the Board with the Proposal for Funding Year One of the Strong Workforce Program at Riverside City College.

Proposal for Funding Year One of the Strong Workforce Program at Riverside City College

Dr. Regino led the committee review of the curricular changes for inclusion in the catalog and in the schedule of class offerings that will be presented to the Board for approval at the January 17 regular meeting. Discussion followed.

Proposed Curricular Changes

Mr. Keeler and Ms. Doherty presented the Winter Report for the Grants Office for 2016-2017.

Grants Office Winter Report 2016-2017

Dr. Oseguera presented the Grants report for Norco College. Dr. Fleming provided a report and information on the National Center for Supply Chain Technology Education for Norco College. Dr. Newson also presented on the HSI-Stem Grant/Stem Scholars Program.

Grants Report for Norco College

The committee adjourned the meeting at 7:38 p.m.

Adjourned

The Committee Chair Bill Hedrick convened the meeting at 7:39 p.m. Committee members in attendance: Chris Carlson, Chief of Staff and Facilities Development; Academic Senate Representatives: Ms. LaTonya Parker (Moreno Valley College), Ms. Peggy Campo (Norco College) and Dr. Mark Sellick (Riverside City College/RCCD); Management Association Representative: Terry Welker

FACILITIES COMMITTEE

Ms. Carlson presented the committee with Change Order No. 2 with Preferred Ceilings, Inc. in the amount of \$6,850.60; and the change order in excess of ten percent by a total of \$3,505.50, that will be considered by the Board for approval at the January 17 regular Board meeting. Discussion followed.

Change Order No. 2 for the Culinary Arts Academy and District Offices Project with Preferred Ceilings, Inc.

Ms. Carlson presented the committee with Change Order No. 7 with Inland Building Construction Companies, Inc. in the amount of \$122,690.06; and the change order in excess of ten percent by a total of \$62,790.12; that will be considered by the Board for approval at the January 17 regular Board meeting. Discussion followed.

Change Order No. 7 for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts Project with Inland Building Construction Companies, Inc.

Ms. Carlson presented the committee with Change Order No. 9 with Inland Building Construction Companies, Inc. in the amount of \$7,922.73; and the change order in excess of ten percent by a total of \$179,170.47, that will be considered by the Board for approval at the January 17 regular Board meeting. Discussion followed.

Change Orders No. 9 for the Culinary Arts Academy and District Offices Project with Inland Building Construction Companies

Ms. Carlson presented the committee with Change Order No. 10 with J.M. Farnan Co., Inc. in the amount of \$3,850; and the change order in excess of ten percent by a total of \$17,829.84 that will be considered by the Board for approval at the January 17 regular Board meeting. Discussion followed.

Change Order No. 10 for the Culinary Arts Academy and District Offices with J.M. Farnan Co., Inc.

Ms. Carlson presented the committee with Change Order No. 13 with Neal Electric in the amount of \$4,323.99; and the change order in excess of ten percent by a total of \$238,113.29, that will be considered by the Board for approval at the January 17 regular Board meeting. Discussion followed.

Change Order No. 13 for the Culinary Arts Academy and District Offices Project with Neal Electric

The committee adjourned the meeting at 7:45 p.m.

Adjourned

Board closed the meeting in recognition of the passing of Bill Locke and County Supervisor and RCC Alumnus John J. Benoit.

The Board adjourned the meeting at 7:46 p.m.

ADJOURNMENT

Agenda Item (II-B)

Meeting	2/21/2017 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Regular Meeting of January 17, 2017
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the January 17, 2017 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Michael Burke, Ph.D., Chancellor

Attachments:

[01172017 Regular Minutes](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF JANUARY 17, 2017

President Blumenthal called the Board of Trustees meeting to order at 6:00 p.m. in the District Office, Board Room, 3801 Market Street, Riverside, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Tracey Vackar, Vice President
Janet Green, Secretary
Bill Hedrick, Board Member

Trustees Absent

Mary Figueroa, Absent
Sammie Ayoub, Student Trustee

Staff Present

Michael L. Burke, Ph.D., Chancellor
Dr. Terri Hampton, Vice Chancellor, Human Resource and Employee Relations
Ms. Chris Carlson, Chief of Staff and Facilities Development
Dr. Irving Hendrick, Interim President, Moreno Valley College
Dr. Bryan Reece, President, Norco College
Dr. Wolde-Ab Isaac, President, Riverside City College
Ms. LaTonya Parker, Academic Senate Representative, Moreno Valley College
Ms. Peggy Campo, Academic Senate Representative, Norco College
Dr. Mark Sellick, Academic Senate Representative, District/Riverside City College
Mr. Patrick Pyle, General Counsel
Ms. Majd Askar, Business Service Director, Business and Financial Services
Ms. Melissa Elwood, Controller, Business and Financial Services

Dr. Reece led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Vackar/Hedrick moved that the Board of Trustees approve Trustee Figueroa's absence as excused. Motion carried (4 ayes, 1 absent [Figueroa])

MOTION TO EXCUSE TRUSTEE'S ABSENCE

Green/Hedrick moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of December 6, 2016. Motion carried. (4 ayes, 1 absent [Figueroa])

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF DECEMBER 6, 2016

Vackar/Green moved that the Board of Trustees approve the minutes of the Board of Trustees Special Meeting of December 13, 2016. Motion carried. (4 ayes, 1 absent [Figueroa])

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING OF DECEMBER 13, 2016

Green/Vackar moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of December 13, 2016. Motion carried. (4 ayes, 1 absent [Figueroa])

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING OF DECEMBER 13, 2016

CHANCELLOR’S REPORTS

Trustee Blumenthal requested the FERPA Presentation be postponed to the February 21 Regular board meeting.

Presentation on Family Educational Rights & Privacy Act (FERPA)

Dr. Hampton reported two outstanding cases with Keenan and Associates.

Healthcare Update

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

Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

Student Trustee not present.

STUDENT REPORT

CONSENT ITEMS

Action

Green/Vackar moved that the Board of Trustees:

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

Academic Personnel

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

Classified Personnel

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

Other Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$3,772,447 and District Warrant Claims totaling \$6,921,489;

Purchase Order and Warrant Report – All District Resources

Approve the budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$10,000 to the budget;

Resolution No. 33-16/17 – Small Business Development 2016 Carryover Grant

Approve adding the revenue and expenditures of \$114,209 to the budget;

Resolution No. 34-16/17 – 2016-2017 Proposition 39 Clean Energy Grant

Approve adding the revenue and expenditures of \$800,000 to the budget;

Resolution No. 35-16/17 – 2016 – 2017 California Apprenticeship Initiative Grant

Approve adding the revenue and expenditures of \$100,000 to the budget;

Resolution No. 36-16/17 – 2016-2017 Completion Initiative Planning Grant

Ratify contracts totaling \$404,519 for the period November 28, 2016 through December 31, 2016;

Contracts and Agreements Report Less than \$87,800 – All District Resources

Approve Agreement CS-03461 for the timeframe of January 1, 2017 through June 30, 2021 in the amount of \$1,251,046.00;

Agreement CS-03461 for pre-service training to potential foster and relative caregivers with Riverside County Department of Public Social Services

Approve the agreement between Riverside Community College District and the Riverside County Superintendent of Schools in the amount of \$165,000.

Agreement for Information Technology Support Services Related to the Galaxy System with Riverside County Superintendent of Schools

Approve out-of-state travel;

Out-of-State Travel

Other items

Adopt a non-resident tuition fee rate of \$234 per unit and a capital outlay surcharge fee rate of \$67 per unit for FY 2017-2018; and direct staff to promulgate these charges via the 2017-2018 catalog; schedule of classes, and other appropriate materials.

2017-2018 Nonresident Tuition and Capital Outlay Surcharge Fees

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

Surplus Property

Approve the projects listed on the attachment as complete, and approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).

Notice of Completion

Motion carried (4 ayes, 1 absent [Figueroa])

The Board received the monthly financial status report for the month ending December 31, 2016.

Information

Monthly Financial Report for Month Ending – December 31, 2016

BOARD COMMITTEE REPORTS

Governance

Blumenthal/Hedrick moved that the Board of Trustees approve Board Policies 1100, 2010, 2710, 4020, 4220, 5140, 6700, 7335, 7340, and 7700. Motion carried. (4 ayes, 1 absent [Figueroa])

Board Policies for Second Reading and Approval

Teaching and Learning

Vackar/Green moved that the Board of Trustees approve the proposed curricular changes inclusion in the college catalogs and in the schedule of class offerings. Motion carried. (4 ayes, 1 absent [Figueroa])

Proposed Curricular Changes

Facilities

Hedrick/Green moved that the Board of Trustees approve Change Order No. 2 with Preferred Ceilings, Inc. in the amount of \$6,850.60; and the change order in excess of ten percent by a total of \$3,505.50. Motion carried (4 ayes, 1 absent [Figueroa])

Change Order No. 2 for the Culinary Arts Academy and District Offices Project with Preferred Ceilings, Inc.

Hedrick/Green moved that the Board of Trustees approve Change Order No. 7 with Inland Building Construction Companies, Inc. in the amount of \$122,690.06; and the change order in excess of ten percent by a total of \$62,790.12. Motion carried (4 ayes, 1 absent [Figueroa])

Change Order No. 7 for the Henry W. Coil Sr., and Alice Edna Coil School for the Arts Project with Inland Building Construction Companies, Inc.

Hedrick/Green moved that the Board of Trustees approve Change Order No. 9 with Inland Construction Companies, Inc. in the amount of \$7,922.73; and the change order in excess of ten percent by a total of \$179,170.47. Motion carried (4 ayes, 1 absent [Figueroa])

Change Order No. 9 for the Culinary Arts Academy and District Offices Project with Inland Building Construction Companies, Inc.

Hedrick/Green moved that the Board of Trustees approve Change Order No. 10 with J.M. Farnan Co., Inc. in the amount of \$3,850; and the change order in excess of ten percent by a total of \$17,829.84. Motion carried (4 ayes, 1 absent [Figueroa])

Change Order No. 10 for the Culinary Arts Academy and District Offices Project with J.M. Farnan Co., Inc.

Hedrick/Vackar moved that the Board of Trustees approve Change Order No. 13 with Neal Electric in the amount of \$4,323.99; and the change order in excess of ten percent by a total of \$238,113.29. Motion carried (4 ayes, 1 absent [Figueroa])

Change Order No. 13 for the Culinary Arts Academy and District Offices Project with Neal Electric

ADMINISTRATIVE REPORTS

Vice Chancellors

Ms. Askar and Ms. Elwood presented on the Travel Management Software with Concur Technologies; deployment of six months to start up.

Travel Management Software with Concur Technologies; utilizing the CSU San Bernardino Awarded Agreement and Travel Agency Services utilizing the State of California, Department of General Services (DGS) Awarded Agreement

Green/Hedrick moved that the Board of Trustees approve the travel management software with Concur Technologies, Inc. utilizing the CSU San Bernardino awarded agreement and travel agency services with CalTravelStore utilizing the Department of General Services (DGS) awarded agreement. (4 ayes, 1 absent [Figueroa])

ADMINISTRATIVE REPORTS

Presidents

Dr. Hendrick, Interim President, Moreno Valley College, Dr. Green, Interim President, Norco College and Dr. Isaac, President, Riverside City College updated the Board on the upcoming events and activities occurring at their colleges.

ACADEMIC SENATE REPORTS

Ms. LaTonya Parker presented the report on behalf of Moreno Valley College.

Moreno Valley College

Ms. Peggy Campo presented the report on behalf of Norco College.

Norco College

Dr. Sellick presented the report on behalf of Riverside City College and the District.

Riverside City College/District

BARGAINING UNIT REPORTS

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

CTA – California Teachers Association

BUSINESS FROM BOARD MEMBERS

Trustee Hedrick attended Friends of Forensics event; and raised issue of a Resolution on DACA and update of District organization.

Update from Members of the Board of Trustees on Business of the Board

Trustee Green attended the MLK breakfast; congratulated staff on a successful event.

Trustee Vackar thanked the Moreno Valley College staff on a successful MLK breakfast; and noted to be mindful of protecting students.

Trustee Blumenthal wished everyone a happy new year; missed her 1st board mtg. in 11 years, due to uncle’s kidney transplant; son was donor.

The Board adjourned to closed session at 7:25 p.m. to consider the following closed session item:

ADJOURNED TO CLOSED SESSION/RECONVENED

Conference with Legal Counsel – Existing Litigation [(CA Government Code Section 54956.9(a.)) – Riverside Community College District v. Advanced Partitions dba Advanced Systems

The Board reconvened to open session at 7:45 p.m;

RECONVENE/ADJOURNED

Green/Vackar moved that the Board of Trustees approve the settlement with Advanced Partitions dba Advanced Systems Motion carried (4 ayes, 1 absent [Figueroa])

The Board adjourned the meeting at 7:50 p.m.

Agenda Item (II-C)

Meeting	2/21/2017 - Regular
Agenda Item	Approval of Minutes (II-C)
Subject	Minutes of the Board of Trustees Special Meeting of January 31, 2017
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the January 31, 2017 Board of Trustees Special meeting minutes as prepared.

Prepared By: Michael Burke, Ph.D., Chancellor

Attachments:

[01312017 Special Minutes](#)

MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING
OF JANUARY 31, 2017

President Blumenthal called the special meeting of the Board of Trustees to order at 5:30 p.m., in the District Office, Conference Room 309, 3801 Market Street, Riverside California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Tracey Vackar, Vice President
Janet Green, Secretary
Mary Figueroa, Board Member
Bill Hedrick, Board Member (arrived at 5:40 pm)

Trustees Absent

Staff Present

Michael L. Burke, Ph.D., Chancellor
Ms. Chris Carlson, Chief of Staff & Facilities Development
Ms. Diana Meza, Public Affairs Officer

Trustee Vackar led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

The Board members reviewed their goals and their progress since they were established in May 2016.

BOARD REVIEW OF GOALS

The Board adjourned the meeting at 7:10 p.m.

ADJOURNMENT

Agenda Item (IV-A)

Meeting 2/21/2017 - 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:

None.

Agenda Item (IV-B)

Meeting 2/21/2017 - Regular
Agenda Item Chancellor's Reports (IV-B)
Subject Five to Thrive Presentation Historically Black Colleges and Universities (HBCU) STEM Tour
College/District Riverside
Information Only

Background Narrative:

Each month a faculty member is invited through the Academic Senate to present on teaching and programs. This month, Dr. Kristi Woods is presenting on the Historically Black Colleges and Universities (HBCU) STEM Tour to Louisiana September 28-October 1, 2016.

Prepared By: Wolde-Ab Isaac, President, Riverside
Michelle Davila, Executive Administrative Assistant

Attachments:

[HBCU Stem Tour](#)

RCC Student Equity
HBCU STEM Tour to Louisiana
September 28 – October 1, 2016



Kristi Woods, PhD

Professor of History and Ethnic Studies

Student Equity Chair

Interim Dean, Division of Languages, Humanities and Social Sciences

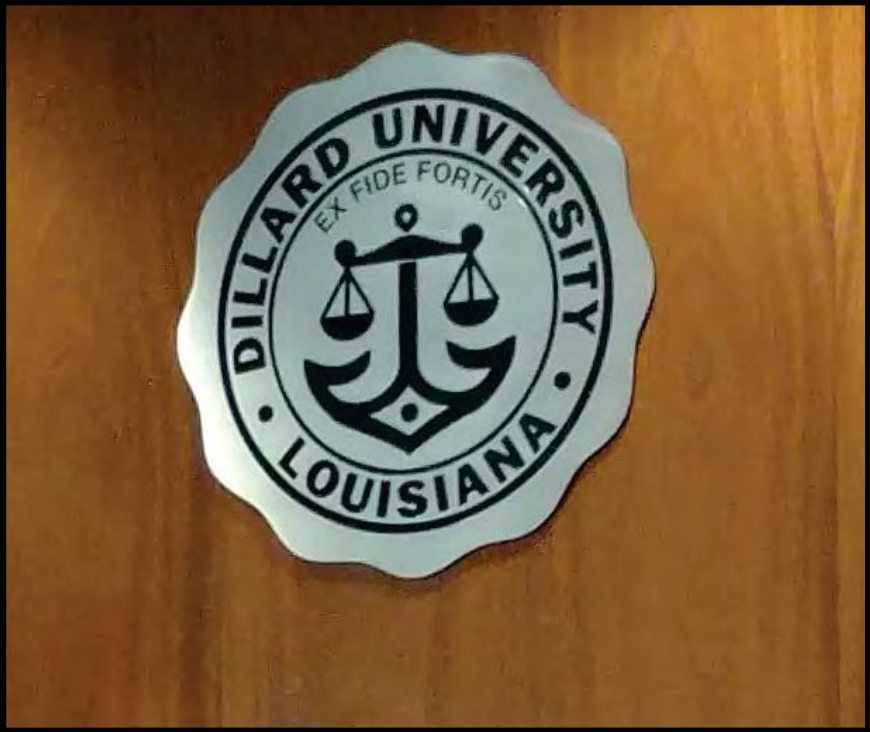
Thirty students . . .



Three chaperones, a tour guide and a bus driver . .



Three colleges: Xavier University,
Dillard University, Southern University . . .



One bus, four days, one river



*Priceless . . .



Agenda Item (IV-C)

Meeting 2/21/2017 - Regular
Agenda Item Chancellor's Reports (IV-C)
Subject Presentation on Family Educational Rights & Privacy Act (FERPA)
College/District District
Information Only

Background Narrative:

Patrick Pyle, General Counsel will share general information to the Board of Trustees on FERPA - Family Educational Rights & Privacy Act.

Prepared By: Michael Burke, Ph.D., Chancellor
Patrick Pyle, General Counsel

Attachments:

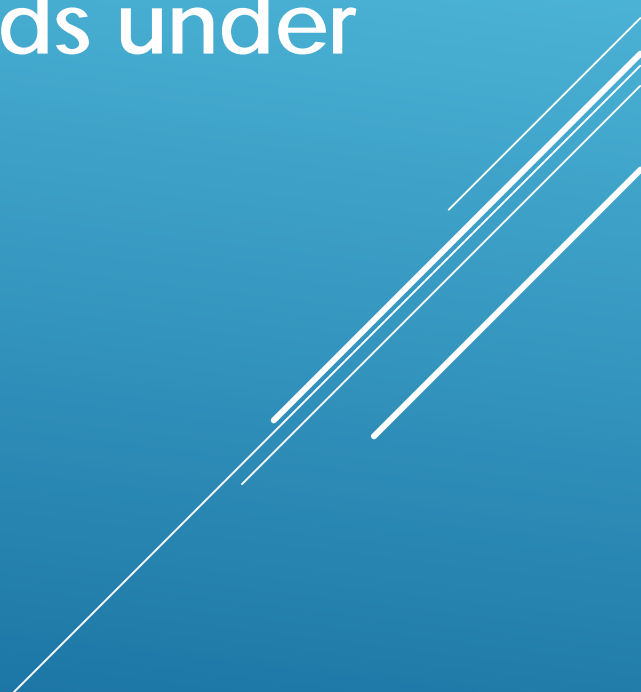
[FERPA Presentation](#)
[Form I821D](#)
[BPAP 5040](#)

AN OVERVIEW OF STUDENT PROTECTION IN THE IMMIGRATION CONTEXT

Patrick Pyle

General Counsel


The Family Educational Rights and Privacy Act (FERPA) [Title 34, Part 99] is the primary federal law that protects student education records, and applies to any institution that receives funds under any program administered by the U.S. Department of Education.



FERPA defines “education records” as “those records, files, documents and other materials which

- contain information directly related to a student; and
- are maintained by an educational agency or institution or by a person acting for such agency or institution.”


Excluded from the definition of education records:

- “sole possession” records made by faculty and staff for their own use as reference or memory aid and not shared with others;
 - personal observations;
 - institutional law enforcement records;
 - peer-graded papers and exams prior to the grade being recorded;
 - alumni records.
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a dark blue background.

FERPA gives students four basic rights regarding their education record;

- to control disclosure of their education record;
- to review their education record;
- to request amendment of inaccurate portions of their record;
- to file a complaint regarding non-compliance with FERPA.

FERPA generally provides that before an institution may disclose a student's education records, it must first obtain written consent to do so from the student. There are, however, 16 exceptions to the general rule.




Important Exceptions Include:



1) Directory Information

Directory information is that information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy.


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RCCD defines “directory information” in Board Policy 5040 to include:


- Student name
 - Enrollment Status
 - Major Field of Study
 - Participation in Officially Recognized Activities & Sports
 - Dates of Attendance
 - Degrees and Awards Received
- 

2) Health or Safety Emergency

In a valid health or safety emergency, an institution can release student information without prior written consent. Such information, however, must be “necessary” to protect the health or safety of the student or others.

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Congress intended this exception to be “strictly construed”, so any student information released must be “narrowly tailored” considering the immediacy, magnitude, and specificity of the emergency. There is no blanket release.



3) Ex Parte Orders

An ex parte order is one issued by a court of competent jurisdiction without notice to the other party. Under FERPA, this must be connected to the investigation or prosecution of terrorism crimes as specified in the U.S. Code (things like assassinations, hostage taking, destruction of infrastructure, etc.)

4) Lawfully Issued Subpoenas and Court Orders

There are three contexts where this exception to the need for student consent to release education records applies

A] Grand Jury Subpoenas


A Federal Grand Jury may order an institution not to disclose the existence or contents of the subpoena or the institution's response.


B] Law Enforcement Subpoenas

An issuing court or agency may order the institution not to disclose the existence or contents of the subpoena. In the case of an agency subpoena, the educational institution has the option of requesting a copy of the “good cause” determination that was necessary to secure the subpoena.

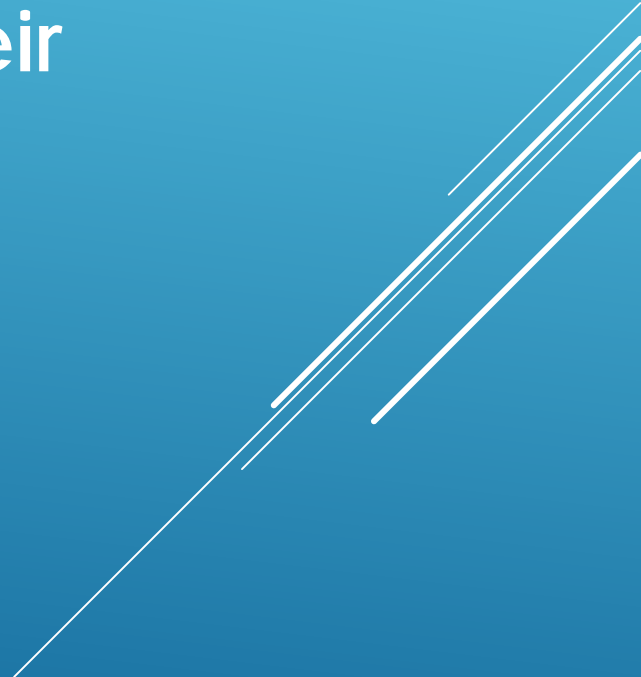
C] All Other Subpoenas

In all other instances, information requested by subpoena can be released only if the institution has made reasonable effort to notify the student in advance so the student may seek protective action such as to modify or quash the subpoena.



- All RCCCD student subpoenas will be individually reviewed by General Counsel
 - Directive from Chancellor Burke to College Presidents, Vice-Presidents of Student Services, and Campus Police
 - Subpoenas from law enforcement agencies will be scrutinized for compliance with regulations
- 


Summary

- Broad protection over nearly every aspect of student information
 - Students must generally consent for their information to be disclosed
 - Narrow exceptions
 - Availability of protective action
- 
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Current Actions Regarding FERPA

1. Review of BP/AP5040 to ensure accuracy
2. Review of faculty and staff FERPA training materials
 - updates to practice scenarios
3. Ensure Admissions & Records leadership at each college is fully trained with FERPA


HOWEVER!

- DACA students have completed Immigration form I-821D, which contains detailed identification and contact information – including a comprehensive history of residence locations.
 - This matrixed data is much more than what RCCD possesses, and makes it unlikely that Immigration authorities need information from us.
- 

**IMMIGRATION AUTHORITY AT
RIVERSIDE COMMUNITY
COLLEGE DISTRICT**



The Department of Homeland Security apprehended 530,250 people in 2016, including 450,954 “removals and returns”. This number includes 114,434 arrests by ICE (U.S. Immigration and Customs Enforcement).




DHS has a total of 240,000 employees. ICE has a total of 20,000 employees in 400 offices across the U.S. and 46 foreign countries.

“On the ground” immigration enforcement action far exceeds the capability of DHS and ICE.

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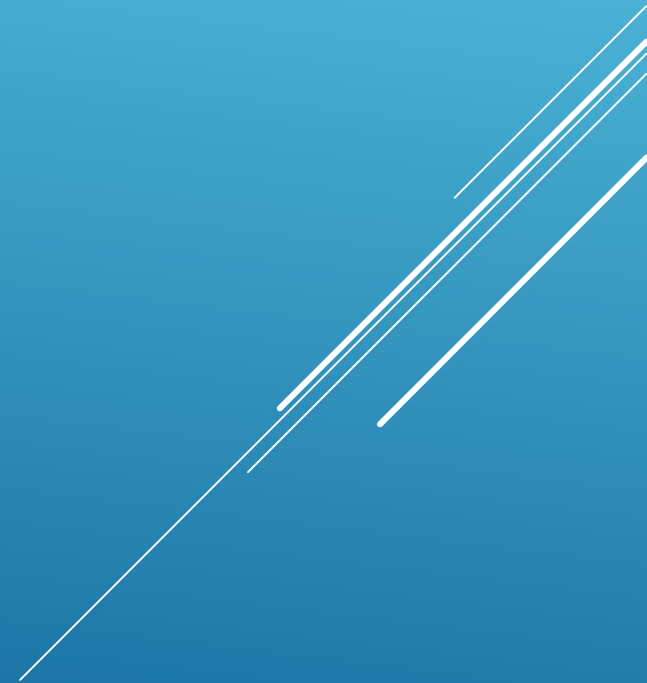
Many, if not most, arrests and deportations are conducted by local law enforcement agencies (LEAs) that have signed formal agreements with ICE granting them immigration authority as authorized by Section 287(g) of the Immigration and Nationality Act. These MOAs between ICE and LEAs are known as “287(g)s”.




Riverside Community College District and the RCCD Police Force have not entered into a 287(g) MOA with ICE. We do not have a grant of federal immigration authority.



IMMIGRATION DETENTIONS AT RCCD




In a February 25, 2014 letter, Acting ICE Director Daniel H. Ragsdale stated that “(w)hile immigration detainers are an important part of ICE’s effort to remove criminal aliens who are in federal, state, or local custody, they are not mandatory as a matter of law.”




In a March 4, 2014 ruling, the Third Circuit Court of Appeals held that ICE detainers are voluntary requests. (Galarza v. Szalczyk, 745 F.3d 634) The Court concluded that “immigration detainers do not and cannot compel a state or local law enforcement agency to detain suspected aliens subject to removal” and that an agency was thereby “free to disregard the ICE detainer.”

Further, the Oregon case of Miranda-Olivares v. Clackamas County (No. 3:12-CV-02317-ST) held that a local agency could violate an individual's Fourth Amendment Rights by detaining them solely on the basis of an ICE detention request without some other probable cause for arrest – and may be liable for damages.




REMEMBER

The Fourth Amendment to the United States Constitution applies to “(t)he right of the people to be secure in their persons, houses, papers, and effects” – not only citizens.




Chancellor Burke has made clear that the RCCD Police Department has our community's safety and security as its primary mission, and that there is no intention to enter into any agreements with immigration authorities nor to enforce immigration policy.



Current Actions Regarding Immigration Issues

- We are in conversations with Jacob Knapp, Acting General Counsel with the CCCCO, regarding a potential resolution regarding cost-sharing for institutional legal actions.
- He has had discussions with the UC Office of General Counsel regarding legal responses to immigration issues – and there is assurance of cooperation.

- The CCCO is considering establishing a Quick Response Task Force.
 - We are in conversations with Professor Diane Uchimiya, Director of the Justice and Immigration Clinic at the University of LaVerne College of Law, regarding how we might work together on issues that may arise.
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a blue background.

QUESTIONS?





Consideration of Deferred Action for Childhood Arrivals

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-821D
OMB No. 1615-0124
Expires 06/30/2016

For USCIS Use Only	A- <input type="text"/>	Receipt	Action Block
	Case ID: <input type="text"/>		
	<input type="checkbox"/> Requestor interviewed on <input type="text"/>		
Returned: <input type="text"/>	Relocated	Received: <input type="text"/>	Remarks
Resubmitted: <input type="text"/>	Sent: <input type="text"/>		
To Be Completed by an Attorney or Accredited Representative, if any.		<input type="checkbox"/> Select this box if Form G-28 is attached to represent the requestor.	Attorney State Bar Number (if any): <input type="text"/>

▶ **START HERE - Type or print in black ink. Read Form I-821D Instructions for information on how to complete this form.**

Part 1. Information About You (For Initial and Renewal Requests)

I am not in immigration detention **and** I have included Form I-765, Application for Employment Authorization, and Form I-765WS, Form I-765 Worksheet; and

I am requesting:

1. **Initial Request** - Consideration of Deferred Action for Childhood Arrivals

OR

2. **Renewal Request** - Consideration of Deferred Action for Childhood Arrivals

AND

For this Renewal request, my most recent period of Deferred Action for Childhood Arrivals expires on

(mm/dd/yyyy) ▶

Full Legal Name

3.a. Family Name (Last Name)

3.b. Given Name (First Name)

3.c. Middle Name

U.S. Mailing Address (Enter the same address on Form I-765)

4.a. In Care Of Name (if applicable)

4.b. Street Number and Name

4.c. Apt. Ste. Flr.

4.d. City or Town

4.e. State 4.f. ZIP Code

Removal Proceedings Information

5. Are you **NOW** or have you **EVER** been in removal proceedings, or do you have a removal order issued in any other context (for example, at the border or within the United States by an immigration agent)?

Yes No

NOTE: The term "removal proceedings" includes exclusion or deportation proceedings initiated before April 1, 1997; an Immigration and Nationality Act (INA) section 240 removal proceeding; expedited removal; reinstatement of a final order of exclusion, deportation, or removal; an INA section 217 removal after admission under the Visa Waiver Program; or removal as a criminal alien under INA section 238.

If you answered "Yes" to **Item Number 5.**, you must select a box below indicating your current status or outcome of your removal proceedings.

Status or outcome:

5.a. Currently in Proceedings (Active)

5.b. Currently in Proceedings (Administratively Closed)

5.c. Terminated

5.d. Subject to a Final Order

5.e. Other. Explain in **Part 8. Additional Information.**

5.f. Most Recent Date of Proceedings (mm/dd/yyyy) ▶

5.g. Location of Proceedings

Part 1. Information About You (For Initial and Renewal Requests) (continued)

Other Information

6. Alien Registration Number (A-Number) (if any)
▶ A-
7. U.S. Social Security Number (if any)
▶
8. Date of Birth (mm/dd/yyyy) ▶
9. Gender Male Female
- 10.a. City/Town/Village of Birth
- 10.b. Country of Birth
11. Current Country of Residence
12. Country of Citizenship or Nationality
13. Marital Status
 Married Widowed Single Divorced

Other Names Used (If Applicable)

If you need additional space, use **Part 8. Additional Information**.

- 14.a. Family Name (Last Name)
- 14.b. Given Name (First Name)
- 14.c. Middle Name

Processing Information

15. Ethnicity (Select **only one** box)
 Hispanic or Latino
 Not Hispanic or Latino
16. Race (Select **all applicable** boxes)
 White
 Asian
 Black or African American
 American Indian or Alaska Native
 Native Hawaiian or Other Pacific Islander
17. Height Feet Inches
18. Weight Pounds
19. Eye Color (Select **only one** box)
 Black Blue Brown
 Gray Green Hazel
 Maroon Pink Unknown/Other
20. Hair Color (Select **only one** box)
 Bald (No hair) Black Blond
 Brown Gray Red
 Sandy White Unknown/Other

Part 2. Residence and Travel Information (For Initial and Renewal Requests)

1. I have been continuously residing in the U.S. since at least June 15, 2007, up to the present time. Yes No

NOTE: If you departed the United States for some period of time before your 16th birthday and returned to the United States on or after your 16th birthday to begin your current period of continuous residence, and if this is an initial request, submit evidence that you established residence in the United States prior to 16 years of age as set forth in the instructions to this form.

For Initial Requests: List your current address and, to the best of your knowledge, the addresses where you resided since the date of your initial entry into the United States to present.

For Renewal Requests: List only the addresses where you resided since you submitted your last Form I-821D that was approved.

If you require additional space, use **Part 8. Additional Information**.

Part 2. Residence and Travel Information (For Initial and Renewal Requests) (continued)

Present Address

2.a. Dates at this residence (mm/dd/yyyy)
From ▶ To ▶ Present

2.b. Street Number and Name

2.c. Apt. Ste. Flr.

2.d. City or Town

2.e. State 2.f. ZIP Code

Address 1

3.a. Dates at this residence (mm/dd/yyyy)
From ▶ To ▶

3.b. Street Number and Name

3.c. Apt. Ste. Flr.

3.d. City or Town

3.e. State 3.f. ZIP Code

Address 2

4.a. Dates at this residence (mm/dd/yyyy)
From ▶ To ▶

4.b. Street Number and Name

4.c. Apt. Ste. Flr.

4.d. City or Town

4.e. State 4.f. ZIP Code

Address 3

5.a. Dates at this residence (mm/dd/yyyy)
From ▶ To ▶

5.b. Street Number and Name

5.c. Apt. Ste. Flr.

5.d. City or Town

5.e. State 5.f. ZIP Code

Travel Information

For Initial Requests: List all of your absences from the United States since June 15, 2007.

For Renewal Requests: List only your absences from the United States since you submitted your last Form I-821D that was approved.

If you require additional space, use **Part 8. Additional Information.**

Departure 1

6.a. Departure Date (mm/dd/yyyy) ▶

6.b. Return Date (mm/dd/yyyy) ▶

6.c. Reason for Departure

Departure 2

7.a. Departure Date (mm/dd/yyyy) ▶

7.b. Return Date (mm/dd/yyyy) ▶

7.c. Reason for Departure

8. Have you left the United States without advance parole on or after August 15, 2012? Yes No

9.a. What country issued your last passport?

9.b. Passport Number

9.c. Passport Expiration Date (mm/dd/yyyy) ▶

10. Border Crossing Card Number (if any)

Part 3. For Initial Requests Only

1. I initially arrived and established residence in the U.S. prior to 16 years of age. Yes No

2. Date of **Initial** Entry into the United States (on or about) (mm/dd/yyyy) ▶

3. Place of **Initial** Entry into the United States

Part 3. For Initial Requests Only (continued)

4. Immigration Status on June 15, 2012 (e.g., No Lawful Status, Status Expired, Parole Expired)

5.a. Were you **EVER** issued an Arrival-Departure Record (Form I-94, I-94W, or I-95)? Yes No

5.b. If you answered "Yes" to **Item Number 5.a.**, provide your Form I-94, I-94W, or I-95 number (if available).

▶

5.c. If you answered "Yes" to **Item Number 5.a.**, provide the date your authorized stay expired, as shown on Form I-94, I-94W, or I-95 (if available).

(mm/dd/yyyy) ▶

Education Information

6. Indicate how you meet the education guideline (e.g., Graduated from high school, Received a general educational development (GED) certificate or equivalent state-authorized exam, Currently in school)

7. Name, City, and State of School Currently Attending or Where Education Received

8. Date of Graduation (e.g., Receipt of a Certificate of Completion, GED certificate, other equivalent state-authorized exam) or, if currently in school, date of last attendance. (mm/dd/yyyy) ▶

Military Service Information

9. Were you a member of the U.S. Armed Forces or U.S. Coast Guard? Yes No

If you answered "Yes" to **Item Number 9.**, you must provide responses to **Item Numbers 9.a. - 9.d.**

9.a. Military Branch

9.b. Service Start Date (mm/dd/yyyy) ▶

9.c. Discharge Date (mm/dd/yyyy) ▶

9.d. Type of Discharge

Part 4. Criminal, National Security, and Public Safety Information (For Initial and Renewal Requests)

If any of the following questions apply to you, use **Part 8. Additional Information** to describe the circumstances and include a full explanation.

1. Have you **EVER** been arrested for, charged with, or convicted of a felony or misdemeanor, including incidents handled in juvenile court, in the United States? Do not include minor traffic violations unless they were alcohol- or drug-related. Yes No

If you answered "Yes," you must include a certified court disposition, arrest record, charging document, sentencing record, etc., for each arrest, unless disclosure is prohibited under state law.

2. Have you **EVER** been arrested for, charged with, or convicted of a crime in any country other than the United States? Yes No

If you answered "Yes," you must include a certified court disposition, arrest record, charging document, sentencing record, etc., for each arrest.

3. Have you **EVER** engaged in, do you continue to engage in, or plan to engage in terrorist activities? Yes No

4. Are you **NOW** or have you **EVER** been a member of a gang? Yes No

5. Have you **EVER** engaged in, ordered, incited, assisted, or otherwise participated in any of the following:

5.a. Acts involving torture, genocide, or human trafficking? Yes No

5.b. Killing any person? Yes No

5.c. Severely injuring any person? Yes No

5.d. Any kind of sexual contact or relations with any person who was being forced or threatened? Yes No

6. Have you **EVER** recruited, enlisted, conscripted, or used any person to serve in or help an armed force or group while such person was under age 15? Yes No

7. Have you **EVER** used any person under age 15 to take part in hostilities, or to help or provide services to people in combat? Yes No

Part 5. Statement, Certification, Signature, and Contact Information of the Requestor (For Initial and Renewal Requests)

NOTE: Select the box for either **Item Number 1.a.** or **1.b.**

1.a. I can read and understand English, and have read and understand each and every question and instruction on this form, as well as my answer to each question.

1.b. The interpreter named in **Part 6.** has read to me each and every question and instruction on this form, as well as my answer to each question, in

a language in which I am fluent. I understand each and every question and instruction on this form as translated to me by my interpreter, and have provided true and correct responses in the language indicated above.

Requestor's Certification

I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct and that copies of documents submitted are exact photocopies of unaltered original documents. I understand that I may be required to submit original documents to U.S. Citizenship and Immigration Services (USCIS) at a later date. I also understand that knowingly and willfully providing materially false information on this form is a federal felony punishable by a fine, imprisonment up to 5 years, or both, under 18 U.S.C. section 1001. Furthermore, I authorize the release of any information from my records that USCIS may need to reach a determination on my deferred action request.

2.a. Requestor's Signature

➔

2.b. Date of Signature (mm/dd/yyyy) ▶

Requestor's Contact Information

3. Requestor's Daytime Telephone Number

4. Requestor's Mobile Telephone Number

5. Requestor's Email Address

Part 6. Contact Information, Certification, and Signature of the Interpreter (For Initial and Renewal Requests)

Interpreter's Full Name

Provide the following information concerning the interpreter:

1.a. Interpreter's Family Name (Last Name)

1.b. Interpreter's Given Name (First Name)

2. Interpreter's Business or Organization Name (if any)

Interpreter's Mailing Address

3.a. Street Number and Name

3.b. Apt. Ste. Flr.

3.c. City or Town

3.d. State

3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number

5. Interpreter's Email Address

Part 6. Contact Information, Certification, and Signature of the Interpreter (For Initial and Renewal Requests) (continued)

Interpreter's Certification

I certify that:

I am fluent in English and which is the same language provided in **Part 5., Item Number 1.b.**;

I have read to this requestor each and every question and instruction on this form, as well as the answer to each question, in the language provided in **Part 5., Item Number 1.b.**; and

The requestor has informed me that he or she understands each and every instruction and question on the form, as well as the answer to each question.

6.a. Interpreter's Signature

6.b. Date of Signature (mm/dd/yyyy) ►

Part 7. Contact Information, Declaration, and Signature of the Person Preparing this Request, If Other than the Requestor (For Initial and Renewal Requests)

Preparer's Full Name

Provide the following information concerning the preparer:

1.a. Preparer's Family Name (Last Name)

1.b. Preparer's Given Name (First Name)

2. Preparer's Business or Organization Name

Preparer's Mailing Address

3.a. Street Number and Name

3.b. Apt. Ste. Flr.

3.c. City or Town

3.d. State

3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Preparer's Contact Information

4. Preparer's Daytime Telephone Number

5. Preparer's Fax Number

6. Preparer's Email Address

Preparer's Declaration

I declare that I prepared this Form I-821D at the requestor's behest, and it is based on all the information of which I have knowledge.

7.a. Preparer's Signature

7.b. Date of Signature (mm/dd/yyyy) ►

NOTE: If you need extra space to complete any item within this request, see the next page for **Part 8. Additional Information.**

Part 8. Additional Information *(For Initial and Renewal Requests)*

If you need extra space to complete any item within this request, use the space below. You may also make copies of this page to complete and file with this request. Include your name and A-Number *(if any)* at the top of each sheet of paper; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

Full Legal Name

1.a. Family Name *(Last Name)*

1.b. Given Name *(First Name)*

1.c. Middle Name

2. A-Number *(if any)*
▶ A-

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d.

4.a. Page Number 4.b. Part Number 4.c. Item Number

4.d.

5.a. Page Number 5.b. Part Number 5.c. Item Number

5.d.

**BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION AND
PRIVACY**

References:

Education Code Sections 76200 et seq.;
Title 5 Sections 54600 et seq.;
20 U.S. Code Section 1232g(i);
ACCJC Accreditation Standard II.C.8

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit third party access to this information by contacting the Admissions & Records Office.

Directory information shall include:

- Student's name;
- Major field of study;
- Dates of attendance;
- Enrollment status (e.g. full/part time);
- Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members;
- Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition;

Date Adopted: November 18, 2008
(Replaces RCCD Policy 6070)
Revised: September 18, 2012
Revised: June 16, 2015 (References only)

**AP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND
PRIVACY**

References:

Education Code Sections 71091 and 76200 et seq.;
Title 5 Sections 54600 et seq.,
20 U.S. Code Section 1231g(i) (U.S. Patriot Act);
Civil Code Section 1798.85
ACCJC Accreditation Standard II.C.8

Students shall be advised of their rights regarding education records on the RCCD Admission application, class schedule and college catalog.

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Release of Student Records

No instructor, official, employee, or member of the Board of Trustees shall authorize access to student records to any person except under the following circumstances:

- The District may permit access to education records to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. The recipient must be notified that the transmission of the information to others is prohibited.
- “Directory Information” may be released in accordance with the definitions in Board Policy 5040 and in accordance with federal and state laws and regulations, such as the Family Educational Rights and Privacy Act – FERPA.
- Students designate on the admission application whether or not Directory Information may be released without their consent.

Students may also withhold Directory Information by notifying Admissions and Records in writing. Requests for non-disclosure will be honored by the District until removed by the student in writing.

- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Subpoenas are served at the office of the General Counsel and then

forwarded to Admissions and Records as well as Student Financial Services, Student Services Activities, Health Services, etc. These departments gather all pertinent documents and forward them to the Office of the General Counsel. A letter is sent to the student by Admissions and Records, informing them of the subpoena and giving them the name of the party requesting the records. All collected records are picked up by the requesting party unless otherwise instructed on the subpoena. Copies of subpoenas and materials requested are retained electronically by the Office of the General Counsel.

- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism. All federal judicial orders requesting records shall be handled in the same manner as that listed above for response to judicial orders or subpoenas.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. Requests are made to the Dean/Director of Admissions and Records, who approves or denies the request based on legitimate educational interests.
- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. Requests are made to the Dean/Director of Admissions and Records who confers with the Chancellor's office before releasing information.
- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code 76225. Students may request transcripts through the RCCD website (www.rcc.edu), mail or in person. The first two (2) transcripts are free of charge. Admissions and Records verifies the identity of the requestor and charges fees, if applicable.
- Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information

permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. The Dean, Student Financial Services is responsible for authorizing the release of this information.

- Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. The Institutional Research Department releases information if the request is based on a legitimate educational purpose, as allowed by FERPA regulations. Institutional records of students may be shared with other institutions if a legitimate educational purpose has been identified. Improvement of Instruction is considered a legitimate educational purpose. Typically, the institution shares student records only with other institutions or through governmental agencies for the purposes of improvement of instruction. In the case of sharing student informational records with a non-governmental third party, (such as the Student Loan Clearinghouse), a signed agreement with the District, specifically stipulating the parameters of the data and its use, will be necessary before any information is released.
- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. All requests are submitted to the Chief of College Safety and Police, who authorizes access to the information.
- Upon written request the following information shall be released to each branch of the federal military, no more than once a semester, for the purposes of federal military recruitment (Solomon Amendment, 1996): student names, addresses, telephone listings, dates and places of birth, levels of education, majors, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students. Written requests are forwarded to the Dean or Director of Admissions and Records, who then authorizes information to be released.
- Student records may be released to parents or guardians of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986, when the student gives permission in writing to the Dean/Director of Admissions and Records.

- In the event of the death of a student, records may be released to an executor of the student's estate, a parent, spouse, or an agency or organization providing financial aid for the student. In each instance, proof of the student's death must be provided, by way of a certified copy of a death certificate or other court documentation, along with a written request for records, which states the reason for the request. Each such request will be handled on a case-by-case basis by the Dean/Director of Admissions and Records. Records will also be provided pursuant to a court order or subpoena.

Charge for Transcripts or Verifications of Student Records

A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of \$5.00 per copy. For same-day service, the charge is \$10.00 per copy. Students may request special processing of a transcript.

Electronic Transcripts

The District may elect to implement a process for the receipt and transmission of electronic student transcripts contingent upon receipt of sufficient funding. All policies and procedures governing the confidentiality and release of the student's transcript apply to the electronic transmission of the record.

Use of Social Security Numbers

The district shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his or her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his or her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
 - Application or enrollment purposes;
 - To establish, amend, or terminate an account, contract, or policy; or
 - To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he or she has the right to stop the use of his or her social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

The following statement is printed in the Class Schedule and the District Catalog: "Students have the right to stop the use of their social security number in a manner otherwise prohibited by law by submitting a written request to Admissions and Records, along with a photo I.D".

Any currently enrolled or former student has a right of access to all education records relating to him or her. Student access to their educational records is provided with a secure login to WebAdvisor when a student applies for admission. Students who forget or lose access to WebAdvisor, will be required to request a login reset with photo identification through the Admissions and Records Office. Student educational information not available through WebAdvisor requires a written request. Once a student has submitted a request to inspect his/her records, the District/college will comply within 45 days. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy or Administrative Procedure.

The District does not have to permit a student to inspect and review education records that are:

1. Financial records, including any information those records contain of his/her parents.
2. Confidential letters and confidential statements under certain conditions. (See Family Educational Rights and Privacy Act Regulations). A student may waive right of access to education records devoted solely to confidential recommendations for career placement or postsecondary admissions.

Challenge

1. Students may challenge the content of student records pursuant to Board Policy and Administrative Procedure 5045, titled Student Records: Challenging Content and Access Log.
2. A student may not challenge grades assigned in courses of instruction via this section.

Record of Disciplinary Action

Whenever there is included in any education record information concerning any disciplinary action taken by District/College personnel in connection with the student, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Office of Primary Responsibility: Admissions and Records

Administrative Approval: December 8, 2008

Revised: April 26, 2010

Revised: June 18, 2012

Revised: Revised August 17, 2015

(Replaces RCCD Regulation 6070)

Agenda Item (IV-D)

Meeting	2/21/2017 - Regular
Agenda Item	Chancellor's Reports (IV-D)
Subject	Resolution Number 38-16/17 in Support of Student Access and Protection
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees Adopt Resolution Number 38-16/17 in Support of Student Access and Protection

Background Narrative:

Since the presidential election there has been a heightened level of uncertainty about possible immigration policy changes that have the potential to affect hundreds, if not thousands of undocumented community college students throughout Riverside Community College District. The State Chancellor's Office has taken a number of steps to try to assure students that our colleges remain safe and welcoming to all students and to signal our system's support for continuing the Deferred Action for Childhood Arrivals (DACA) program.

This item presented for consideration is a resolution supporting values of inclusivity and diversity that make our colleges safe and welcoming to students of all backgrounds, regardless of immigration status.

Resolution Number 36-16/17 has been prepared for the Board of Trustee's consideration. The Resolution voices support for the values and principles that embrace inclusivity and diversity within our district, and enforces policy direction on responses to possible immigration enforcement requests.

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

Attachments:

[Res No 38 16 17](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**RESOLUTION OF THE BOARD OF TRUSTEES OF
THE RIVERSIDE COMMUNITY COLLEGE DISTRICT
IN SUPPORT OF STUDENT ACCESS AND PROTECTION**

RESOLUTION NO. 38-16/17

WHEREAS, the California Community Colleges system is committed to serving all students who can benefit from a post-secondary education, without regard to race, ethnicity, religion, national origin, immigration status, age, gender, language, socio-economic status, gender identity or expression, medical condition or disability; and

WHEREAS, Riverside Community College District is the 7th oldest and 5th largest community college district in the California Community College System with three accredited colleges of Moreno Valley College, Norco College and Riverside City College; and

WHEREAS, the California Community Colleges Board of Governors has adopted a strategic plan which states, in part: “All people have the opportunity to reach their full educational potential... The Colleges embrace diversity in all its forms ... All people have the right to access quality higher education;” and

WHEREAS, California’s diversity is a great source of innovation and industry, making California one of the largest economies in the world and an economic engine for the United States; and

WHEREAS, approximately one tenth of California’s workforce is undocumented and contributes \$130 billion annually to its gross domestic product, according to the California Assembly; and

WHEREAS, great uncertainty exists about what specific immigration and education policies will be pursued by the incoming administration, and immigrants and other populations within the community college system are fearful of policies that may result in deportation or forced registration based on their religion; and

WHEREAS, over the past several weeks, the Chancellor’s Office of Riverside Community College District and the California Community Colleges Chancellor’s Office has reassured students and colleges that our campuses will remain safe, welcoming places for students of all backgrounds to learn; informed them that no changes have been made with regard to admissions or financial aid; informed students that financial aid for certain undocumented students is protected by state law; called on President Donald J. Trump to preserve the Deferred Action for Childhood Arrivals Executive Order; and the state Chancellor’s Office joined with the University of California and the California State University to defend the right of all students to obtain a higher education in California;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Riverside Community College District agrees and conforms to the declaration by the California Community Colleges Board of Governors that all 113 community colleges remain open, safe and welcoming to all students who meet the minimum requirements for admission, regardless of immigration status, and that financial aid remains available to certain undocumented students; and

BE IT FURTHER RESOLVED that the Board of Trustees of Riverside Community College District urges the incoming administration to continue the Deferred Action for Childhood Arrivals program, which grants “Dreamers” – people who were brought to this country as children by their parents – reprieve from deportation because California and the United States are stronger due to their contributions to our economy, to our communities and to our Armed Forces; and

BE IT FURTHER RESOLVED that the Riverside Community College District and its three colleges shall not release any personally identifiable student information related to immigration status without a judicial warrant, subpoena or court order, unless authorized by the student or required by law; and

BE IT FURTHER RESOLVED that the Riverside Community College District and its three colleges shall not cooperate with any efforts to create a registry of individuals based on any protected characteristics such as religion, national origin, race, or sexual orientation; and

BE IT FURTHER RESOLVED that the Board of Trustees of Riverside Community College District affirms that that all students have an opportunity to receive an education in the community college system, regardless of immigration status and any other protected status; and

BE IT FURTHER RESOLVED that the Board of Trustees of Riverside Community College District affirms the California Community College Board of Governor's system's stated values for responding to any request to participate in joint efforts with other government agencies to enforce federal immigration law and when responding to requests for personally identifiable student information; and

BE IT FURTHER RESOLVED that the Board of Trustees of Riverside Community College District and its three colleges shall vigorously advocate at every level of government to protect our students and our system's values.

PASSED AND ADOPTED this 21st day of February 2017, at the regular meeting of the Riverside Community College District Board of Trustees.

President of the Board of Trustees
Riverside Community College District

Agenda Item (IV-E)

Meeting 2/21/2017 - 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: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

None.

Agenda Item (IV-F)

Meeting 2/21/2017 - 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 Planning Calendar](#)

RECOMMENDED 2016-17 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR

Month	Planned Agenda Item
September	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report (4th Quarter) • Public Hearing and Budget Adoption for the Fiscal Year RCCD Budget
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 • CCFS 311 Annual Financial and Budget Report
November	<ul style="list-style-type: none"> • Annual CCFS-311 Financial and Budget Report (1st Quarter) • 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 • Annual District Academic Calendar • RCCD Report Card on the Strategic Plan • Annual Independent Audit Report for RCCD • Annual Independent Audit Report for RCCD Foundation • Fall Scholarship Award to Student Trustee
January	<ul style="list-style-type: none"> • Accountability Reporting for Community Colleges • Grants Office Annual Winter Report • Federal Legislative Update • Annual Nonresident Tuition and Capital Outlay Surcharge Fees • Proposed Curricular Changes
February	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report (2nd Quarter) • Presentation of Governor's Budget Proposal • Recommendation Not to Employ (March 15th Letters)
March	<ul style="list-style-type: none"> • Annual Adoption of Education Protection Account Funding and Expenditures
April	<ul style="list-style-type: none"> • Academic Rank – Full Professors • Annual Authorization to Encumber Funds (Resolution for RCOE) • Presentation on Fiscal Year RCCD Budget Planning • Proposed Curricular Changes
May	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report (3rd Quarter) • 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 • Notice of Public Hearing on the Fiscal Year 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

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
	<div data-bbox="499 787 842 1177" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> ✓ Board report & backup materials attached for review by the Cabinet. ■ Board report and/or backup not yet complete – review pending. ★ Approved by the Cabinet for placement on the Board agenda. <p style="color: red; font-weight: bold; margin-top: 5px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 02/28/17 & 03/14/2017.</p> </div>		<ul style="list-style-type: none"> ■ Presentation – Safety & Police Services Update (Brown/Simmons) 	

Agenda Item (V-A)

Meeting 2/21/2017 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

Background Narrative:

Student Trustee 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

Attachments:

None.

Agenda Item (VI-A-1)

Meeting 2/21/2017 - 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: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

[20170221_Academic Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Academic Personnel

Date: February 21, 2017

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 Vice Chancellor, Human Resources and Employee Relations to sign the employment contracts:

a. Management

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE			
Farrar, Carol	Vice President, Academic Affairs	02/01/17- 06/30/18	AB-5
Woods, Kristi	Interim Dean of Instruction (Languages, Humanities & Social Sciences)	02/13/17- 12/31/17	Z-4
NORCO COLLEGE			
Jimenez, Albert	Director, Learning Resource Center	02/22/17- 06/30/18	T-2

b. Contract Faculty
(None)

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Discipline</u>	<u>Employment Term</u>	<u>Effective Date</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE				
VISITING ASSISTANT PROFESSOR				
Denson, Tommie	Mathematics	Spring Semester 2017	02/10/17	D-6
Yoo, Jane	Mathematics	Spring Semester 2017	02/10/17	G-6

1. Appointments (continued)

d. Extra-Curricular Assignments, Academic Year 2017-18

Changes to the list submitted/approved by the Board of Trustees on June 21, 2016.

<u>Name</u>	<u>Activity</u>	<u>Change Type</u>	<u>Stipend</u>
Berber, Alicia	Head Coach, Women’s Basketball	Addition	\$6354.00
Becker, Jordan	Assistant Baseball Coach	Remove	0.00
Hollod, Matthew	Assistant Baseball Coach	Addition	\$4238.00
Kuk, James	Assistant Coach, Football	Addition	\$4238.00
Mathew, Philip	Head Coach, Men’s Basketball	Addition	\$6354.00
Robinson, Nick	Assistant Coach, Track & Field	Addition	\$3968.00
Smith, Damien	Head Coach, Cross Country	Addition	\$4907.00
Smith, Damien	Head Coach, Track & Field	Addition	\$5296.00

e. Department Chairs and Stipends, Academic Year 2016-17

Changes to the list submitted/approved by the Board of Trustees on June 21, 2016.

<u>Name</u>	<u>Department</u>	<u>Chair Stipend</u>	<u>Effective Date</u>
Clark, Daniel	Communications	100%	Fall 2017
Amezquita, AnnaMarie	Communications	0%	Fall 2017

2. Tenured Educational Administrator’s Retreat Request

Board Policy 7250 gives a tenured educational administrator the right to make a formal request to return to a faculty position. Debbie Whitaker, Associate Dean of Academic Support at Riverside City College, has made such a request to return to a tenured faculty position in Early Childhood Education at Riverside City College. This request has the support of the College President.

It is recommended that the Board of Trustees approve and appoint Debbie Whitaker to the position and rank of Associate Professor, Early Childhood Education, at Riverside City College, effective February 1, 2017, with salary placement at E-19 of the Faculty Salary Schedule.

Subject: Academic Personnel

Date: February 21, 2017

3. Salary Placement Adjustment(s)

At their meeting of January 17, 2017, the Board of Trustees approved the appointment(s) of the following faculty member(s). The employees have 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(s) listed below, effective August 29, 2016:

<u>Name</u>	<u>Discipline</u>	<u>Salary Placement</u>
Mathews, Philip	Kinesiology/Head Basketball Coach (M)	E-9

4. Request for Participation in Reduced Employment Program

The Agreement between Riverside Community College District and the Riverside Community College Chapter CCA/CTA/NEA provides for faculty participation in the Reduced Employment Program; and the Vice President, Academic Affairs has reviewed and supports the following request.

It is recommended the Board of Trustees approve the following request, and allow them to participate in the Reduced Employment Program for the 2017-2018 academic year.

<u>Name</u>	<u>Title</u>	<u>Teaching Load</u>
MORENO VALLEY COLLEGE		
Honore, Cheryl	Professor, Accounting	50%

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

In compliance with Education Code Section 87470, the contracts of the temporary faculty members listed below will not be renewed for the 2017-18 academic year and notice will be sent accordingly.

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Brackett, Trevor	Counseling	Norco College
Jurado, Maria	Counseling	Norco College
Lopez, Gertrude	Counseling	Moreno Valley College
Midgett, Jethro	Counseling	Norco College
Orr, Casey	Counseling	Moreno Valley College
Perches, Carmen	Counseling	Moreno Valley College
Spurbeck, Erin	Counseling	Norco College
Townsell, Jeffie	Counseling	Moreno Valley College
Trejo, Silvia	Counseling	Moreno Valley College

Subject: Academic Personnel

Date: February 21, 2017

6. Recommendation Not to Reemploy – Academic Administrator

Education Code Section 72411 (b) allows the Board of Trustees not to enter into a contract for the following year.

It is recommended the employee listed below not be reemployed and the Board of Trustees authorize the Chancellor or his designee to send a notice of non-reemployment for the 2017-18 academic year.

<u>Name</u>	<u>Title</u>	<u>Location</u>
Vakil, David	Dean of Instruction	Moreno Valley College

7. Separation(s) – Resignation(s) and Retirement(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>Position Title</u>	<u>Last Day of Employment</u>
RESIGNATION(S) Lesser, Donna	Associate Professor, Dental Hygiene	03/24/2017

Agenda Item (VI-A-2)

Meeting 2/21/2017 - 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: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

[20170221_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Classified Personnel

Date: February 21, 2017

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/ (On/After) Salary</u>	<u>Action</u>
a.	Management/Supervisory (None)			
b.	Management/Supervisory – Categorically Funded (None)			
c.	Classified/Confidential			
DISTRICT				
	Anthony, Jamal	Community Service Aide I (Part-Time, 48.75%)	02/22/17 C-1	Appointment
	Blankson, Christian	Network Specialist	02/22/17 P-1	Appointment
	Bolanos, Victor	Help Desk Support Technician	02/22/17 I-1	Appointment
	Contreras, Melissa	Payroll Technician	02/22/17 L-5	Promotion
	Hodawanus, Tricia	Administrative Assistant III	02/22/17 I-LS2	Transfer
	Powell, Sendy	Budget Analyst	03/01/17 O-5	Promotion
	Ramirez, Nancy	Executive Administrative Assistant	02/27/17 M-5	Appointment
RIVERSIDE CITY COLLEGE				
	Carrillo, Juan	Groundsperson	02/22/17 E-1	Appointment
	Lee, Angela	Administrative Assistant IV	02/22/17 K-LS1	Promotion
	Vasquez, Amanda	Administrative Assistant I (Part-Time, 48.75%)	02/22/17 E-1	Appointment
NORCO COLLEGE				
	Rodriguez, Rachel	Student Account Specialist	03/06/17 I-1	Appointment
c.	Classified/Confidential - Categorically Funded			
MORENO VALLEY COLLEGE				
	Hill, Yvonne	Counseling Clerk I	02/22/17 E-LS2	Transfer
	Miller, Delia	Outreach Specialist	02/22/17 K-1	Appointment

2. Request to Change Grade/Step

At their regular meeting of January 17, 2017, the Board of Trustees approved the appointment of Sandra Maciel, Administrative Assistant III, to be effective January 18, 2017. There is a necessity to change the Grade/Step from I-1 to I-3.

It is recommended the Board of Trustees approve the change for Ms. Maciel, Administrative Assistant III, to Grade/Step I-3.

3. Request(s) for Temporary Increase/Decrease in Workload

It is recommended the Board of Trustees approve the temporary increase/decrease in workload for the following individual(s). The request(s) have the approval of the college President(s).

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date(s)</u>
Franco, Lorena	Outreach Specialist	47.5% to 62.5%	02/22/17-06/30/17
Grimsby, Angela	Customer Service Clerk	47.5% to 100%	02/01/17-06/30/17
Huizar, Monica	Educational Advisor	100% to 80%	02/01/17-05/05/17
Johnson, Polly	Laboratory Technician II	100% to 90%	01/27/17-12/31/17
Mugavero, Lisa	Laboratory Technician II	75% to 100%	02/21/17-06/30/17
Perez Galindez, Roxana	Grants Administrative Specialist	47.5% to 100%	12/14/16-06/30/17
Ramirez, Gabriela	Student Success Specialist	100% to 75%	01/27/17-05/31/17

4. Request(s) for Permanent Increase/Decrease in Workload

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

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date(s)</u>
Cardoza, Alfred	CTE Projects Specialist	87.5% to 100%	02/20/17
Uduman, Shazna	Student Services Specialist	72.5% to 100%	02/22/17

Subject: Classified Personnel

Date: February 21, 2017

5. Separation(s) – Resignation(s) and/or Retirement(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>
Aldape, Jimmy	Internet Communication Specialist	02/03/17
Beeman, Chani	Director, Diversity, Equity and Compliance	02/13/17
Lugo, Karla	Library Clerk I	01/31/17
Pratt, Linda	Director, Student Financial Services	03/01/17
Sanchez, Seleny	College Receptionist	01/23/17
Youngberg, Joel	Computer Technician	01/30/17

Agenda Item (VI-A-3)

Meeting	2/21/2017 - 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: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

[20170221_Other Personnel](#)
[20170221_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Other Personnel

Date: February 21, 2017

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.

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
	Auxiliary Business Services			
Martin, MaryLou	Specialist	Accounting Services	02/16/17-04/16/17	\$21.20
MORENO VALLEY				
		Dean, Grants &		
Hernandez, Audrey	Administrative Assistant III	Equity Initiatives	02/22/17-04/21/17	\$22.17
Miller, Delia	Outreach Specialist	Outreach	01/01/17-02/28/17	\$24.22
Munoz, Rosa	Outreach Specialist	Outreach	01/01/17-02/28/17	\$24.22
		Admissions and		
Santoyo, Mariana	Student Services Technician	Records	02/09/17-03/22/17	\$23.15
NORCO				
Borders, Janell	Administrative Assistant I	Dean of Instruction	02/13/17-04/13/17	\$18.36
RIVERSIDE				
Becerra, Illiana	Lab Technician I	Life Sciences	02/13/17-06/10/17	\$24.22
	Employment Placement	Career & Technical		
Fitzpatrick, Alyssa	Coordinator	Education	01/03/17-01/27/17	\$24.22
	Instructional	Technology Support		
Hidalgo, Arturo	Media/Broadcast Coordinator	Services	01/03/17-06/30/17	\$32.01
Marsh, Ashley	Senior Tool Room Attendant	Applied Technology	09/01/16-06/30/17	\$20.13
	Instructional	Technology Support		
Martinez, Jimmy	Media/Broadcast Coordinator	Services	01/03/17-06/30/17	\$32.01
Toler, Katie	Administrative Assistant II	CalWORKs	02/01/17-06/30/17	\$20.13
		International Students		
Wong Law, Rowena	Administrative Assistant II	and Program	01/03/17-05/03/17	\$20.13

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Garcia Moreno, Juan C.	Research Intern	Office of Economic Development	01/01/17-06/30/17	\$14.22
Moffatt, Christopher	Marketing and Media Coordinator	Office of Economic Development	01/01/17-06/30/17	\$18.00
Singh, Amarjit	Business Technical Assistant	Office of Economic Development	01/01/17-06/30/17	\$24.00
Sorola, Mary	Interpreter II	Disability Resource Center	02/22/17-06/30/17	\$30.00
MORENO VALLEY				
Alex, Shantine	Conference Coordinator	Student Services	02/22/17-06/16/17	\$24.00
Ayala, Danta	Supplemental Instruction Leader	Academic Support	01/03/17-06/30/17	\$12.00
Garcia, Alma	Supplemental Instruction Leader	Academic Support	01/03/17-06/30/17	\$12.00
Harmison, Dominic N.	Supplemental Instruction Leader	Academic Support	01/03/17-06/30/17	\$12.00
Hernandez, Erick G.	Supplemental Instruction Leader	Academic Support	01/03/17-06/30/17	\$12.00
Lopez Sanchez, David	Supplemental Instruction Leader	Academic Support	01/03/17-06/30/17	\$12.00
Meloncon, Kristen	Supplemental Instruction Leader	Academic Support	01/03/17-06/30/17	\$12.00
Nguyen, Robin	Instruction Leader	Academic Support	02/01/17-06/30/17	\$12.00
Perez, Gabriela	Community Liaison	Outreach	01/18/17-06/30/17	\$13.00
Rios, Belen	Supplemental Instruction Leader	Academic Support	01/03/17-06/30/17	\$12.00
Thomason, Jacob	Supplemental Instruction Leader	Academic Support	01/03/17-06/30/17	\$12.00
Tope, Iona	Instruction Leader	Academic Support	01/03/17-06/30/17	\$12.00
Wilbur, Gloria	Community Liaison	Outreach	01/18/17-06/30/17	\$13.00
NORCO				
Gutierrez, Monica	Office Assistant IV Supplemental	Transfer Center	02/13/17-06/30/17	\$14.00
Huynh, Mason	Instruction Leader	Learning Resources Center	02/03/17-06/30/17	\$12.00
Pick, Emily	Office Assistant IV	Student Financial Services	01/20/17-06/30/17	\$14.00
Sanchez, Seleny	Marketing and Media Coordinator	Transfer Center	02/13/17-06/30/17	\$18.00

*Position Title Change

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
RIVERSIDE				
Aguilar, Biridiana	Office Assistant IV Supplemental	Academic Support	09/26/16-06/30/17	\$14.00
Cecil, James	Instruction Leader	Mathematics	01/03/17-06/30/17	\$12.00
Gallardo, Amanda	Box Office Specialist	Fine and Performing Arts	02/01/17-06/30/17	\$13.00
Godinez, Alexis	Office Assistant III	Early Childhood Studies	02/13/17-06/30/17	\$12.50
Gonzalez-Bravo, Maria	Office Assistant III	Early Childhood Studies	01/03/17-06/30/17	\$12.50
Martinez, Jan	Office Assistant II	Early Childhood Studies	01/03/17-06/30/17	\$10.50
Terkelsen, Amanda	Box Office Specialist Supplemental	Fine and Performing Arts	02/01/17-06/30/17	\$13.00
Trubey, Jacob	Instruction Leader	Mathematics	01/01/17-06/30/17	\$12.00

*Position Title Change

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

Backup Other Personnel
February 21, 2017
Page 1 of 3

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
MORENO VALLEY COLLEGE				
Fine, Jennifer	Student Aide I	Food Services	02/03/17	\$ 10.50
Flores, Flor	Student Aide II	Technology Support	02/06/17	\$ 11.00
Flores, Jose	Student Aide I	Tutorial Services	01/27/17	\$ 10.50
Gudino, Catherine	Student Aide I	Writing and Reading Ctr.	02/03/17	\$ 10.50
Pizzano, Johana	Student Aide I	Food Services	02/02/17	\$ 10.50
Rios, Guadalupe	Student Aide I	Early Childhood Educ.	01/11/17	\$ 10.50
Rodriguez, Andrea	Student Aide I	Food Services	02/03/17	\$ 10.50
NORCO COLLEGE				
Affeldt, Ryan	Student Aide III	Supplemental Instruction	02/03/17	\$ 12.00
Cavanagh, Austin	Student Aide III	Supplemental Instruction	02/03/17	\$ 12.00
Cofer, Daja	Student Aide II	Grants & Student Equity	02/03/17	\$ 12.00
Daniel, Jasmine	Student Aide II	Grants & Student Equity Business, Engineering,	02/03/17	\$ 12.00
Dewey, Ty	Student Aide I	Information Technology	02/01/17	\$ 10.50
Doyle, Alison	Student Aide II	Tutorial Services	11/23/17	\$ 11.00
Fafard, Deven	Student Aide II	Game Development	02/01/17	\$ 11.00
Gilson, Brent	Student Aide III	Supplemental Instruction	02/03/17	\$ 12.00
Hana, Ashraf	Student Aide I	Tutorial Services	02/03/17	\$ 11.00
Melendez, Ryan	Student Aide II	STEM	02/06/17	\$ 11.00
Montreal, Chretien	Student Aide II	STEM	02/03/17	\$ 11.00
Sanchez, Valeria	Student Aide II	STEM	02/07/17	\$ 11.00
Shiv, Ria	Student Aide II	STEM	02/05/17	\$ 11.00
Spradlin, Shannon	Student Aide III	Supplemental Instruction	02/03/17	\$ 12.00
Thompson, Kristen	Student Aide II	Grants & Student Equity	02/03/17	\$ 12.00
Young, Amanda	Student Aide II	STEM	02/04/17	\$ 11.00
Zamora, Vanessa	Student Aide III	Supplemental Instruction	02/03/17	\$ 12.00
RIVERSIDE CITY COLLEGE				
Abraham, Rahel	Student Aide I	Tutorial Services	02/09/17	\$ 10.50
Akyea, Priscilla	Student Aide I	Tutorial Services	02/09/17	\$ 10.50
Autrey, Andrew	Student Aide III	Writing and Reading Ctr. Applied Tech /	01/13/17	\$ 12.00
Awabdy, Crystal	Student Aide II	Film and Television	01/31/17	\$ 11.00
Clements, Serene	Student Aide I	Food Services	02/02/17	\$ 10.50
Diaz III, Edward	Student Aide I	Tutorial Services	02/09/17	\$ 10.50
Georgie, Gabriella	Student Aide II	Disability Resource Ctr	02/09/17	\$ 11.00

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

Backup Other Personnel
February 21, 2017
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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
RIVERSIDE CITY COLLEGE (Continued)				
Hodge, Shanera	Student Aide I	Counseling	02/02/17	\$ 10.50
Horton, Kathryn	Student Aide I	Early Childhood Educ.	02/10/17	\$ 10.50
Isaiah, Maegan	Student Aide I	Upward Bound	02/01/17	\$ 10.50
Jones, Kelsey	Student Aide I	Early Childhood Educ.	01/13/17	\$ 10.50
Larin Soto, Jeffrey	Student Aide I	Tutorial Services	02/10/17	\$ 10.50
Lomeli, Rosamartha	Student Aide I	Early Childhood Educ.	02/01/17	\$ 10.50
Mejia, Carolina	Student Aide I	Early Childhood Educ.	01/12/17	\$ 10.50
Ortiz, Rodolfo	Student Aide III	Writing and Reading Ctr.	01/10/17	\$ 12.00
Pang, Yu	Student Aide I	Tutorial Services	02/09/17	\$ 10.50
Polanco, Vanessa	Student Aide I	Counseling Applied Tech /	01/17/17	\$ 10.50
Rocha, Andrew	Student Aide II	Film and Television	02/01/17	\$ 11.00
Srisamai, Samantha	Student Aide I	Counseling	02/01/17	\$ 10.50
Torres, Marymar	Student Aide I	Early Childhood Educ.	02/01/17	\$ 10.50
Van, Christopher	Student Aide I	Tutorial Services	02/09/17	\$ 10.50

CATEGORICAL FUNDS

CALWORKS WORK STUDY

		Student Financial		
Blackshear, Angela	Student Aide I	Services- RCC	01/12/17	\$ 10.50
Garcia, Alexis	Student Aide I	Culinary Academy-RCC	01/26/17	\$ 10.50
Hodge, Briella	Student Aide I	Culinary Academy-RCC	02/10/17	\$ 10.50
		Accounting Services-		
Holly, Cathy	Student Aide I	RCC	02/01/17	\$ 10.50
Rivera, Hilda	Student Aide I	Culinary Academy-RCC	02/03/17	\$ 10.50
Roberts, Tamera	Student Aide I	Culinary Academy-RCC	02/02/17	\$ 10.50
Torres, Rebecca	Student Aide I	Culinary Academy-RCC	01/25/17	\$ 10.50

COMMUNITY SERVICE PROGRAM

		Disability Support		
Gomez, Mario S	Student Aide I	Services -MVC	02/03/17	\$ 10.50
		Early Childhood		
Montejano, Amanda	Student Aide I	Education -MVC	02/03/17	\$ 10.50
		Early Childhood		
Neal, Jasmin	Student Aide I	Education -MVC	01/24/17	\$ 10.50

MORENO VALLEY COLLEGE

		Natura Science and		
Avalos, Daniel	Student Aide I	Kinesiology	02/03/17	\$ 10.50

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

Backup Other Personnel
 February 21, 2017
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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
MORENO VALLEY COLLEGE (Continued)				
Clark, Jovani	Student Aide I	Student Activities Center	01/12/17	\$ 10.50
Cruz, Michelle	Student Aide I	Writing Reading Center	02/03/17	\$ 10.50
Deuschle, Chad	Student Aide I	Math Lab	01/24/17	\$ 10.50
Flores Loya, Thania	Student Aide I	Food Services	02/03/17	\$ 10.50
Negrete, Nathalie	Student Aide I	Food Services	02/03/17	\$ 10.50
Quin, Jessica	Student Aide I	Dental Assisting	02/03/17	\$ 10.75
Sanchez, Karen	Student Aide I	Food Services	02/03/17	\$ 10.50
Stevens, Jennifer	Student Aide III	Technology Support	02/06/17	\$ 12.00
NORCO COLLEGE				
Gutierrez, Madison	Student Aide I	Upward Bound	02/01/17	\$ 10.50
Syed, Anas	Student Aide I	Learning Resource Center	02/01/17	\$ 10.50
Young, Danielle	Student Aide I	Library	02/01/17	\$ 10.50
RIVERSIDE CITY COLLEGE				
Turrietta, Cynthia	Student Aide I	Culinary Academy	01/24/17	\$ 10.50
Wilson, James	Student Aide I	Track	01/25/17	\$ 10.50

Agenda Item (VI-B-1)

Meeting	2/21/2017 - 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 \$3,065,851 and District Warrant Claims totaling \$5,618,836.

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 \$3,065,851 requested by 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 265732 - 266855) totaling \$5,618,836, 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:

[02212017_Contracts and Purchase Orders Over \\$88,300 Report \(January\)](#)

Report of Purchases-All District Resources
 Purchases Over \$88,300
 1/01/17 thru 1/31/17

PO#	Department	Vendor	Description	Amount
C000527	Facilities - Riverside	GHD Incorporated	Engineering Request for Proposal Award	\$ 144,422
C000536	Risk Management	Apple Valley Communications, Inc.	Security Improvements P2 Bid Award	225,195
<u>Approved/Ratify Purchase Orders of \$88,300 and Over</u>				
C0002677	Applied Technology - Riverside	Blue Mountain Two, LP	Amend #5 / Extends Date & Adds Funds	146,616
C0004646	Facilities Planning & Development	Inland Building Construction Companies, Inc.	CSA P2 Construction - Miscellaneous	242,854
C0005218	Customized Solutions	Cerritos College	Grant / Contract Sub Agreements	107,000
Total				<u>\$ 866,087</u>
All Purchase Orders, Contracts, and Additions for the Period of 1/1/17 - 1/31/17				
Contracts C5510 - C5542 and Contract Additions C2677 - C5495				1,067,909
Purchase Orders P56598 - P57099 and Purchase Order Additions P53510 - P56585				1,052,626
Blanket Purchase Orders B15725 - B15751 Blanket Purchase Order Additions B14732 - B15720				165,100
Total				<u>\$ 2,285,635</u>
Grand Total				<u><u>\$ 3,065,851</u></u>

Agenda Item (VI-B-2-a)

Meeting	2/21/2017 - 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 2016-17 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are under budgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve budget transfers between major object code expenditure classifications within the approved budget to allow for needed purchases of supplies, services, equipment and hiring of personnel. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000).

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

Attachments:

[02212017_Budget Adjustments](#)

Budget Adjustments February 21, 2017

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to provide for annual Student Clearinghouse subscription.		
From: Institutional Effectiveness	Comp Software Maint/Lic	\$ 500
To: Institutional Effectiveness	Periodicals/Magazines/Sub	\$ 500
R2. Transfer to purchase and install the new exhaust hood for the rock and chemical room project.		
From: VP, Business Services	Academic FT Administrator	\$ 85,870
To: Facilities	Fixtures & Fixed Equipment	\$ 85,870
R3. Transfer to establish a new department operating budget for the Vice President, Planning and Development.		
From: VP, Business Services	Administrative Contingency	\$ 5,097
To: VP, Planning & Development	Periodicals/Magazines/Sub	\$ 300
	Copying and Printing	387
	Supplies	4,410
R4. Transfer to establish a new department operating budget for the LaCasa Engagement Center.		
From: VP, Business Services	Other Services	\$ 2,370
To: Student Services	Copying and Printing	\$ 600
	Supplies	1,770

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R5. Transfer to purchase supplies.		
From: VP, Academic Affairs	Travel Expenses	\$ 460
To: VP, Academic Affairs	Supplies	\$ 460
R6. Transfer to purchase supplies.		
From: Dean, Career and Technical Ed	Equipment	\$ 3,000
To: Dean, Career and Technical Ed	Supplies	\$ 3,000
R7. Transfer to purchase supplies and an ergonomic workstation.		
From: President	Administrative Contingency	\$ 1,973
To: President	Supplies	\$ 750
	Equipment	1,223
R8. Transfer to purchase supplies.		
From: Technology Support Services	Repairs	\$ 5,000
To: Technology Support Services	Supplies	\$ 5,000
R9. Transfer to purchase supplies and a new copier.		
From: Languages, Humanities & Social Sciences	Administrative Contingency	\$ 4,780
To: Languages, Humanities & Social Sciences	Supplies	\$ 500
	Equipment	4,280
R10. Transfer to purchase computer equipment.		
From: Athletics	Transportation	\$ 608
To: Athletics	Equipment	\$ 608

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R11. Transfer to provide for transportation and professional services. (Fund 11, Resource 1090)		
From: Performance Riverside	Academic Special Project	\$ 8,431
	Employee Benefits	1,327
	Copying and Printing	2,000
To: Performance Riverside	Transportation	\$ 1,495
	Professional Services	10,263
R12. Transfer to provide for copying and printing.		
From: Fine & Performing Arts	Professional Services	\$ 3,153
To: Fine & Performing Arts	Copying and Printing	\$ 3,153
R13. Transfer to purchase computer equipment.		
From: Dean of Nursing	Other Services	\$ 370
To: Dean of Nursing	Equipment	\$ 370
R14. Transfer to purchase supplies and cellular telephone and to provide for copying and printing.		
From: VP, Student Services	Travel Expenses	\$ 3,406
	Conferences	850
	Comp Software Maint/Lic	3,778
To: VP, Student Services	Copying and Printing	\$ 3,100
	Supplies	4,628
	Equipment	306
R15. Transfer to purchase a muscle therapy machine for athletics.		
From: VP, Student Services	Travel Expenses	\$ 3,595
To: Athletics	Equipment	\$ 3,595

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R16. Transfer to purchase computer equipment.		
From: Counseling	Tests	\$ 2,000
To: Counseling	Equipment	\$ 2,000
R17. Transfer to purchase computer equipment.		
From: Athletics	Repairs	\$ 1,301
To: Athletics	Equipment	\$ 1,301
R18. Transfer to provide for student help.		
From: Outreach	Employee Benefits	\$ 145
To: Outreach	Student Help	\$ 145
R19. Transfer to realign the Foster and Kinship Care Education Grant budget. (Fund 12, Resource 1190)		
From: Foster and Kinship Care Education	Other Services	\$ 1,900
	Supplies	10,675
To: Foster and Kinship Care Education	Classified FT	\$ 7,868
	Classified Overtime	8
	Employee Benefits	3,463
	Professional Services	1,236
R20. Transfer to purchase a laptop. (Fund 12, Resource 1190)		
From: Student Equity	Administrative Contingency	\$ 537
To: Student Equity	Equipment	\$ 537

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R21. Transfer to realign the Student Financial Aid Administration grant budget. (Fund 12, Resource 1190)		
From: SFAA	Employee Benefits	\$ 4,190
	Supplies	5,965
To: SFAA	Classified FT	\$ 6,465
	Classified Perm PT	694
	Conferences	1,988
	Equipment	1,008

Norco

N1. Transfer to provide for special projects and space modification project.

From: VP, Business Services	Administrative Contingency	\$ 14,171
To: Dean of Instruction	Academic Special Project	\$ 127
Building Maintenance	Fixtures and Fixed Equip	11,255
	Equipment	2,789

N2. Transfer to provide for repairs.

From: Academic Affairs	Instructional Supplies	\$ 475
To: Anatomy and Physiology	Repairs	\$ 475

N3. Transfer to provide for instructional supplies. (Fund 12, Resource 1190)

From: TAACCCT	Consultants	\$ 10,000
To: TAACCCT	Instructional Supplies	\$ 10,000

N4. Transfer to provide for a computer and workstation.

From: Administrative Support Center	Repairs	\$ 2,600
To: Administrative Support Center	Equipment	\$ 2,600

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N5. Transfer to purchase a computer.		
From: President	Administrative Contingency	\$ 3,055
To: President	Equipment	\$ 3,055
N6. Transfer to purchase supplies.		
From: Dean of Instruction	Academic Special Project	\$ 800
Information Technology	Instructional Aides, Hourly	500
Library	Student Help – Non-Instr	500
Student Personnel Administration	Administrative Contingency	3,374
To: Dean of Instruction	Supplies	\$ 800
Instructional Support	Supplies	500
Library	Supplies	500
Transfer Center	Supplies	1,539
Job Placement Services	Supplies	1,000
Veterans Services	Supplies	835
N7. Transfer to provide for memberships and software license. (Fund 12, Resource 1190)		
From: SFAA	Supplies	\$ 3,463
To: SFAA	Memberships	\$ 222
	Comp Software Maint/Lic	3241
N8. Transfer to provide for supplies and purchase an iPad.		
From: College Student Services	Conferences	\$ 1,040
To: College Student Services	Supplies	\$ 16
	Equipment	1,024

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N9. Transfer to realign the Foster Youth Stuart Foundation grant budget. (Fund 12, Resource 1190)		
From: Foster Youth Stuart Foundation	Transportation/ Bus Passes	\$ 7,000
To: Foster Youth Stuart Foundation	Supplies	\$ 2,000
	Food	1,000
	Other Services	4,000
N10. Transfer to realign the Disabled Student Programs and Services grant budget. (Fund 12, Resource 1190)		
From: DSP&S	Other Services	\$ 13,391
To: DSP&S	Classified Instructional FT	\$ 5,000
	Instructional Aides, Hourly	3,400
	Copying and Printing	1,000
	Supplies	2,000
	Equipment	791
	Educational Supplies	1,200
N11. Transfer to complete the purchase of a ballistic vest.		
From: Safety & Police	Repairs	\$ 4
To: Safety & Police	Equipment	\$ 4
N12. Transfer to realign the Student Success and Support Program grant budget. (Fund 12, Resource 1190)		
From: SSSP	Supplies	\$ 19,290
To: SSSP	Short-Term Substitute	\$ 954
	Academic Special Project	3,555
	Classified FT	163
	Equipment	14,618

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N13. Transfer to realign the TANF/CalWORKs grant budgets. (Fund 12, Resource 1190)		
From: TANF	Classified FT	\$ 5,372
	Employee Benefits	2,936
	Conferences	150
CalWORKs	Classified FT	2,803
To: TANF	Copying and Printing	\$ 535
	Transportation/ Bus Passes	3,000
	Educational Supplies	4,923
CalWORKs	Employee Benefits	2,803

Moreno Valley

M1. Transfer to purchase educational supplies. (Fund 12, Resource 1190)

From: TANF	Academic PT Non-Instr	\$ 3,651
To: TANF	Educational Supplies	\$ 3,651

M2. Transfer to realign the STEM Project Grant budget. (Fund 12, Resource 1190)

From: Career & Technical Education	Employee Benefits	\$ 7,195
	Indirect Charges	20,805
	Consultants	15,000
	Computer Software/Lic	10,000
	Conferences	10,000
	Other Services	2,500
To: Career & Technical Education	Academic FT Non-Instr	\$ 23,000
	Classified FT	40,000
	Other Transportation Supplies	2,500

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M3. Transfer to realign the Student Equity Grant budget. (Fund 12, Resource 1190)		
From: Student Equity	Administrative Contingency	\$ 9,457
	Academic FT Administrator	4,462
To: Student Equity	Food	\$ 11,775
	Copying and Printing	516
	Supplies	1,275
	Equipment	353
M4. Transfer to purchase supplies and provide for laundry and cleaning services.		
From: Counseling	Classified FT	\$ 4,516
To: Student Services	Supplies	\$ 4,315
Student Services Grants & Equity Programs	Laundry & Cleaning	201
M5. Transfer to provide for student book grants, student financial grants and educational supplies. (Fund 12, Resource 1190)		
From: The California Wellness Foundation	Short-Term Temporary	\$ 5,000
	Other Services	6,000
To: The California Wellness Foundation	Student Financial Grants	\$ 5,000
	Book Grants	3,000
	Educational Supplies	3,000
M6. Transfer to provide for student financial grants. (Fund 12, Resource 1190)		
From: Foster Youth Support Services	Administrative Contingency	\$ 500
To: Foster Youth Support Services	Student Financial Grants	\$ 500

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M7. Transfer to purchase tests. (Fund 12, Resource 1190)		
From: SSSP	Classified FT	\$ 16,500
To: SSSP	Tests	\$ 16,500

District Office and District Support Services

D1. Transfer to provide for a consultant for the transition from Blackboard to Canvas.

From: Educational Services	Classified FT	\$ 10,303
	Employee Benefits	2,297
To: Open Campus	Consultants	\$ 12,600

D2. Transfer to provide for supplies and conferences.

From: Institutional Research	Equipment	\$ 117
To: Institutional Research	Supplies	\$ 10
	Conferences	107

D3. Transfer to produce additional FTES, extending the lease on the former Culinary facility, and professional services.

From: District Support Salary Savings	Classified FT	\$ 278,346
To: VP, Business Services - Norco	Other Services	\$ 83,028
Culinary Academy	Rents and Leases	118,510
Information Services	Professional Services	76,808

D4. Transfer to provide for a desk and architect.

From: Facilities and Planning	Supplies	\$ 450
	Professional Services	15,000
To: Facilities and Planning	Architect's Fees	\$ 15,000
	Equipment	450

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D5. Transfer to realign the Perkins Title I-C grant budget. (Fund 12, Resource 1190)		
From: Perkins Title I-C	Academic Special Project	\$ 15,000
	Classified FT	60,930
	Student Help – Non-Instr	40,000
	Instructional Supplies	9,061
	Supplies	60,000
	Professional Services	49,700
	Other Services	10,000
To: Perkins Title I-C	Equipment	\$ 244,691
D6. Transfer to realign the CTE Data Unlocked grant budget. (Fund 12, Resource 1190)		
From: CTE Data Unlocked	Comp Software Maint/Lic	\$ 7,060
To: CTE Data Unlocked	Short-Term Temporary	\$ 2,000
	Classified Overtime	3
	Employee Benefits	57
	Copying and Printing	3,000
	Food	2,000
D7. Transfer to provide for supplies. (Fund 12, Resource 1190)		
From: Regional Consortia	Meeting Expenses	\$ 1,300
To: Regional Consortia	Supplies	\$ 1,300

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D8. Transfer to realign the Procurement Assistance Center grant budget. (Fund 12, Resource 1190)		
From: Procurement Assistance Center	Supplies	\$ 133,855
To: Procurement Assistance Center	Postage	\$ 20
	Mileage	1,365
	Conferences	2,961
	Memberships	1,100
	Cellular Telephone	165
	Advertising	2,500
	License Fees	170
	Other Services	6,000
	Administrative Contingency	119,574

Agenda Item (VI-B-3-a)

Meeting	2/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 37-16/17 – 2016-2017 Foster Parent Pre-Training Grant
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 \$153,862 to the budget.

Background Narrative:

The Riverside Community College District's Riverside City College has received funding from the Riverside County Department of Public Social Services for the 2016-2017 Foster Parent Pre-Training Grant in the amount of \$153,862. The funds will be used for salaries, benefits, and other operating expenses of the program.

Prepared By: Wolde-Ab Isaac, President, Riverside
FeRita Carter, Vice President of Student Services (RCC)
Cecilia Alvarado, Interim VP of Student Services, RCC

Attachments:

[02212017_Resolution No. 37-16/17 – Foster Parent Pre-Training Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 37-16/17

2016-2017 Foster Parent Pre-Training Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$153,862 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on February 21, 2017.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 37-16/17
 2016-2017 Foster Parent Pre-Training Grant

Year	County	District	Date	Fund
17	33	07	2/21/2017	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0102	8659	153,862 00	REVENUE
								EXPENDITURES
12	DCW	1190	0	6020	0102	2118	50,632 00	Classified FT Administrator
12	DCW	1190	0	6020	0102	2119	19,098 00	Classified FT
12	DCW	1190	0	6020	0102	3220	9,684 00	Employee Benefits
12	DCW	1190	0	6020	0102	3320	4,323 00	
12	DCW	1190	0	6020	0102	3325	1,011 00	
12	DCW	1190	0	6020	0102	3420	27,850 00	
12	DCW	1190	0	6020	0102	3460	139 00	
12	DCW	1190	0	6020	0102	3520	35 00	
12	DCW	1190	0	6020	0102	3620	348 00	
12	DCW	1190	0	6020	0102	4555	6,000 00	Copying/Printing
12	DCW	1190	0	6020	0102	4590	4,000 00	Office and Other Supplies
12	DCW	1190	0	6020	0102	5045	250 00	Postage
12	DCW	1190	0	6020	0102	5198	29,967 00	Professional Services
12	DCW	1190	0	6020	0102	5210	525 00	Mileage
							153,862 00	TOTAL REVENUE
							153,862 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-b)

Meeting	2/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 40-16/17 – 2016-2017 Middle College High School Grant
College/District	Norco
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$10,000 to the budget.

Background Narrative:

The Riverside Community College District's Norco College has received additional funding for the 2016-2017 Middle College High School Grant in the amount of \$10,000 from the California Community Colleges Chancellor's Office. The funds will be used for other operating expenses.

Prepared By: Bryan Reece, President Norco College
Monica Green, Vice President, Student Services

Attachments:

[02212017_Resolution No. 40-16/17 – Middle College High School Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 40-16/17

2016-2017 Middle College High School Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$10,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on February 21, 2017.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 40-16/17
 2016-2017 Middle College High School Grant

Year	County	District	Date	Fund
17	33	07	2/21/2017	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	E00	1190	0	0000	0121	8659	10,000 00	REVENUE
								EXPENDITURES
12	EZG	1190	0	6450	0121	4590	9,616 00	Office and Other Supplies
12	EZG	1190	0	6450	0121	5910	384 00	Indirect Admin Costs
							10,000 00	TOTAL REVENUE
							10,000 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-c)

Meeting	2/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 41-16/17 – 2016-2017 CCC Makerspace Start-Up Grant
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 \$80,000 to the budget.

Background Narrative:

The Riverside Community College District's colleges have received funding for the 2016-2017 CCC Makerspace Start-Up Grant in the amount of \$80,000 from the California Community Colleges Chancellor's Office, passed through from the Sierra Joint Community College District. The funding by college follows: Moreno Valley College - \$40,000 and Riverside City College - \$40,000. The funds will be used for operating expenses.

Prepared By: Irving Hendrick, Interim President, Moreno Valley College
Wolde-Ab Isaac, President, Riverside
Melody Graveen, Dean of Instruction, CTE
Kristine DiMemmo, Dean of Instruction

Attachments:

[02212017_Resolution No. 41-16/17 – CCC Makerspace Start-Up Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 41-16/17

2016-2017 CCC Makerspace Start-Up Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$80,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on February 21, 2017.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT**
 Resolution No. 41-16/17
 2016-2017 CCC Makerspace Start-Up Grant

Year	County	District	Date	Fund
17	33	07	2/21/2017	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	F00	1190	0	0000	0210	8627	40,000 00	REVENUE
12	D00	1190	0	0000	0210	8627	40,000 00	↓
								EXPENDITURES
12	FJC	1190	0	6010	4210	4590	20,000 00	Office and Other Supplies
12	FJC	1190	0	6010	4210	5890	20,000 00	Other Services
12	DJC	1190	0	6010	4210	4590	20,000 00	Office and Other Supplies
12	DJC	1190	0	6010	4210	5890	20,000 00	Other Services
							80,000 00	TOTAL REVENUE
							80,000 00	TOTAL EXPENDITURES

Agenda Item (VI-B-5-a)

Meeting	2/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Purchase and Installation of Office and Classroom Furniture Utilizing The Cooperative Purchasing Network (TCPN) Contract
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase and installation of office and classroom furniture from Heilu Corporation, utilizing The Cooperative Purchasing Network (TCPN) Contract No. R142214 through April 30, 2018.

Background Narrative:

The Cooperative Purchasing Network (TCPN), a national government purchasing cooperative, maintains lists of contracts for goods and services awarded to multiple vendors. TCPN assists in reducing the cost of purchased goods and services for participating agencies by aggregating their purchasing power nationwide. This is accomplished through competitively solicited contracts with lead public agencies. Public Contract Code 20652 authorizes state and local agencies to piggyback on existing bids properly advertised and awarded by other public entities.

Staff recommends use of TCPN Contract No. R142214, as needed throughout the District, with Heilu Corporation, as one of the sources for the purchase and installation of office and classroom furniture. The term of the contract is May 1, 2015 through April 30, 2018, and contains an option to renew for two (2) additional one (1) year periods through April 30, 2020. 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:

None.

Agenda Item (VI-B-6-a)

Meeting	2/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Contracts and Agreements Report Less than \$88,300 – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$1,067,908 for the period of January 1, 2017 through January 31, 2017.

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 \$88,300. The attached listing of contracts and agreements under \$88,300 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:

[02212017_Contracts and Agreements Less than \\$88,300 Report \(January\)](#)

Contracts and Agreements Report - All District Resources

\$88,300 and Under

1/01/17 thru 1/31/17

PO#	Department	Vendor	Business Location	Description	Amount
C0005510	Diversity, Equity & Compliance	Shaw HR Consulting, Incorporated	Newbury Park	Professional Services	\$ 7,500
C0005511	Diversity, Equity & Compliance	Rise Interpreting, Inc.	Arlington, AZ	Professional Services	\$ 7,000
C0005512	Educational Services - Moreno Valley	Ayres Hotel	Moreno Valley	Meeting Expenses	\$ 450
C0005513	International Students - Riverside	ELS Language Centers	Princeton, NJ	Professional Services	\$ 5,000
C0005514	Business Operations - Moreno Valley	Pandora Media, Inc.	Oakland	Advertising	\$ 20,000
C0005515	Institutional Support, Instruction & Curriculum	CPP, Inc.	Sunnyvale	Professional Services	\$ 19,600
C0005516	Risk Management	Agility Recovery Solutions, Inc.	Charlotte, NC	Professional Services	\$ 25,000
C0005517	Career and Technical Ed - Norco	Central Piedmont Community College	Charlotte, NC	Grant / Contract Sub Agreements	\$ 70,000
C0005518	Institutional Support, Instruction & Curriculum	Rodrigues, John	Claremont	Lecturers	\$ 2,500
C0005519	Information Services	Ellucian Company, LP	Fairfax, VA	Software Migration Services	\$ 31,294
C0005520	Information Services	Ellucian Company, LP	Fairfax, VA	Software Migration Services	\$ 9,477
C0005521	Information Services	Ellucian Company, LP	Fairfax, VA	Software Maintenance	\$ 3,100
C0005522	Information Services	Ellucian Company, LP	Fairfax, VA	Software License and Maintenance	\$ 1,200
C0005523	Information Services	Ellucian Company, LP	Fairfax, VA	Professional Services	\$ 37,046
C0005524	Information Services	Ellucian Company, LP	Fairfax, VA	Software License and Maintenance	\$ 6,664
C0005525	Customized Solutions	Strobel, Jacqueline	Irvine	Professional Services	\$ 2,200
C0005526	CTE Projects	Reliable Workplace Solutions	Riverside	Repairs - Service	\$ 3,160
C0005528	Facilities Planning & Development	Hill Partnership, Inc.	Newport Beach	Architect's Fees	\$ 57,950
C0005529	Business & Financial Services	Kadesh & Associates, LLC	Washington, DC	Consultants	\$ 53,000
C0005530	Educational Services - Moreno Valley	Mission Inn	Riverside	Meeting Expenses	\$ 750
C0005531	Academy / Criminal Services	Canon Solutions America, Inc.	Gardena	Rents and Leases	\$ 8,489
C0005532	Workforce Preparation - Riverside	Foundation for California Community Colleges	Sacramento	Professional Services	\$ 48,895
C0005533	Matriculation - Norco	Ellucian Company, LP	Fairfax, VA	Professional Services	\$ 17,094
C0005533	SSSP - Riverside	Ellucian Company, LP	Fairfax, VA	Professional Services	\$ 19,906
C0005534	Health Services - Norco	The Nchem Group, LLC	Berwyn, PA	Lecturers	\$ 30,000
C0005535	Performance Riverside	OD Music, Inc.	Woodland Hills	Professional Services	\$ 49,073
C0005537	Facilities - Riverside	Anderson Air Conditioning, LP	Fullerton	Construction Contract	\$ 85,870
C0005538	Academy / Criminal Services	City of Moreno Valley	Moreno Valley	Rents and Leases	\$ 1,299
C0005539	Academy / Criminal Services	Harland Technology Services	Omaha, NE	Repairs - Service	\$ 387
C0005540	Business Operations - Moreno Valley	Firstline Security Systems, Inc.	Anaheim	Computer Software Maint/Lic	\$ 1,600
C0005541	Workforce Preparation - Riverside	Student Data Warehouse, Inc.	Austin, TX	Professional Services	\$ 23,663
C0005542	Facilities - Riverside	Pure Water Technology, Inc.	Redlands	Rents and Leases	\$ 3,810
N/A	IT & Legal Services	DynTek Services, Inc.	Newport Beach	Community Service Program	No Cost
N/A	Career & Tech Ed	Riverside Unified School District	Riverside	Community Service Program	No Cost
N/A	Student Financial Services	My Learning Studio Outreach	Riverside	Community Service Program	No Cost
N/A	Foster Youth Program	Riverside County Office of Education	Riverside	Certification Training Program	No Cost
N/A	Community Education	California Mind Institute - Balaji Nettimi	La Quinta	Community Education Services	No Cost
N/A	Community Education	Clinton Sandusky	Yucaipa	Community Education Services	No Cost
N/A	Economic Development	City of Riverside	Riverside	Management Training Services	No Cost
N/A	Nursing	DaVita Dialysis Contracting, LLC	Denver, CO	Clinical Training Program	No Cost
N/A	Student Services	My Learning Studio Outreach	Riverside	Student Work Study Program	No Cost
N/A	Academic Affairs	College Futures Foundation	San Francisco	Guided Education Program	No Cost
N/A	Career & Tech Ed	Riverside County Office of Education	Riverside	Articulation Agreement CAT-3	No Cost
N/A	Career & Tech Ed	Grossmont-Cuyamaca Community College District	El Cajon	Training Agreement #3865-46663-R3	No Cost
N/A	President - Riverside City College	Riverside County Department of Public Services	Riverside	Kinship Care Education Program	No Cost
Additions to Approved/Ratify Contracts of \$88,300 and Under					
C0002988	Physical and Life Sciences - Norco	Corona - Norco Unified School District	Norco	Rents and Leases	\$ 330
C0002988	Arts, Humanities & World Languages-Norco	Corona - Norco Unified School District	Norco	Rents and Leases	\$ 623
C0002988	Social & Behavioral Sciences - Norco	Corona - Norco Unified School District	Norco	Rents and Leases	\$ 1,393

Contracts and Agreements Report - All District Resources
 \$88,300 and Under
 1/01/17 thru 1/31/17

PO#	Department	Vendor	Business Location	Description	Amount
C0002988	Communications - Norco	Corona - Norco Unified School District	Norco	Rents and Leases	\$ 3,263
C0002988	Business, Engineering & Information Sys.-Norco	Corona - Norco Unified School District	Norco	Rents and Leases	\$ 4,180
C0003364	Administrative Support Center - Riverside	Sharp Electronics, Corp.	Mahwah, NJ	Repairs - Service	\$ 6,382
C0003539	Risk Management	York Insurance Services Group, Inc.	Upland	Claims Expense	\$ 21,200
C0003983	Finance	Reliable Workplace Solutions	Riverside	Repairs - Service	\$ 17
C0004167	Communications Center - Moreno Valley	Canon Financial Services, Inc.	Carol Stream, IL	Repairs - Service	\$ 5,200
C0004380	Administrative Services Center	Sharp Electronics Corp.	Pasadena	Repairs - Service	\$ 7,000
C0004521	Performance Riverside	Tickets.com	Cosa Mesa	Computer Software Maint/Lic	\$ 2,743
C0004630	Facilities Planning & Development	Nealectric, Inc.	Poway	Construction Contract	\$ 13,279
C0004633	Facilities Planning & Development	Preferred Ceilings, Inc.	Brea	Construction Contract	\$ 6,851
C0004634	Facilities Planning & Development	Triumph Painting	Riverside	Construction Contract	\$ 956
C0004638	Facilities Planning & Development	Letner Roofing Co.	Orange	Construction Contract	\$ 3,110
C0004642	Facilities Planning & Development	Columbia Steel, Inc.	Rialto	Construction Contract	\$ 8,717
C0004648	Facilities Planning & Development	Inland Building Construction Companies, Inc.	San Bernardino	Construction Contract	\$ 77,677
C0004652	Facilities Planning & Development	J. M. Farnan Co., Inc.	La Verne	Construction Contract	\$ 3,850
C0004654	Facilities Planning & Development	Letner Roofing, Co.	Orange	Construction Contract	\$ 8,865
C0004671	Facilities Planning & Development	West-Tech Mechanical, Inc.	Montclair	Construction Contract	\$ 65,026
C0004806	Career and Technical Ed - Moreno Valley	Harland Technology Services	Omaha, NE	Repairs - Service	\$ 956
C0005058	Facilities - Riverside	Orkin, Inc.	Atlanta, GA	Pest Control Services	\$ 888
C0005151	Customized Solutions	Miles, Koyett	San Diego	Training	\$ 7,024
C0005158	President - Norco Campus	Pure Water Technology, Inc.	Redlands	Rents and Leases	\$ 3,174
C0005194	Customized Solutions	DLI Associates, LLC	Kamuela, HI	Consultants	\$ 40,000
C0005211	Workforce Preparation - Riverside	Shred-It USA, LLC	Blue Ash, OH	Shredding Services	\$ 670
C0005263	Academy / Criminal Services	Riverside County	Riverside	Rents and Leases	\$ 13,525
C0005331	Academy / Criminal Services	Harland Technology Services	Omaha, NE	Repairs - Service	\$ 782
C0005336	Chancellor's Office	The Education Leadership Group	Monterey	Consultants	\$ 3,048
C0005403	Risk Management	Liebert Cassidy Whitmore	Los Angeles	Legal	\$ 72,700
C0005408	Performing Arts - Riverside	OD Music, Inc.	Woodland Hills	Professional Services	\$ 10,000
C0005414	Workforce Preparation - Riverside	Lappin, Amber	Menifee	Professional Services	\$ 375
C0005416	Workforce Preparation - Riverside	Williams, Michelle	Moreno Valley	Professional Services	\$ 1,550
C0005417	Workforce Preparation - Riverside	Inman, Tracy	San Bernardino	Professional Services	\$ 475
C0005418	Workforce Preparation - Riverside	Stephan, Victoria	Corona	Professional Services	\$ 3,100
C0005419	Workforce Preparation - Riverside	Crain, Dan	Yucaipa	Professional Services	\$ 2,050
C0005420	Workforce Preparation - Riverside	Rigney, Susan Marie	Palm Desert	Professional Services	\$ 350
C0005421	Workforce Preparation - Riverside	Friend, Cherie L.	Murrieta	Professional Services	\$ 2,200
C0005423	Workforce Preparation - Riverside	Frontino, Erica	Riverside	Professional Services	\$ 1,125
C0005424	Workforce Preparation - Riverside	Victoriano, Eutimio	Moreno Valley	Professional Services	\$ 4,600
C0005427	Workforce Preparation - Riverside	Phillips, Carol J.	Riverside	Professional Services	\$ 400
C0005432	Facilities - Norco	Sundown Window Tinting	Riverside	Fixtures & Fixed Equip	\$ 278
C0005495	Facilities - Norco	Advanced Electrical Contracting, Inc.	Riverside	Remodel Projects	\$ 5,000
				Total	<u>\$ 1,067,909</u>

Agenda Item (VI-B-6-b)

Meeting	2/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Contract Agreement to provide licensed commercial drivers for the RCC Tigers bus for educational and athletic events with Adecco Transportation.
College/District	Riverside
Funding	General Fund
Recommended Action	It is recommended that the Board of Trustees approve the continued use of Adecco Transportation for licensed commercial driver services as related to the RCC Tigers bus, and approve the overall contract dollar amount not to exceed, \$121,585.

Background Narrative:

In October 2013, Riverside City College entered into a contract with Adecco Transportation, a division of Adecco USA, to provide licensed commercial drivers for the RCC Tigers bus, for various events such as athletics, instructional field trips, and student competitions. The term of the contract is from September 17, 2013 through September 18, 2018 (5 years), with an open ended dollar amount based on usage. Currently the average annual cost of these transportation services has been approximately \$24,371 per year, for the past three years; and moving forward for the final two years of the contract we are continuing to estimate this same amount of \$24,371 bringing the total estimated contract amount of approximately \$121,585.

At this time, Riverside City College is requesting permission for continued use of Adecco Transportation, for their services to provide professional, licensed drivers for the RCC Tiger bus, and authorize the overall contract dollar amount not to exceed \$121,585. This estimated dollar amount will fund services needed through FY 2017-2018.

Prepared By: Wolde-Ab Isaac, President, Riverside
Sherrie DiSalvio, Financial and Technical Analyst

Attachments:

[Adecco Transportation](#)

Client Service Agreement for Temporary Drivers

THIS AGREEMENT is made as of September ____, 2013 between **Adecco Transportation**, a division of Adecco USA, Inc., a Delaware corporation, with its principal place of business at 175 Broad Hollow Road, Melville, New York 11747 ("Provider"), and Riverside Community College District, on behalf of Riverside City College a fully accredited educational institution, with an address at 4800 Magnolia Ave., Riverside, CA 92506 ("Carrier").

Provider and Carrier agree as follows:

1. Assigning of Drivers. Adecco will assign commercial drivers ("Drivers"), under Carrier's operational direction, supervision, and control, as needed by Carrier from time to time in connection with Carrier's business, upon the terms and conditions set forth in this Agreement and its Schedules. This Agreement is not exclusive and Carrier may also use its own employees or personnel provided by third parties.

2. Services Provided by Provider. Provider will provide the following services to Carrier (hereinafter referred to as "Services"):

2.1 Drivers. Provider will recruit, hire and provide Drivers with the qualifications required by Carrier and as set forth in Schedule B. Provider will ensure that Drivers will possess all necessary licenses and meet applicable qualifications of federal, state and local laws and regulations. More specifically, Provider, at its cost, shall:

- a) Make legally-required employment law disclosures (wage-hour posters, ect.) to Drivers;
- b) Establish, calculate, and pay Drivers' wages and overtime;
- c) Exercise human resources (non-operational) supervision over Drivers;
- d) Withhold, remit, and report on Drivers payroll taxes and charges for programs that Provider is legislatively required to provide (including workers' compensation);
- e) Maintain personnel and payroll records for Drivers;
- f) Obtain and administer I-9 documentation of Drivers' right to work in the United States;
- g) Require that Drivers pass a pre-employment and annual review of their Motor Vehicle Record;
- h) Require that Drivers take and pass a pre-employment drug test;
- i) Obtain verification of non-expired medical certificate as required by law or otherwise specifically requested by Carrier in writing for Drivers;
- j) Complete, when required, a US DOT application for the Driver;

- k) Enroll Contract Workers in the California Pull Notice Program, or other similar state program, when Drivers are governed by such program;
- l) When appropriate under the requirements provided by Carrier, verify appropriate driver's license endorsements such as Hazardous Material, Doubles, and/or Tankers for Drivers;
- m) Ensure that a copy of the Driver Qualification File containing any document required by the US DOT is available to Carrier prior to commencement of driver assignment, if applicable.

2.2 Background Checks Provider's screening process does not routinely include criminal background checking. On Carrier's written request, a criminal background check of prospective Drivers will be conducted. Carrier acknowledges and agrees that Adecco shall apply its own adjudication criteria to the results of such background checks when placing Drivers on assignment to Carrier. Any change to this requirement shall be made only by formal amendment to this Agreement.

2.2.1 Non-Discrimination. The parties shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law and that harassment of any student or employee of Carrier based on the above-listed protected categories is strictly prohibited.

2.3 Alcohol and Drug Prevention. Provider will administer an alcohol and drug prevention program for those Drivers operating a motor vehicle, which complies with applicable laws and regulations, including testing, analysis of test results, an employee assistance program, and appropriate record keeping. Provider will make a description of its program available to Carrier upon request, and will timely provide to Carrier all information and documents in its possession reasonably requested by Carrier to comply with its obligations under law as a motor Carrier.

3. Orders. All orders from Carrier for Drivers shall be directed in writing or email to the following or such other individual as designated by Provider in writing:

East Coast HUB-Michael Leggett-Branch
Manager PH (678) 290-0519FX (770) 799-1457

Client Service Agreement for Temporary Drivers

Toll free PH (877) 329-3366
michael.leggett@adecco.com

West Coast HUB-Corina Slay-Senior Recruiter
PH (562) 941-1291 FX (562) 944-6343 Toll
free PH (877) 329-3385
corina.slay@adecco.com

4. Payments. Provider will invoice Carrier each week for all charges described in this Agreement and in the Schedules A attached hereto. Carrier will pay each invoice submitted upon receipt. Any sales, use, value added, or similar taxes that apply to sales to Carrier will be added to Carrier's invoices as a separate item.

If any government-mandated cost (such as a required wage, minimum wage, payroll tax, insurance premium, assessment, contribution, benefit, or fee) is imposed, increased, adjusted, or newly introduced with respect to Drivers assigned to Carrier, Provider will notify Client and add it, without markup, to Client's invoices until Client and Adecco adopt a new Rate Schedule.

5. Employment Relationship. Each Worker will be employed by Provider, which will make all decisions concerning hiring, termination, and wages, of the Drivers. Carrier reserves the right at all times and for any lawful reason to refuse to accept or continue to accept the services of any Driver proposed to be provided by Provider.

6. Compliance with Laws. Carrier is responsible as a Motor Carrier for compliance with all applicable laws and regulations governing its business, including without limitation the Federal Motor Carrier Act including any training required for the transportation of Hazardous Materials defined therein, US DOT, hours of service regulations, maintenance of all vehicles utilized by Drivers, ensuring that Carrier has the proper permits and licenses, and maintenance and monitoring of all driver logs. Provider will maintain all data necessary to assist Carrier in complying with these laws and regulations and will make copies of the data available to Carrier as needed. Provider will also comply at its expense with all laws and regulations applicable to employment of the Drivers, to the Services provided, and to the conduct of Provider's business, including without limitation payment of all taxes when due and compliance with laws prohibiting employment discrimination.

7. Insurance.

7.1 Insurance Provided by Provider. Provider will provide at its expense the following insurance coverage's: (1) Worker's Compensation Insurance on all Drivers, as required by state law; and (2) Employer's Liability Insurance in the amount of at least \$1,000,000

Revised 091207

per occurrence. Provider will furnish certificates of insurance evidencing it has fulfilled its obligations as provided in this Paragraph and Provider agrees that the above-mentioned insurance shall not be canceled, amended, or allowed to lapse except upon thirty (30) days prior written notice to Carrier.

7.2 Insurance Provided by Carrier. With respect to any vehicles used pursuant to this Agreement, Carrier will procure and maintain in full force and effect throughout the life of this Agreement an Automobile Liability insurance policy with a reputable company, having an A.M. Best rating of not less than A-, FSC "X", which names Provider and its officers and employees as additional insureds thereunder, and with the following coverages: Bodily injury and property damage on a combined single limit basis of at least \$1,000,000 for each accident. Further, Carrier represents that it has in full force and effect a policy of general liability insurance in an amount not less than \$1,000,000 dollars and a policy of umbrella liability in an amount not less than \$10,000,000 with insurance Carriers acceptable to Provider, per the aforementioned A.M. Best rating requirements, the acceptance of which will not be unreasonably withheld, which protects Carrier from and against any and all liabilities, claims, causes of action, losses, damages or expenses, etc, which are related to motor vehicle operation, ownership or use of its retail sites, warehouses, or dock facilities or any goods or delivery of goods associated therewith. Further, Carrier shall obtain endorsements on said policies naming Provider and its officers and employees as additional insureds for any claims that arise out of or in the course of any activity being performed by employees within the scope of the duties of their work for Carrier. All insurance requirements may also be met through a program of self-insurance or through a JPA. Upon request, Carrier will furnish certificates of insurance evidencing it has fulfilled its obligations as provided in this Paragraph and which indicate that the above-mentioned insurance shall not be canceled, amended, or allowed to lapse except upon thirty (30) days prior written notice to Provider. In addition, where the Drivers will be transporting Hazardous Materials as defined by the Federal Motor Carrier Act, Carrier shall be required to provide an MCS-90 endorsement on its Automobile Liability policy.

7.3 Insurance Policies and Claims. The insurance policies providing the foregoing coverages will be written in standard form by insurance companies authorized to transact business in all the jurisdictions in which Drivers will be used. The insurance policies will also provide that the insurance company will give each party at least 30 days prior written notice of any proposed cancellation or adverse modification. Each party will provide to the other a certificate of insurance evidencing the foregoing coverages. Provider and

Client Service Agreement for Temporary Drivers

Carrier will cooperate with each other and with the insurance companies providing the foregoing coverage. Each party will immediately report to the other any accident or casualty involving a Worker and will promptly deliver to the other copies of all documents received relating to any claim or proceeding involving a Worker.

8. Indemnification.

8.1 Carrier shall indemnify, defend and hold harmless Provider, its parent and subsidiary companies, affiliates, directors, officers, employees, and agents and other representatives from and against any and all claims, demands, losses, liabilities, damages, expenses (including reasonable attorney's fees) and causes of action for bodily injury and property damage (including but not limited to damage to Carrier's merchandise or product, supplies, tools, equipment and communication devices) caused by or resulting from (1) Driver's use of any vehicles in the course and scope of their assignment to Carrier whether caused in whole or in part by Driver; (2) Carrier's negligent performance under this Agreement; or (3) breach by Carrier of its obligations under this Agreement.

8.2 Provider shall indemnify, defend and hold harmless Carrier, its parent and subsidiary companies, affiliate, directors, officers, employees, and agents and other representatives from and against any and all claims, demands, losses, liabilities, damages, expenses (including reasonable attorney's fees) and causes of action for bodily injury and property damages to the extent directly caused by or arising out of (1) Driver's proven acts of theft, fraud, or dishonesty committed by Driver in the course and scope of the assignment limited to \$50,000 per occurrence and \$100,000 annual aggregate; (2) Provider's negligent performance of Services as defined in Section 2 above; or (3) breach by Provider of its obligations under this Agreement.

8.3 Each party shall promptly notify the other of the Assertion of any claim covered by this Agreement so that Provider has a reasonable time within which to notify its insurers of such claim and shall tender the defense of the claim. Failure to so notify shall not relieve Provider of its obligations hereunder except to the extent such failure actually and materially caused prejudice.

8.4 Non Commercial Driver and or Non Safety Sensitive Provision With respect to Carriers whom require provider to supply Non Commercial Drivers and or Non Safety Sensitive staffing services. This section will replace requirements of section 7.2. Insurance Provided by Carrier. With respect to any vehicles used pursuant to this Agreement, Carrier will procure and maintain in full force and effect throughout the life of this Agreement an Automobile Liability insurance policy

Revised 091207

with a reputable company, having an A.M. Best rating of not less than A-, FSC "X", which names Provider and its officers and employees as additional insureds thereunder, and with the following coverages: Bodily injury and property damage on a combined single limit basis of at least \$1,000,000 for each accident. Further, Carrier represents that it has in full force and effect a policy of general liability insurance in an amount not less than \$1,000,000 dollars and a policy of umbrella liability in an amount not less than \$3,000,000 with insurance Carriers acceptable to Provider, per the aforementioned A.M. Best rating requirements. All insurance requirements may also be met through a program of self-insurance or through a JPA. Further, Carrier shall obtain endorsements on said policies naming Provider and its officers and employees as additional insureds for any claims that arise out of or in the course of any activity being performed by employees within the scope of the duties of their work for Carrier. Upon request, Carrier will furnish certificates of insurance evidencing it has fulfilled its obligations as provided in this Paragraph and which indicate that the above-mentioned insurance shall not be canceled, amended, or allowed to lapse except upon thirty (30) days prior written notice to Provider.

9. Term and Termination. This Agreement will be for a term of five (5) years from September 17, 2013 to September 17, 2018. Either party may terminate this Agreement upon at least 30 days' prior written notice to the other party. All obligations under this Agreement will continue after the effective date of termination, as to events occurring on or prior to the effective date of termination.

10. Limitation of Liability. Except for the indemnification obligations set forth in this Agreement, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES OR EXPENSES OR LOST PROFITS (REGARDLESS OF HOW CHARACTERIZED AND EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES) UNDER OR IN CONNECTION WITH THIS AGREEMENT OR ANY ORDER UNDER THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION (WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY, STATUTORY LIABILITY OR OTHERWISE).

11. Miscellaneous.

11.1 Assignment. Provider may not assign this Agreement or any interest in it without Carrier's prior written consent.

11.2 Modifications. This document with its Schedules A (Rate Sheet), Schedule B, and/or addenda constitutes the complete agreement between the parties

Client Service Agreement for Temporary Drivers

with respect to its subject matter, superseding any prior oral or written representations, agreements, or understandings relating to this Agreement or its subject matter. No contemporaneous or future representation, agreement, understanding, or waiver will be binding on the parties unless in writing signed by both parties. Failure to strictly enforce any provision of this Agreement will not be construed as a waiver of that provision or as excusing any party from future performance.

11.3 Force Majeure. Neither party will be liable to the other for failure to perform under this Agreement or for any resulting damages, if prevented by or resulting from acts of God, governmental authority, labor unrest, or other cause beyond the affected party's reasonable control.

11.4 Notices. Any notice required or permitted to be delivered by one party or another under or in connection with this Agreement shall be deemed sufficiently given after three business days if sent by certified U.S. mail, return receipt requested, or after one business day if sent by nationally recognized overnight carrier to the attention of the individual(s) and at the address (es) indicated below:

If to Provider, to:

Adecco Transportation,
a division of Adecco USA, Inc.
Myfinda Campbell/Frank Mathis
268 W. Hospitality Lane Suite 107
San Bernardino, CA 92408
Telephone #: 909-381-2251
Fax #: 909-889-9892

With a copy to:

Adecco USA, Inc.
175 Broad Hollow Road
Melville, NY 11747
Attention: General Counsel
Telephone #: 631-844-7800
Fax #: 631-844-7266

If to Client, to:

Telephone #: _____
Fax #: _____

11.5 Governing Law. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of California, notwithstanding choice of law principles.

11.6 Signatures. When properly executed, this Agreement is binding and for the benefit of both parties and their respective successors and permitted assigns. Provider and Client have caused this Agreement to be executed by their authorized representatives as of the date shown above.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below, to be effective as of the date first set forth above.

**Adecco Transportation, a division of
Adecco USA, Inc.**

By: Peter Michael Gates
Printed Name: Peter Michael Gates
Title: A.G.
Date: 11-13-13

Carrier
By: Willard Isaac 10/17/13
Printed Name: Dr. Wolde-Ab Isaac
Title: Interim President, Riverside City College
Date: 10-17-2013

Client Service Agreement for Temporary Drivers

Schedule A to Driver's Agreement Rates

Pricing

\$23.40 per hour

Client shall not hire, transition or convert Adecco's Drivers.



21 August 2015

Addendum to Schedule A to Driver's Agreement between:
Adecco Transportation, a division of Adecco USA
and
Riverside Community College District on behalf of Riverside City College
4800 Magnolia Ave., Riverside, CA 92506

Revised Driver Billing Rate:

Hourly billing rate is \$36.80
Overtime multiples apply as per state labor regulations.
Client shall not hire transition or convert Adecco's Drivers.

Riverside Community College District
On behalf of Riverside City College

Adecco Transportation

Sign: Wolde Ab Isaac

Sign: [Signature]

Print: Wolde-Ab Isaac

Print: Peter W Gates

Title: President

Title: ROM

Date: 9/20/15

Date: 9-10-15

Agenda Item (VI-B-6-c)

Meeting	2/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Contract Agreement to fulfill the existing duties of the Director, Center for Social Justice and Civil Liberties with PJ and MJ Abraham
College/District	Riverside
Funding	General Fund – Restricted – Center for Social Justice and Civil Liberties
Recommended Action	It is recommended that the Board of Trustees approve a contract extension for PJ & MJ Abraham Inc., to continue providing Director duties at the Center for Social Justice and Civil Liberties (CSJCL) through June 30, 2016, and approve the overall contract amount not to exceed, \$125,375.

Background Narrative:

On March 10, 2016, Riverside Community College District entered into a contract with PJ & MJ Abraham Inc., to fulfill the existing duties and responsibilities of the Director for the Center for Social Justice and Civil Liberties (CSJCL). The original term of the contract was March 10, 2016 through June 10, 2016, with an operating cost of \$27,200. Subsequent to this contract operational control of the CSJCL transferred to Riverside City College in May 2016. Two additional contract amendments have been processed extending the consulting work of PJ and MJ Abraham Inc. through January 31, 2017, bringing the total value of the contract to \$82,875.

At this time Riverside City College is seeking approval to provide an additional contract amendment to PJ and MJ Abraham Inc., extending their consulting services thru June 30, 2017, bringing the revised value of the contract amount to \$125,375.

Prepared By: Wolde-Ab Isaac, President, Riverside
Sherrie DiSalvio, Financial and Technical Analyst

Attachments:

[Contract with PJ and MJ Abraham](#)

PJ & MJ Abraham, Inc.

January 23, 2017

Wolde-Ab Isaac, Ph.D.
President, Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506

Dear Wolde-Ab,

My current contract ends January 31, 2017. I have agreed to extend my contract to allow RCC time to recruit, hire and provide an overlap period to ensure a smooth transition for the new CSJCL Director. The scope of work provided below outlines the duties and focus of work to be implemented during the extended contract period ending June 30, 2017.

Contract Extension: January 31 - June 30, 2017.

Proposal/Scope of Work: (estimated @ 25 hours per week)

Maintain existing public hours and staffing oversight, coordinate educational tours, approve and coordinate use of the Center both public and private, maintain community outreach, oversee the Okubo Collection processing of artworks, and move forward with getting the Okubo artwork/archives on the RCC network for public viewing and research, explore loan of Okubo artworks to selected museums in the region, promote the Centers film series and expand films to RCC faculty /students, return WGC exhibit to CAAM January 2017, coordinate speakers or activities related to the films, secure students and volunteers and train on Center operations and Docent responsibilities, begin kids educational Trailblazer Program February 2017, implement student art exhibit (Justice themed) as proposed, handle all business related to the Center and work closely with staff, community members, public and private agencies to enhance the Center and promote its existence and purpose.

You have a copy of the original agreement and prior extensions. Aside from this proposal, the hourly rate, terms and conditions of the original contract shall remain in force. Should any hours be required beyond 100 hours per month they will be billed at same rate. Per your email approval of January 19, 2017, I will continue the duties of Interim Director and proceed with Center business and representation.

Best Regards,

MJ Abraham,

PJ & MJ Abraham, Inc.
PO Box 9677, Laguna Beach, CA 92652
(951) 533-7771
mjabraham@earthlink.net
MJ.Abraham@rcc.edu

In Witness Whereof, the parties hereto have caused this Agreement to be executed by their duly authorized representatives to include the initial service agreement of March 01, 2016 and sets for this agreement extension proposal of June 30, 2017. Dr. Wolde-Ab Isaac, President, Riverside City College (RCC) and representative for the Center for social Justice and Civil Liberties, and MK Abraham, Consultant and Principal of PJ & MJ Abraham, Inc.

Service Recipient:

Riverside Community College District/Riverside City College and the Center for Social Justice and Civil Liberties

By: _____

Dr. Wolde-Ab Isaac, President

Service Provider:

PJ & MJ Abraham, Inc.

By:  _____

MJ Abraham, Consultant

Service Agreement

This Contract for Services is made effective as of March 10, 2016, by and between RCCD/Center for Social Justice and Civil Liberties of 3801 Market Street., Riverside, California 92501, and PJ & MJ Abraham, Inc. (Consultant/Contractor) of PO Box 9677, Laguna Beach, California 92652.

1. **Description of Services.** Beginning on March 10, 2016, Consultant will provide to Center for Social Justice and Civil Liberties the following services:

Fulfill existing duties and responsibilities of the Director under the guidance and approval of the Center's representative Chris Carlson. Administrative Services will be provided at 20 hours per week (schedule to be determined based upon approved activities) and will include Saturday coverage 10 - 4:00. Additional hours may be available and will be negotiated per request.

Services include supervision and coordination of staff and volunteers during public and private CSJCL activities and management of existing projects and programs in accordance with the Centers policies and procedures. Marketing communications, public relations, strategic or tactical lead on new projects or programs may be provided as requested to the extent deemed appropriate by both parties.

Attached: Proposed Center activity and event schedule March through June 3, 2016

2. **Term:** This Contract will remain in effect for the period of March 10, 2016 through June 10, 2016.
3. **Payment:** Payment shall be made to PJ & MJ Abraham, Inc., PO Box 9677, Laguna Beach, CA 92652. Center for Social Justice and Civil Liberties agrees to pay monthly Consultant fee of \$6,800 per month (80 service hours) paid in installments of \$3,400 bi monthly. Invoices will be submitted bi monthly to Center representative Chris Carlson.

Center for Social Justice and Civil Liberties shall pay all costs of collection, including without limitation, reasonable attorney fees. In addition to any other right or remedy provided by law, if Center for Social Justice and Civil Liberties fails to pay for the services when due, Contractor has the option to treat such failure to pay as a material breach of this contract, and may cancel this Contract and or seek legal remedies.

4. **Confidentiality:** Contractor, (and its employees, agents, or representatives), will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Contractor, or divulge, disclose, or communicate in any manner, any information that is proprietary to the Center for Social Justice and Civil Liberties. Contractor will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Contract. Any oral, or written waiver by the Center for Social Justice and Civil Liberties of confidential obligations which allows Contractor to disclose the Center's confidential information will be limited to a single occurrence and tied to specific information disclosed to a specified party. This confidentiality clause will continue to be in effect for all other occurrences. Upon termination of this Contract, Contractor will return to the Center for Social Justice and Civil Liberties all records, notes, documentation and other items that were used, created, or controlled by Contractor during the term of this Contract.
5. **Warranty:** Contractor shall provide its services and meet its obligations under this Contract in a timely manner and workmanlike manner, using knowledge and recommendations for performing the services which meet generally acceptable standards in Contractor's community and region, and will provide a standard of care equal to, or superior to, care used by service providers similar to Contractor on similar projects.
6. **Default:** The occurrence of any of the following shall constitute a material default under this Contract:
 - a. The failure to make a required payment for services when due.
 - b. The failure to make available or deliver the Services in the time and manner provided for in this Contract.
7. **Remedies:** In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract (including without limitation the failure to make monetary payment when due) the other party shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 10 days from the effective date of such notice to cure the default(s). Unless waived in writing by a party providing notice, the failure to cure the default (s) within such time period shall result in the automatic termination of this Contract.
8. **Force Majeure:** If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party is unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national

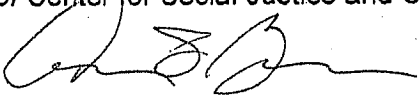
emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party or its employees, officers, agents, or affiliates.

9. **Dispute Resolution:** The parties will attempt to resolve any dispute out of or relating to this Agreement through friendly negotiations amongst the parties. If the matter is not resolved by negotiation, the parties will resolve the dispute using the Alternative Dispute Resolution (ADR) procedure. Any controversies or disputes arising out of this Agreement will be submitted to mediation in accordance with the statutory rules of mediation. If mediation does not successfully resolve the dispute, the parties may proceed to seek an alternative form of resolution in accordance with any other rights and remedies afforded to them by law.
10. **Entire Agreement:** This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.
11. **Severability:** If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.
12. **Amendment:** This Contract may be modified or amended in writing by mutual agreement between the parties, if the writing is signed by the party obligated under the amendment. This Contract shall be construed in accordance with the laws of the State of California.
13. **Notice:** Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.
14. **Waiver of Contractual Right:** The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this contract.
15. **Attorney's Fees to Prevailing Party:** In any action arising here under or any separate action pertaining to the validity of this Agreement, the prevailing party

shall be awarded reasonable attorney's fees and costs, both in the trial court and on appeal.

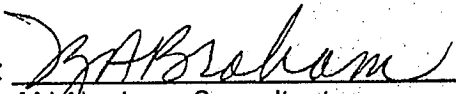
In Witness Whereof, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written. Chris Carlson, Chief of Staff & Facilities Development for Riverside Community College District (RCCD) and representative for the Center for Social Justice and Civil Liberties, and MJ Abraham, Consultant and Owner for PJ & MJ Abraham, Inc. effective as of the date first above written.

Service Recipient:
RCCD/ Center for Social Justice and Civil Liberties

By:  _____ Date: 3-17-16

Aaron S. Brown, Vice Chancellor
Business & Financial Services

Service Provider:
PJ & MJ Abraham, Inc.

By:  _____ Date: 3/3/16
MJ Abraham, Consultant

PJ & MJ Abraham, Inc.

May 10, 2016

Wolde-Ab Isaac, Ph.D.
President, Riverside Community College
4800 Magnolia Avenue
Riverside, CA 92506

Dear Wolde-Ab,

Per your request, I agree to extend my contract to allow RCC time to recruit and hire a new CSJCL Director. As you know, my current contract end date is June 10, 2016. I am submitting a proposal for an additional four months (from June 10) to accommodate RCC's position review and interviewing process allowing for some overlap support for the incoming director to ensure a smooth and effective transition.

As I mentioned during our meeting, I do have some prior commitments and vacation plans during this time. However, in order to fulfill this commitment to RCC, I have altered my plans substantially. Attached is a proposal and scope of work which accommodates both of us and maintains and operates the Center without unnecessary disruption. I hope you will agree.

I propose the following revision to my current contract.

Current Contract: March 10 - June 10th @ 20 hours per week.

Findings: *It is difficult to process, coordinate and accommodate all incoming public and private requests, activity research and facility needs within the current 20 hours per week.*

Request: *Add additional 5 hours per week totaling 25 additional hours through June 10th to accommodate the demands of meetings, building issues, current activities, new requests/ coordination, statistics research time for CSJCL annual report project and internal and external communications handled off site and not identified and factored in the initial agreement. Additional services \$2,125.*

I propose the following contract extension and/or new RCC contract:

Extended Contract: June 11, 2016 - October 11, 2016 @ 25 hours per week.

Proposal/Scope of Work:

June 11-30th: Coordinate tours, secure new film sponsorship and select themed films to tie-in with current exhibition; Women Game Changers, coordinate speakers for film showings, submit and finalize the Annual Report, plan celebration of the birthday of Mine' Okubo June 25th. Coordinate delivery and storage of the 75 proposed paintings donated from Okubo family members currently stored in Oakland. Note: Saturday June 10th blocked out for prior commitment. Fill-in staff, students and volunteers will be confirmed.

July 1-31: No tours requested in July. Very slow time of year. Note: July blocked out for MJ vacation so no physical onsite coverage is available.

Request: Close the Center to the public. Address major internal/external repairs and maintenance such as concrete floor replacement, termite treatment/venting, AC equipment repair, lighting, wall patching and painting, exterior clean up including windows and landscaping completion. All projects will be defined and confirmed prior to July 1 and scheduled for completion within the month of July. Outside Contractor schedules and building access requests will be coordinated by MJ with designated RCC facility staff prior to start of work. MJ available via email and phone for ongoing Center administration management and public communications. Services provided will be billed accordingly.

August 1-31: Resume regular public hours. Schedule tours, participate in AAAM Conference - Riverside 2016, Artswalk/film, research & secure exhibit speakers, focus on Okubo archiving process and status of collection and the building of volunteer support by interested public and students.

September 1-30: Saturday public hours, Artswalk / film showing, secure guest speakers to promote WGC Exhibit and film. Develop an outreach draft plan for schools, colleges, universities, home schools, clubs and organizations to interact and participate with the Center. Work with Dr. Isaac and other community leaders to open doors and lines of communication to increase the Center's presence and promote its valued benefits. Start exploring new exhibits for December install. Advisory Council meeting prep.

October 1-11: Saturday public hours, First Sunday's start up, Artswalk/film showing, new guest speakers, prep for new Director. Note: Saturday, October 1 blocked for prior commitment. On site staff will be secured.

Attached is a copy of my original agreement RCCD/Center of Social Justice and Civil Liberties. Aside from this proposal, all terms and conditions of the contract shall remain in force.

I look forward to hearing from you. Please let me know if the above revisions and proposal are acceptable and how you and how you would like to proceed.

Best Regards,

MJ Abraham

MJ Abraham
Marketing and Business Consultant
PJ & MJ Abraham, Inc.
PO Box 9677
Laguna Beach, CA . 92652
(951) 533-7771
mjabraham@earthlink.net

In Witness Whereof, the parties hereto have caused this Agreement to be executed by their duly authorized representatives to include the initial service agreement of March 10, 2016 and the revised terms and conditions set forth in the May 10, 2016 agreement extension proposal. Wolde-Ab Isaac President, Riverside Community College (RCC) and representative for the Center for Social Justice and Civil Liberties, and MJ Abraham, Consultant and Principal of PJ & MJ Abraham, Inc.

Service Recipient:
RCCD/ Center for Social Justice and Civil Liberties

By: Wolde-Ab Isaac
Wolde-Ab Isaac, President RCC

Date: 6/2/16

Service Provider:
PJ & MJ Abraham, Inc.

By: MJ Abraham
MJ Abraham, Consultant

Date: 5/23/16

PJ & MJ Abraham, Inc.

October 12, 2016

Wolde-Ab Isaac, Ph.D.
President, Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506

Dear Wolde-Ab,

My current contract ended October 11, 2016. As we had discussed, I agreed to extend my contract to allow RCC time to recruit and hire a new CSJCL Director. As this has not yet been finalized, I am submitting a proposal for an additional three months to accommodate the position review and interviewing process including allowing overlap period to support the incoming director to ensure a smooth and effective transition should it be needed. I propose the following revision to the current contract.

Contract Extension: October 12 , 2016 - January 31, 2017 @ 25 hours per week.

Proposal/Scope of Work:

Maintain existing public hours and staffing oversight, coordinate educational tours, approve and coordinate use of the Center both public and private, maintain community outreach, oversee the Okubo Collection processing of new artworks, set up new Archive equipment and move forward with getting the Okubo artwork and archives on the RCC network for public viewing and research, explore loans of the OKubo artworks to selected museums in the region, promote the film series, promote Women Game Changers while installed and return exhibit to CAAM January 2017, coordinate speakers or activities related to the films, secure students and volunteers and train them on Center operations and Docent responsibilities, finalize and implement a kids learn and grow program to better utilize the kid zone area, pursue a new student art exhibit (Justice themed) as proposed and implement when approved, handle all business related to the Center and work closely with staff, community members, private individuals and public and private agencies to enhance the Center and promote its existence and purpose.

You have a copy of the original agreement and prior extension. Aside from this proposal, all terms and conditions of the original contract shall remain in force. I look forward to hearing from you. Please let me as soon as possible if the above proposal is acceptable and if I should proceed with Center business.

Best Regards,

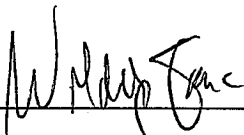
MJ Abraham,

PJ & MJ Abraham, Inc.
PO Box 9677, Laguna Beach, CA 92652
(951) 533-7771
mjabraham@earthlink.net
MJ.Abraham@rcc.edu

In Witness Whereof, the parties hereto have caused this Agreement to be executed by their duly authorized representatives to include the initial service agreement of March 10, 2016 and contract extension of May 10, 2016 and sets for the this agreement extension proposal of October 12, 2016. Wolde-Ab Isaac, President, Riverside City College (RCC) and representative for the Center for Social Justice and Civil Liberties, and MK Abraham, Consultant and Principal of PJ & MJ Abraham, Inc.

Service Recipient:


RCCD/Center for Social Justice and Civil Liberties

By: 
Wolde-Ab Isaac, President RCC

Date: 11/1/16

Service Provider:

PJ & MJ Abraham, Inc.

By: 
MK Abraham, Consultant

Date: 11/2/16

Agenda Item (VI-B-6-d)

Meeting	2/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-d)
Subject	Inland Empire Desert Region Master Agreement No. 2017/20 Strong Workforce Program for Allocation of Strong Workforce Regional Funds to Participating Regional Community College Districts
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve the Inland Empire/Desert Region Master Agreement No. 2017/20 Strong Workforce Program between Riverside Community College District and Barstow Community College District, Chaffey Community College District, College of the Desert, Copper Mountain Community College District, Mt. San Jacinto Community College District, Palo Verde Community College District, San Bernardino Community College District, and Victor Valley Community College District for the time frame of February 1, 2017 through June 30, 2020.

Background Narrative:

The District has been designated as the Fiscal Agent for the Strong Workforce Program for the Inland Empire/Desert region and is responsible for distributing funds to each community college district within the region. The Strong Workforce Program funds are to be used to expand the availability of quality community college career technical education and workforce development courses, programs, pathways, credentials, certificates, and degrees. Strong Workforce Program funds will be allocated to the region annually and will then be distributed to the regions community colleges based upon decisions made by the Inland Empire/Desert Regional Consortium Executive Council. A number of regional projects of varying amounts will be funded throughout the term of this Master Agreement. Funds will be expended according to a scope of work, project work plan, and budget to be detailed in individually executed Participation Agreements, which will be binding under this Master Agreement. Funding source: California Community College Chancellor's Office.

Prepared By: Wolde-Ab Isaac, President, Riverside
Irving Hendrick, Interim President, Moreno Valley College
Bryan Reece, President Norco College
Julie Pehkonen, Director, Career and Technical Education

Attachments:

[StrongWorkforceAgreement](#)

INLAND EMPIRE/DESERT REGION
MASTER AGREEMENT NO. 2017/20– STRONG WORKFORCE PROGRAM
BETWEEN

RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND

BARSTOW COMMUNITY COLLEGE DISTRICT, CHAFFEY COMMUNITY COLLEGE
DISTRICT, COLLEGE OF THE DESERT, COPPER MOUNTAIN COMMUNITY COLLEGE
DISTRICT, MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT, PALO VERDE
COMMUNITY COLLEGE DISTRICT, SAN BERNARDINO COMMUNITY COLLEGE
DISTRICT, AND VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

February 1, 2017 – June 30, 2020

This Agreement, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” whose address is 3801 Market Street, Riverside, California, 92501, and Barstow Community College District, Chaffey Community College District, College of the Desert, Copper Mountain Community College District, Mt. San Jacinto Community College District, Palo Verde Community College District, San Bernardino Community College District, and Victor Valley Community College District (collectively “Contractors” and individually “Contractor”). District and Contractors are also referred to collectively as “Parties” and individually as “Party.” This Agreement is based on the Strong Workforce Program Agreement between District and the California Community Colleges, Chancellor’s Office and is effective to cover activities beginning February 1, 2017 and ending June 30, 2020.

RECITALS

WHEREAS, the District has been designated as the Fiscal Agent for the Strong Workforce Program for the Inland Empire/Desert region and is responsible for distributing funds to each community college district within the region, following certification by the Regional Consortia that the courses and programs submitted to the districts and colleges for funding meet the established criteria.

WHEREAS The Fiscal Agent Award Notice, and its Appendices, are attached to this Agreement as a reference.

WHEREAS, District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, District is in need of such special services and advice; and

NOW, THEREFORE, in consideration of these mutual promises, the Parties agree as follows:

1. PARTICIPATION AGREEMENT

Contractors shall perform the Scope of Work as established by the District and agreed upon by each individual Party that will be detailed using individually executed Participation Agreements. Such Participation Agreements shall fully detail the Scope of Work between Parties. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. Contractor should not begin specified work without a fully-executed Participation Agreement. By signing this Master Agreement, District and Contractors agree that Participation Agreements signed by the Parties' Representative assigned to complete the Scope of Work will be binding under this Master Agreement without further action by the Parties.

2. TERM OF AGREEMENT

Effective Date of Agreement: February 1, 2017

Expiration Date of Agreement: June 30, 2020

Parties may renew this Master Agreement and any Participation Agreement annually, contingent upon the availability of grant funds, as mutually agreed upon.

3. RULES FOR DELIVERABLES

Contractor shall identify a Representative to complete the Scope of Work for each respective Participation Agreement.

A. Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices.

B. Products, results, and measureable outcomes shall be provided as detailed in each Participation Agreement.

C. Any document or written report prepared in whole or in part by Parties shall reference the Strong Workforce Program relating to the preparation of such document or written report.

D. All products resulting from this Agreement or its subcontracts in whole or in part shall reference the California Community Colleges, Chancellor's Office and the specific funding source (Strong Workforce Program).

E. All references to the project shall include the phrase, "funded in part by the California Community Colleges, Chancellor's Office."

4. PARTICIPATION AGREEMENT PAYMENTS AND INVOICING

Allocations from District to Parties will be specified in the Participation Agreement, and will be utilized in accordance with the terms and conditions of both this Master Agreement and the pertinent Participation Agreement. These sums are subject to reduction by the District should the

District experience a reduction in funding from the Chancellor's Office. District reserves the right to adjust the scope of work and funding accordingly, up to and including the end of all activities under this Agreement and any Participation Agreement.

In consideration of the performance by Parties, District shall make payments to the Parties up to the amount listed in the Participation Agreement, to be paid no more frequently than monthly. These payments will be made after the delivery of services and the submission of an invoice.

5. PARTICIPATION AGREEMENT PAYMENTS AND INVOICING

The Each Party shall submit periodic progress reports. The submission deadlines and format for these progress reports will be stipulated in the Participation Agreement.

6. SUBCONTRACTS

A. In any event, if the Parties wish to enter into a subcontract agreement for performance of any part of the activities listed in the Participation Agreement, the Party shall disclose the intended purpose and amount of the subcontracting and identify the proposed subcontractor. No subcontract may be entered into without prior written approval of the District and the California Community Colleges, Chancellor's Office.

B. Contractor agrees to be as fully responsible to the District for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by 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 District to make payments to Contractor. As a result, the District shall have no obligation to pay or enforce the payment of any monies to any subcontractor.

7. RECORDS AND AUDITS

A. Parties must maintain records regarding the use of Program funds, and progress made toward objectives and/or performance under the applicable Participation Agreement.

B. Parties agree that the District, the Chancellor's Office, the Bureau of State Audits, and 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. Contractors agree to maintain such records for possible audit for a minimum of five (5) years after the final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. Contractors agree 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, Contractors agree to include a similar right of the District, 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 or any Participation Agreement.

1) If any audit or other actions involving the records has been started before the expiration of this period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the five (5) year period, whichever is later.

2) All records must be retained throughout the project. The five (5) year period of retention starts on the last day of the performance period stipulated in the Participation Agreement.

8. NOTICES

Any Party may give notice to another Party by sending certified mail properly addressed, postage fully prepaid to the other Party's address as specified below. Such notice shall be effective when received, as indicated by post office records, or if deemed undeliverable by the post office, such notice shall be postponed twenty-four (24) hours for each such intervening day. Each Party has the responsibility of keeping notice and contact information accurate and current.

Barstow Community College District
George Walters,
Vice President, Administrative Services

Mt. San Jacinto Community College District
Julie Venable,
Dean of Business Services/Controller

Chaffey Community College District
Kim Erickson,
Executive Director, Business Services

Palo Verde Community College District
Russi Egan,
Vice President, Administration

Copper Mountain Community College
District
Jeff Cummings,
Superintendent/President

San Bernardino Community College District
Steven Sutorus,
Business Manager

College of the Desert
Lisa Howell,
Vice President of Administrative Services

Victor Valley Community College District
Roger Wagner,
President

9. TERMINATION

A. Without Cause. A Party may suspend or terminate this Agreement or any Participation Agreement upon thirty (30) days advance written notice to the other Party or Parties prior to the requested termination date. Termination of any Agreement, however, will not invalidate commitments or obligations entered into on a Participation Agreement prior to the date of termination that cannot be cancelled.

B. With Cause. Each Party may terminate this Agreement upon any other Party's material breach of any provisions of this Agreement. A Party intending to terminate this Agreement pursuant to this subsection shall provide the breaching Party with written notice at least 30 days

("Cure Period") before the effective termination date. Such notice by the non-breaching Party shall specify the provision of this Agreement that was breached by the breaching Party, the acts or omissions of the breaching Party that constitute a material breach of this Agreement, and the corrective action and/or remedy requested from the breaching Party, and provide the breaching Party with an opportunity to cure the material breach within the Cure Period unless the non-breaching party shall agree in writing to an extension of the Cure Period before the expiration of the Cure period. Upon expiration of the Cure Period, and if the breaching party has not cured the breach and provided written notice of such cure to the non-breaching Party, this Agreement shall terminate effective the day immediately following the expiration of the Cure period without any further notice by the Parties. Termination of this Agreement, however, will not invalidate commitments or obligations entered into on a Participation Agreement prior to the date of termination that cannot be cancelled.

10. 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 remain in full force and effect and shall not be affected thereby.

11. DISPUTES

All claims, disputes, and other matters in question between the District and Parties arising out of or relating to this Agreement or any breach shall be addressed in the following manner. The Parties shall enter into good faith negotiations to reach an equitable settlement. If a good faith settlement cannot be reached, the Parties may agree to select a method of dispute resolution other than litigation, such as arbitration, mediation, or other method of alternative dispute resolution. In the event that the Parties are unable to agree on a method of dispute resolution other than litigation, suit may be brought in a court located in Riverside, California. Should it be necessary for a Party to initiate legal proceedings to resolve a dispute arising out of or relating to this Agreement, the prevailing Party shall be entitled to receive from the other Party all costs and expenses, including reasonable attorney fees, incurred in such proceedings. Notwithstanding the fact that a dispute, controversy or question shall have arisen in the interpretation of any provision of this Agreement, the performance of any work, the delivery of any material, the payment of any monies to Contractor, or otherwise, Contractor agrees that it will not directly or indirectly stop or delay the work directed by District, or any part thereof, or stop or delay the delivery of any material or services required to be furnished hereunder, pending the determination of such dispute or controversy, regardless of whether such dispute, controversy or question is or may be subject to litigation or other form of dispute resolution.

12. INDEMNIFICATION

Contractors agree to defend, hold harmless and indemnify District, its parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorney fees, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the

negligence or willful misconduct by Contractor(s), of its duties and responsibilities under this Agreement, unless the performance or nonperformance occurred at the direction of or was caused by the District. This hold harmless and indemnification includes but is not limited to direct damages, compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability.

District agrees to defend, hold harmless and indemnify Contractors, their parents, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorney fees, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligence or willful misconduct by District, of its duties and responsibilities under this Agreement, unless the performance or nonperformance occurred at the direction of or was caused by Contractor(s). This hold harmless and indemnification includes but is not limited to direct damages, compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability.

13. INSURANCE

The District and the Contractors are self-insured public entities for the purposes of professional liability, general liability and workers' compensation. The District and Contractors all warrant that through their programs of self-insurance they have adequate liability, general liability and workers' compensation to provide coverage for liabilities arising out of District and Contractors performance of this contract.

Contractors agree to maintain, during the performance of the Scope of Work under their Performance Agreement, through a combination of self-insurance, insurance, and liability coverages from a Joint Powers Agreement, and for a period of not less than one (1) year following the expiration of this Agreement, at its sole expense, the following insurance coverages: (i) Commercial General Liability insurance naming District as an Additional Insured, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; (ii) Professional Liability insurance with limits of not less than One Million Dollars (\$1,000,000); (iii) Automobile Liability insurance with combined single limit of One Million Dollars (\$1,000,000) per accident; (iv) Workers' Compensation insurance as required by law; and (v) Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence.

Contractors shall deliver Certificates of Insurance and Additional Insured Endorsements evidencing the required coverages to the District, which shall be subject to the District's approval for adequacy of protection, including the satisfactory character of any insurer, including a Best's rating of not less than A-VII and an admitted carrier in the State of California. Certificates of Insurance and Additional Insured Endorsements must be returned with the signed Agreement or no later than thirty (30) days prior to the effective date of this Agreement. If requested by the District, a certified copy of the actual policies with appropriate Endorsements and other documents shall be provided to the District.

All policies required by this Agreement shall provide that the District shall be given thirty (30) days' notice of each expiration or cancellation thereof or reduction of the coverage provided thereby.

14. FEDERAL, STATE AND LOCAL TAXES

Except as may be otherwise specifically provided in this Agreement or any Participation Agreement, the Contractor price includes all applicable Federal, State and local taxes and duties, and, therefore, Contractor shall be responsible for paying all such costs.

15. INDEPENDENT CONTRACTOR

Contractor, in the performance of this Agreement, shall be and act as an independent contractor and not an employee of District. Contractor understands and agrees that they and all of their employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided to employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. Contractor assumes the full responsibility for their acts and/or liabilities including those of their employees or agents as they relate to the services provided under this Agreement. Contractor shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to Contractor and Contractor's employees. The District will not withhold taxes, unemployment insurance or social security for Contractor or Contractor's employees or independent subcontractors. Contractor agrees to indemnify and hold District harmless from and against any and all liability arising from any failure of Contractor to withhold or pay any applicable tax, unemployment insurance or social security when due.

16. PARTICIPATION IN GRANT-FUNDED ACTIVITIES

A. During the performance of this Agreement, Contractors shall ensure that no person is excluded from, denied the benefits of, or otherwise subjected to discrimination with respect to participation in any program or activity funded under this Agreement on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability.

B. Programs funded by this Agreement should not be designed, administered, or advertised in a manner that discourages participation on any of the bases set forth above. Any informational, advertising, or promotional materials regarding such programs may not include any statements to the effect that a program is for, or designed for, students of a particular race, color, national origin, ethnicity or gender. In the event that mentoring or counseling services are provided with funding provided by this Agreement, students may not be paired with mentors or counselors based solely upon the race, color, national origin, ethnicity or gender of the students, mentors, or counselors.

17. DISCRIMINATION

A. During the performance of this Grant, Contractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religion, creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), age (over 40), marital status, denial of family care leave, sexual orientation, political affiliation, or position in a labor dispute. Contractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

B. Contractors 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. Contractors shall also comply with the provisions of Government Code sections 11135-11139.8, and the regulations promulgated thereunder by the Board of Governors of the California Community Colleges (Cal. Code of Regulations, title 5, sections 59300 et seq.)

18. ACCESSIBILITY FOR PERSONS WITH DISABILITIES

A. By signing this Agreement, Contractor assures District that it complies 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.

B. Contractor shall, upon request by any person, make any materials produced with funds under this agreement available in Braille, large print, electronic text, or other appropriate alternate format. Contractor has in place or shall establish policies and procedures to respond to such requests in a timely manner.

C. 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.

D. Design of computer or web-based instructional materials shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines as developed by the California Community Colleges, Chancellor's Office.

E. Contractor shall respond to and resolve any complaints regarding accessibility of its products and services as required by this section. If such complaints are not informally resolved, they shall

be treated and processed as complaints of discrimination based on disability pursuant to California Code of Regulations, title 5, sections 59300 et seq.

F. Contractor shall indemnify, defend, and hold harmless District and the California Community Colleges, Chancellor's Office, as well as their officers, agents, and employees, from any and all claims by any person resulting from the failure to comply with the requirements of this section.

19. INTELLECTUAL PROPERTY

A. Any work product resulting from this Agreement falls under the California Community Colleges, Chancellor's Office Creative Commons Attribution license which gives permission to the public to reproduce, distribute, perform, display or adapt the licensed materials for any purpose, so long as the user gives attribution to the author.

B. Any and all services rendered and documents or other materials, inventions, procedures, processes, machines, manufactures, or compositions of matter, copyright, and/or trademarks or servicemarks first created, developed or produced pursuant to this Agreement shall be and are Work for Hire. All rights, title and interest in and to the Work first developed under this Agreement or any other 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.

C. All materials first developed in draft and in final form pursuant to this Agreement shall, in a prominent place, bear the symbol © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr.," followed by the year created, and the words "California Community Colleges, Chancellor's Office." All patents for inventions, processes, machines, manufactures, or compositions of matter developed, or trademarks or servicemarks obtained pursuant to this Agreement, shall be issued to the "California Community Colleges, Chancellor's Office." Contractor will be responsible for applying for, paying the filing fees for, and securing said copyright, trademark, patent, etc.

D. All technical communications and records originated or first prepared by the 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 made available upon request of the Chancellor's Office and may be copyrighted by the Chancellor's Office.

E. 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.

20. DEBARMENT AND SUSPENSION

A. By executing this contractual instrument, Contractors agree to comply with applicable federal suspension and debarment regulations, including, but not limited to, regulations implementing Executive Order 12549 (29 C.F.R. Part 98).

B. By executing this contractual instrument, Contractors certify to the best of their knowledge and belief that it 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 (3) year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction of contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Contractor's present responsibility;
- 3) Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in B(2) above;
- 4) Have not, within a three (3) year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause or default.

21. LAW

It is understood and agreed that this Agreement shall be governed by the laws of the State of California both as to interpretation and performance, and venue for any action brought with regard to this Agreement shall be in Riverside, California.

22. WAIVER

Any waiver by District of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term. Failure on the part of District to require full, exact, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms of this Agreement, or stopping District from enforcing the terms of this Agreement.

23. SEVERABILITY

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.

24. COUNTERPARTS

This agreement may be signed in any number of counterparts, each of which is an original and all of which taken together form one single document.

25. AGREEMENT IS COMPLETE

No amendment, alteration 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.

IN WITNESS WHEREOF, all Parties agree.

Riverside Community College District

Chaffey Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Dr. Henry Shannon
Superintendent/President

Date

Date

Barstow Community College District

College of the Desert

Dr. Deborah DiThomas
Superintendent/President

Dr. Joel Kinnamon
Superintendent/President

Date

Date

Copper Mountain College District

Jeff Cummings
Superintendent/President

Date

San Bernardino Community College District

Steven J. Sutorus
Business Manager

Date

Mt. San Jacinto Community College District

Dr. Roger Schultz
Superintendent/President

Date

Victor Valley Community College District

Dr. Roger Wagner
Superintendent/President

Date

Palo Verde Community College District

Dr. Don Wallace
Superintendent/President

Date

Agenda Item (VI-B-6-e)

Meeting	2/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-e)
Subject	Contract to assist the California Community Colleges Chancellor's Office Extended Opportunity Programs and Services in developing materials related to Phase II of Cooperating Agencies Foster Youth Educational Support with Push Marketing Inc dba MISFIT
College/District	Riverside
Funding	California Community Colleges Chancellor's Office
Recommended Action	It is recommended that the Board of Trustees approve the contract for the period of February 15, 2017 through June 30, 2017 in the amount of \$125,000.

Background Narrative:

Riverside City College is the fiscal agent for the California Community Colleges Chancellor's Office for the purpose of coordinating the disbursement of contract C160042 funds Extended Opportunity Programs and Services (EOPS) Set Aside. The set aside funds support various Statewide EOPS training and consulting activities that provide educational support services to EOPS and CARE students throughout the California Community Colleges.

This contract with Push Marketing (dba Misfit) will provide for the development of strategies and materials related to Phase II of the Cooperating Agencies Foster Youth Educational Support (CAFYES) public outreach campaign. All costs associated with administering this contract will be paid by the Extended Opportunity Programs and Services (EOPS) Set-Aside Grant. There is no cost to the District.

Prepared By: Wolde-Ab Isaac, President, Riverside
Sherrie DiSalvio, Financial and Technical Analyst

Attachments:

[Push Marketing Contract](#)

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
on behalf of RIVERSIDE CITY COLLEGE
AND
PUSH MARKETING, INC. (DBA MISFIT)

THIS AGREEMENT is made and entered into on this 24th day of January 2017, by and between Push Marketing, Inc. (dba Misfit), hereinafter referred to as “Contractor” and RIVERSIDE COMMUNITY COLLEGE DISTRICT on behalf of RIVERSIDE CITY COLLEGE ACTING AS THE FISCAL AGENT FOR THE CALIFORNIA COMMUNITY COLLEGES CHANCELLOR’S OFFICE, individual entities hereinafter referred to in total as “CCCCO”. Funding for this agreement is made available through the Chancellor’s Office Extended Opportunity Programs and Services (EOPS) grant, contract C16-0042.

The parties hereto mutually agree as follows:

1. Items created under this contract will be owned by the State of California and the Chancellor’s Office, and will be made publicly available and shared. Deliverables must comply with Americans with Disabilities Act and Section 508 accessibility requirements. Contractor will deliver the below no later than the dates identified and at the costs indicated.

Cost	Detail	Completion Date and Cost
Campaign Refinement	Assess existing public outreach materials. Refine creative foundation. Provide formal definition of campaign tone, a brand position statement to guide future campaign activities and if/where appropriate, adjustments to existing campaign creative elements.	\$9,500
Video Development	Production of 4-5 videos, 2-3 in English and 2 in Spanish. Concept development, scriptwriting, production coordination, filming, post-production, travel to two California colleges (one in the SF Bay Area and one in Southern California).	May 12, 2017 - \$50,000
Website Buttons	Development of 4 website buttons, 2 in English and 2 in Spanish, for placement on partner websites.	May 31, 2017 - \$4,500

Collateral Material	Development of 2 collateral pieces, 1 customizable collateral piece for college use and 1 for CCCCCO statewide use.	May 31, 2017 - \$39,500
Spanish Language Translation	Translation of microsite and future tools, up to 4,000 words.	\$1,000
Account Management	Coordination, communication, project management	\$12,000
Contingency	Funds to apply to one or more of the above categories, as needed.	\$8,500
Total Estimated Cost		\$125,000

2. The term of this agreement shall be February 15, 2017 – June 30, 2017.
3. Payment in consideration of this agreement will be \$125,000,000 (One Hundred Twenty-Five Thousand Dollars). Total cost of this agreement shall not exceed \$125,000 without written approval by the CCCCCO. The full invoice is due to Contractor within 30 days of receipt of invoice.
4. During the term of this Agreement, CONTRACTOR shall defend, indemnify and hold the CCCCCO and its trustees, agents, students and employees, harmless from all claims, actions and judgments, including attorney fees, costs, interest and related expenses for losses, liability, or damages of any kind in any way caused by, related to, or resulting from, the acts or omissions of CONTRACTOR, its officers, directors, agents, affiliates and employees, arising out of the performance of this Agreement.
5. Contractor shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military or veteran status, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. Contractor understands that harassment of any student or employee of Riverside Community College District with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military or veteran status, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.
6. Contractor is an independent contractor and no employer-employee relationship exists between Contractor and CCCCCO. Contractor declares and certifies that in the course and scope of this engagement he/she is not an employee or agent of the CCCCCO and, in case

of injury or illness, he/she is covered by a 24-hour health and hospitalization program that does not exclude the work to be performed by Contractor under this Agreement.

Contractor hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, bodily injury, property damage or wrongful death occurring to him/herself arising in any way whatsoever as a result of engaging in the work or any activities incidental thereto wherever or however the same may occur and for whatever period said activities may continue. The undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, bodily injury, property damage or wrongful death against the CCCCCO or any of its officers, agents, servants, or employees of any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

7. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
8. This contract may be terminated by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for termination of this Agreement.
9. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
10. This Agreement will be governed by and construed in accordance with the laws of the State of California.

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

RIVERSIDE COMMUNITY COLLEGE
DISTRICT on behalf of Riverside City College
and as a representative for the CCCCCO

CONTRACTOR

By: _____
Dr. Wolde-Ab Isaac, President
Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506
Date: _____

By: _____
Matt Kolbert, President and CEO
Misfit
1013 7th Street
Sacramento, CA 95814
Date: _____

Agenda Item (VI-B-6-f)

Meeting	2/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-f)
Subject	Amendment to the 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 Amendment No.1 to the Agreement between Riverside Community College District and Quest Consulting and Training Corporation for additional training not to exceed \$97,500.

Background Narrative:

This amends the contract with Quest Consulting and Training Corporation for payment of training services up to \$97,500 for the period of December 15, 2015 through October 25, 2017. Cost to the District is reimbursed by the Employment Training Panel (ETP) from the State of California.

Prepared By: Michael Burke, Ph.D., Chancellor
Richard Keeler, Dean, Grants and Economic Development

Attachments:

[Amendment No 1 Quest Consulting](#)

AMENDMENT TO AGREEMENT

This document amends the original Educational Services Agreement between the Riverside Community College District and Quest Consulting & Training Corporation, which was approved by the Vice Chancellor of Business and Financial Services on behalf of the Riverside Community College District on December 18, 2015.

Article 3, COMPENSATION, is hereby amended as follows:

“The contract amount for this agreement will be up to \$97,500.00 dollars. This contract cap amount may be increased through a separate contract amendment.”

Article 5, TERM, is hereby amended as follows:

“The term of this AGREEMENT will be from October 24, 2015, through October 25, 2017.....all training must cease by July 20, 2017.”

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.

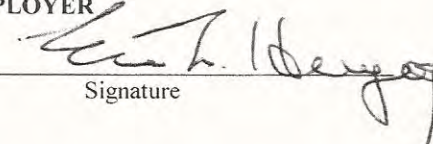
DISTRICT

By: _____
Signature

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

Date: _____

EMPLOYER

By: 
Signature

Eric L. Herzog, President, Quest
Title

Date: 1-30-17

Agenda Item (VI-B-6-g)

Meeting	2/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-g)
Subject	Agreements for Administration of the Strong Workforce Program with 10 Community College Districts for the Inland Empire/Desert Region
College/District	Riverside
Funding	Strong Workforce Program
Recommended Action	It is recommended that the Board of Trustees approve the ten (10) Inland Empire/Desert Region Strong Workforce Program Participation Agreements with Barstow Community College District, and Barstow Community College District, Chaffey Community College District, College of the Desert, Copper Mountain Community College District, Mt. San Jacinto Community College District, Palo Verde Community College District, San Bernardino Community College District, and Victor Valley Community College District in the amount of \$4,871,500.

Background Narrative:

The District has been designated as the fiscal agent for the Strong Workforce Program for the Inland Empire/Desert region and is responsible for distributing funds to each community college district within the region. Strong Workforce Program funds are to be used to expand the availability of quality community college career technical education and workforce development courses, programs, pathways, credentials, certificates, and degrees. The participation agreements are part of the Master Agreement No. 2017/20-Strong Workforce Program and allocate funds from the first annual allocation of regional dollars to college districts in the Inland Empire/Desert Region to implement various projects. Table 1 (below) shows the amount allocated to each partner college district. Funds will be expended according to a scope of work, project work plan, and budget, which are detailed in project proposals and are incorporated into the participation agreements as exhibits (see Table 2). The participation agreements are binding under the master agreement.

Prepared By: Wolde-Ab Isaac, President, Riverside
Julie Pehkonen, Director, Career and Technical Education

Attachments:

[Exhibits2017](#)
[SWF Agreement Tables](#)
[Participation Agreements](#)

Exhibit 2017/20-16-P01

Description

PROPOSAL TITLE: Regional Mechatronics Technician Training Pathway (COMPLETE)

DESCRIPTION: With the rapid technology shift in Advanced manufacturing and other industries, there is a demand for skilled Mechatronics Technicians. Generally there are only a few required at each industry site so developing training programs for incumbent workers is a challenge. There is a need to get a pathway established for entry-level workers as well. There is need to establish a program to include workers from all sizes of industry to achieve economies of scale to insure we are providing these skills at all levels- entry to advanced, as requested by industry. There were limited facilities in the region that have the equipment and facilities to provide a full curriculum for Mechatronic Technicians.

INDUSTRY SECTORS: Advanced Manufacturing;

START DATE: Wed Feb 01 2017

END DATE: Tue Dec 31 1918

ESTIMATED PROPOSAL COST: \$513,250

LEAD COLLEGE/DISTRICT: Chaffey College

READ THE SWP LEGISLATION: Yes

MEETS REQUIREMENTS OF SWP LEGISLATION: Yes

WHAT NEED DOES THIS PROPOSAL ADDRESS?

Aligns with the Mechatronics Technician standards developed by the California Advanced Manufacturing Collaborative. Develops a regional Learn and Earn program that will include small to large industry partners to meet their needs and establish a succession plan. It will provide training to entry-level employees in the skills industry needed to seek entry into this field. This would then be potentially recognized as an industry recognized certificate.

HOW DOES THIS PROPOSAL MEET THE NEEDS OF YOUR REGION'S LABOR MARKET?

This proposal is designed to meet the very rapid advancement of mechatronic skills gap in the industry sectors listed. There have been several industry skill panel convenings in the region. The need for skilled mechatronic workers is one of the most requested.

HOW DOES THIS PROPOSAL ADDRESS THE IDENTIFIED NEEDS?

It will increase the enrollment at the regional colleges that are providing credit-based programs in these areas. Currently, there are limited or no options for industry to obtain training for their incumbent workers. Through a regional center, economies of scale can be achieved by bundling training that will allow large and small employers to place employees in the pathway and meet the need for a skilled workforce in these three crafts. Working with industry, a flexible schedule can be developed and implemented to meet established goals. Other regional colleges can participate in this pathway and provide some of the instruction required if a regional apprenticeship/Learn & Earn Mechatronic program is started. See below RELATED INSTRUCTION OUTLINE Mechatronics Technician O*NET-SOC CODE: 49-2094.00 RAPIDS CODE: 2014 A-48 California Advanced Manufacturing Apprenticeship Collaborative (CAMAC) 2016 Related instruction - This instruction may include, but not be limited to: Note: Due to regional and local code differences and climate conditions, duration of instructional competencies/modules are suggested estimates. Communications Courses 96 hours (Expository Writing and Intro to Communications) Mathematics 96 hours (Algebra/Trigonometry I and II) Safety 48 hours (Industrial Safety/PPE/First Aid) Technical Content 336 (minimum) (Application Software, DC/AC Circuit Analysis, Electronic Devices, Electrical Machines I and II, Digital Electronics, Intro to Automation, Robot Programming, Programmable Logic Controllers, Diagrams and Schematics, Intro to Automation, Linear IC Applications) Safety is a part of all Instructions Total 576 hours This would then be potentially recognized as an industry recognized certificate. This aligns will with WIOA, and Adult Education's push for industry recognized certificates and apprenticeship programs

HOW DOES THIS PROPOSAL ADDRESS THE PRIORITIES ESTABLISHED BY YOUR REGION?

This proposal addresses a priority in multiple industry sectors in the region by allowing industries from various sizes to participate in development of their workforce and obtain training for new and existing workers to meet requirements for the ever changing work environment.

Labor Market Information

OCCUPATIONAL CLUSTER: Mechatronics Technician

OCCUPATIONS: 49-2094 Electrical and Electronics Repairers, Commercial and Industrial Equipment, 17-3024 Electro-Mechanical Technicians, 49-9041 Industrial Machinery Mechanics, 49-9043 Maintenance Workers, Machinery

REGION: Inland Empire/Desert

SUBREGION: Inland Empire

COUNTY: San Bernardino

COLLEGE: Chaffey College

PROGRAMS: Chaffey College - Electronics and Electric Technology (093400), Norco College - Manufacturing and Industrial Technology (095600), San Bernardino Valley College - Electronics and Electric Technology (093400)

TOTAL DEMAND **171**

TOTAL SUPPLY **134**

DEMAND - SUPPLY **37** Demand Exceeded: Eligible for Funding

Metrics

CHAFFEY COLLEGE - ELECTRONICS AND ELECTRIC
TECHNOLOGY (093400)

METRIC: Enrollments

2016-17: -

2017-18: 12

FALL 2018: 24

CHAFFEY COLLEGE - ELECTRONICS AND ELECTRIC
TECHNOLOGY (093400)

METRIC: Job Closely Related to Field of Study

2016-17: -

2017-18: -

FALL 2018: 25

CHAFFEY COLLEGE - ELECTRONICS AND ELECTRIC
TECHNOLOGY (093400)

METRIC: Change in Earnings

2016-17: -

2017-18: -

FALL 2018: 25

NORCO COLLEGE - MANUFACTURING AND INDUSTRIAL
TECHNOLOGY (095600)

METRIC: Enrollments

2016-17: 106

2017-18: 116

FALL 2018: 121

NORCO COLLEGE - MANUFACTURING AND INDUSTRIAL
TECHNOLOGY (095600)

METRIC: Students Who Got A Certificate or Degree

2016-17: 8

2017-18: 13

FALL 2018: 15

SAN BERNARDINO VALLEY COLLEGE - ELECTRONICS AND
ELECTRIC TECHNOLOGY (093400)

METRIC: Enrollments

2016-17: 543

2017-18: 553

FALL 2018: 568

SAN BERNARDINO VALLEY COLLEGE - ELECTRONICS AND
ELECTRIC TECHNOLOGY (093400)

METRIC: Employed 2 Quarters After Exit

2016-17: 64

2017-18: 65

FALL 2018: 66

INVESTMENT PLAN: Chaffey: Using existing Industrial Technology Level I as a base, Chaffey will develop and submit for approval an additional 3 courses with a focus on Mechatronics (4 ½ units). Purchase and house Mechatronic training equipment Norco: Using the existing Industrial Automation Systems Technician Certificate (095600) as a foundation, Norco College will explore methods to incorporate additional Mechatronic concepts. San Bernardino Valley College: Using existing Electronics Technology Certificate (093400) as a base, SBVC will develop an additional 3 courses with a focus on Mechatronics

Workplan

RESPONSIBLE PERSON: Ken Eaves

LEAD COLLEGE OR PARTNER: Chaffey College

PARTICIPATING COLLEGES: Chaffey College, Norco College, San Bernardino Valley College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: 1. Using existing Industrial Electrical Technology (IET) Industrial Electricity Level I Certificate as a base, Chaffey will develop and submit for approval an additional 3 courses with a focus on Mechatronics (4 ½ units). - Introduction to Mechatronics – 1.5 units (1 unit lecture, 18 hours and .5 unit, 27 hours) - Intermediate Mechatronics – 1.5 units (1 unit lecture, 18 hours and .5 unit, 27 hours) - Advanced Mechatronics – 1.5 units (1 unit lecture, 18 hours and .5 unit, 27 hours) 2. Explore program alignment across the region that have similar programs to share curriculum and FTES. 3. Host at least one Industry Skills Panel to determine need and skills gaps. 4. Work with regional industry to develop curriculum for the program 5. Align where possible with nationally recognized certification. 6. Develop a not-for-credit Mechatronics program at the InTech Center that leads to a credit program. This will serve as developmental program for those considering going into Chaffey's Engineering program. 7. Develop additional instructional capacity from qualified industry personnel and other sources. 8. Develop outreach materials for the program for both students and employers 9. Explore possibility of regional alignment with American River College with their federally approved apprenticeship program so that regional colleges might be able to obtain RSI including Communications and Mathematics courses 10. Purchase and house Mechatronics training equipment at the InTech Center.

MAJOR OUTCOMES: Host at least one industry skills panel to develop curriculum for the program 2. Have at least 20 entry and/or incumbent students enroll and complete the 240 not-for-credit pathway each semester until it can be institutionalized as a credit program. 3. Begin transition from a not-for-credit pathway to credit by preparing and submitting the required curriculum for approval by end of 2017. 4. Have noncredit and/or credit curriculum approved by January 2018. 5. Schedule and provide at least one noncredit or credit course by Spring 2018. 6. Host at least one Instructor Trainer Certification Program to develop additional instructional capacity from qualified industry. 7. Prepare and disseminate outreach materials for the program to both students and employers. 8. Host a curriculum alignment meeting by May 2017 to determine the viability of alignment of common Mechatronics program between colleges in the region such as was done for the Industrial electrical program. 9. Invite John Dunn from American River College to attend this meeting.

TASK FORCE RECOMMENDATIONS:

Student Success (2) / Regional Coordination (20)

RESPONSIBLE PERSON: Kevin Fleming

LEAD COLLEGE OR PARTNER: Norco College

PARTICIPATING COLLEGES: Norco College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: 1. Using the existing Industrial Automation Systems Technician Certificate as a foundation, Norco College will explore methods to incorporate additional Mechatronic concepts. 2. Norco College will refer industrial automation students to the InTech Center for: a. Industry credentials/certifications relevant to the Mechatronics field. b. Monthly InTech Center Lab Tours, focusing on certifications and equipment needed for employment in Mechatronics. c. Mechatronics Workshops and Bootcamps. 3. Participate in program alignment across the region with regional colleges who have similar programs to explore sharing curriculum. 4. Work with regional industry to improve Industrial Automation Systems curriculum and determine which industry recognized certifications are needed for successful employment. 5. Align curriculum, where possible, with nationally recognized certifications. 6. Develop additional instructional capacity by recruiting from qualified industry personnel and other educational sources. 7. Develop and disseminate outreach materials regarding certifications, credentials, and licenses to both students and employers. 8. Explore the development of a federally approved apprenticeship program.

MAJOR OUTCOMES: 1. Coordinate at least one industry skills panel to develop curriculum and advertise industrial automation curriculum to key stakeholders. 2. Offer at least 9 credit courses in Industrial Automation by Spring 2018. 3. Produce new outreach materials highlighting certifications, credentials, and licenses available through regional mechatronics program. 4. Host a curriculum alignment meeting by May 2017 to determine the viability of alignment of common Mechatronics program between colleges in the region, as was done for the Industrial Electrical program. 5. Pay and certify and/or license a minimum of 30 students from the Industrial Automation Systems program. Certifications may include industry recognized certifications and licenses, such as OSHA 10 or 30, CPR, First-aid, Forklift Operator, AutoCAD, Certified Logistics Technician (MSSC), Certified Production Technician (MSSC), Manufacturing Production Technician Updated 1/12/17 (CPTAE), and Welding. The list may be expanded based on industry feedback

TASK FORCE RECOMMENDATIONS:

Student Success (2) / Regional Coordination (20)

RESPONSIBLE PERSON: Albert Maniaol

LEAD COLLEGE OR PARTNER: Chaffey College

PARTICIPATING COLLEGES: San Bernardino Valley College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: Using existing Electronics Technology Certificate as a base, San Bernardino Valley College will develop an additional 3 courses with a focus on Mechatronics (4 ½ units). a. Suggested topics to assist in alignment. o Introduction to Mechatronics o Intermediate Mechatronics o Advanced Mechatronics 1. Participate in program alignment across the region with regional colleges who have similar programs to explore sharing curriculum and FTES. 2. Work with regional industry to develop curriculum for the program. 3. Align curriculum, where possible, with nationally recognized certification. 4. Begin development of curriculum for a Mechatronics focused program that aligns with the Industrial Automation System. 5. Develop additional instructional capacity from qualified industry personnel and other sources. 6. Develop outreach materials for the program for both students and employers 7. Explore possibility of regional alignment with American River College with their federally approved apprenticeship program so that regional colleges might be able to obtain RSI including Communications and Mathematics courses.

MAJOR OUTCOMES: 1. Participate in at least one industry skills panel to develop curriculum for the program 2. Begin development of required curriculum for submittal for approval by end of 2017. 3. Have noncredit and/or credit curriculum approved by Fall 2018. 4. Schedule and provide at least one new noncredit or credit course by Fall 2018. 5. Prepare and disseminate outreach materials for the program to both students and employers. 6. Host a curriculum alignment meeting by May 2017 to determine the viability of alignment of common Mechatronics program between colleges in the region such as was done for the Industrial electrical program.

TASK FORCE RECOMMENDATIONS:

Student Success (2) / Regional Coordination (20)

RISKS: Lack of existing Mechatronic programs to meet industry workforce needs Length of time to get curriculum approved Lack of instructional capacity due to required minimum qualifications for instructors. Lack of adequate training equipment

Budget Breakdown

INSTITUTION: Chaffey College

DESCRIPTION: Instructional/trainer cost

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$10,000

2017-2018 AMOUNT REQUESTED: \$30,000

FALL 2018 AMOUNT REQUESTED: \$10,000

INSTITUTION: Chaffey College

DESCRIPTION: Instructor benefits

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits
2016-2017 AMOUNT REQUESTED: \$1,500

2017-2018 AMOUNT REQUESTED: \$2,500

FALL 2018 AMOUNT REQUESTED: \$1,500

INSTITUTION: Chaffey College

DESCRIPTION: Text, training and disposable supplies
SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials
2016-2017 AMOUNT REQUESTED: \$5,200

2017-2018 AMOUNT REQUESTED: \$9,240

FALL 2018 AMOUNT REQUESTED: \$5,003

INSTITUTION: Chaffey College

DESCRIPTION: Student and employer Outreach
SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services
2016-2017 AMOUNT REQUESTED: \$2,000

2017-2018 AMOUNT REQUESTED: \$2,500

FALL 2018 AMOUNT REQUESTED: \$1,200

INSTITUTION: Chaffey College

DESCRIPTION: In-Tech Center Mechatronics Equipment

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay

2016-2017 AMOUNT REQUESTED: \$270,000

2017-2018 AMOUNT REQUESTED: \$0

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Instructional/trainer cost

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$15,000

2017-2018 AMOUNT REQUESTED: \$35,000

FALL 2018 AMOUNT REQUESTED: \$18,348

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Instructor benefits

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits

2016-2017 AMOUNT REQUESTED: \$1,250

2017-2018 AMOUNT REQUESTED: \$1,400

FALL 2018 AMOUNT REQUESTED: \$1,285

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Text, training and disposable supplies

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$4,265

2017-2018 AMOUNT REQUESTED: \$5,290

FALL 2018 AMOUNT REQUESTED: \$2,736

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Student and employer Outreach

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$1,200

2017-2018 AMOUNT REQUESTED: \$1,500

FALL 2018 AMOUNT REQUESTED: \$333

INSTITUTION: Norco College

DESCRIPTION: Texts and supplies

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$5,000

2017-2018 AMOUNT REQUESTED: \$5,000

FALL 2018 AMOUNT REQUESTED: \$5,000

INSTITUTION: Norco College

DESCRIPTION: Equipment to be housed at the InTech Center

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay

2016-2017 AMOUNT REQUESTED: \$20,000

2017-2018 AMOUNT REQUESTED: \$0

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Norco College

DESCRIPTION: Outreach/printing

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$1,666

2017-2018 AMOUNT REQUESTED: \$1,667

FALL 2018 AMOUNT REQUESTED: \$1,666

INSTITUTION: Norco College

DESCRIPTION: Mechatronic Workshops and Bootcamps

SOURCE: 40%

OBJECT CODE: 7000 - Other Outgo

2016-2017 AMOUNT REQUESTED: \$11,667

2017-2018 AMOUNT REQUESTED: \$11,667

Budget Totals

INSTITUTION	CODE	3YR TOTAL
Chaffey College	1000 - Instructional Salaries	\$50,000
Chaffey College	3000 - Employee Benefits	\$5,500
Chaffey College	4000 - Supplies and Materials	\$19,443
Chaffey College	5000 - Other Operating Expenses and Services	\$5,700
Chaffey College	6000 - Capital Outlay	\$270,000
Chaffey College Total:		\$350,643
San Bernardino Valley College	1000 - Instructional Salaries	\$68,348
San Bernardino Valley College	3000 - Employee Benefits	\$3,935
San Bernardino Valley College	4000 - Supplies and Materials	\$12,291
San Bernardino Valley College	5000 - Other Operating Expenses and Services	\$3,033
San Bernardino Valley College Total:		\$87,607
Norco College	4000 - Supplies and Materials	\$15,000
Norco College	6000 - Capital Outlay	\$20,000
Norco College	5000 - Other Operating Expenses and Services	\$4,999
Norco College	7000 - Other Outgo	\$35,001
Norco College Total:		\$75,000
TOTAL PROPOSAL COST:		\$513,250

Exhibit 2017/20-16-P02

Description

PROPOSAL TITLE: Subregional Business Incubator and Makerspace Proposal
(COMPLETE)

DESCRIPTION: The creation of the Incubator/Makerspace at select colleges will enable colleges to pull from a new set of students according to Van Ton-Quinlivan. These spaces will be able to reach out to new students that may not have considered attending community colleges previously, thus increasing enrollments in CTE programs. Additionally, they will be exposed to any number of new courses, which will be up to the colleges themselves as to what they introduce in their incubators and Makerspaces. For example, at Crafton Hills College, new noncredit certificates are being created to draw students into the incubator and provide a support structure for them. This will also create a pathway for them to continue on to the credit classes at the college if they so choose. Additionally, by offering these classes as noncredit any student currently at the college can add this certificate to their major without it affecting financial aid. For example a photography student may want to start their own business after graduation. With the entrepreneurship certificate, they will be more prepared, with the incubator, they have a place to increase their chances of success as well. By being around so many other entrepreneurs, they will be networking and learning from one another. So we will increase enrollments by offering these noncredit or credit classes at the incubator. One of the requirements could be that they take these classes. This would be up to each college. With respect to the Makerspaces, these will be incredible spaces to help students explore new career pathways as well as to allow our faculty to research new programs or ways to incorporate more tech based learning into their current programs. How do you help students learn math through hands on exercise in the Makerspace? In Pasadena they are already doing this. Students that go through their basic skills Makerspace class increase their level by 2 levels after the class because they are creating and building, not just doing arithmetic from a book. They are learning to read and follow those instructions. They learn to use a ruler to accurately measure. The makerspace will create a funnel for so many more students to enter CTE fields of study. Noncredit classes can be created to get students started on the pathway and then transfer to the credit classes afterwards. This will directly increase the number of students in CTE. Credit classes can be created as well. And while the curriculum is waiting approval from the Chancellor's office colleges can offer community education classes which can help to support the Makerspace and make it financially viable. I have selected the major industry sectors for these spaces, small business, advanced manufacturing, and ICT/Digital Media. However, colleges can choose what pathways they want to create the makerspace for and what programs they want to support. The possibilities are vast and limited only by the time the faculty have to create new programs. The makerspaces and incubators also created spaces for faculty from various disciplines to interact with one another and learn how to incorporate entrepreneurship or advanced manufacturing into their own classes. Additionally, these spaces will get the business industry involved more with the colleges and therefore create an opportunity for internships for our students and also new businesses that can come onto those colleges advisory boards. It helps our colleges to keep from working in silos and start working with our communities that we serve.

INDUSTRY SECTORS: Small Business; Information & Communication Technologies (ICT)/Digital Media; Advanced Manufacturing; Health;

START DATE: Wed Feb 01 2017

END DATE: Mon Dec 31 2018

ESTIMATED PROPOSAL COST: \$750,000

LEAD COLLEGE/DISTRICT: San Bernardino CCD

READ THE SWP LEGISLATION: Yes

MEETS REQUIREMENTS OF SWP LEGISLATION: Yes

WHAT NEED DOES THIS PROPOSAL ADDRESS?

Only 66% of new businesses survive their first year, and only 50% survive at least five years thereafter. Business incubators and makerspaces are critical in helping new businesses survive because they help entrepreneurs stay on track through mentoring and leadership development. This proposal is for a 3-year program designed to give students the knowledge and tools needed to help start and grow their businesses. It has been expressed by community colleges across the region that there is a need for business incubators and makerspaces that are easily accessible to students studying entrepreneurship and technology. There is a gap in entrepreneurial and technology studies in which students do not have a dedicated location to explore entrepreneurship or the tools to develop product prototypes.

HOW DOES THIS PROPOSAL MEET THE NEEDS OF YOUR REGION'S LABOR MARKET?

This proposal would allow each region to have a makerspace and incubator available to students studying entrepreneurship and technology. In addition, through the success of this program. The makerspace model creates a pathway for students into CTE fields while also reaching nontraditional students that may be apprehensive to attend college such as working adults. This model will also allow access to high school and middle school students creating a pathway from middle school to the community college and on.

HOW DOES THIS PROPOSAL ADDRESS THE IDENTIFIED NEEDS?

The establishment of business incubators and makerspaces in San Bernardino and Riverside Counties is proposed to eliminate the gap of not having locations for students to explore entrepreneurship and apply the skills they learn in technology. These locations will be easily accessible to students attending Community Colleges, in addition to being open to High School students interested in entrepreneurship and technology pathways. Both the incubators and makerspaces will offer a place for students to collaborate and share ideas, as well as serve as additional classroom space.

HOW DOES THIS PROPOSAL ADDRESS THE PRIORITIES ESTABLISHED BY YOUR REGION?

This proposal addresses three of our priority sectors; small business/entrepreneurship, advanced manufacturing, and ICT/Digital Media. Each of these areas creates a high wage and high demand occupation for our students. By creating these spaces we will be able to address the needs of industry and also help our community to attain high wage jobs.

Labor Market Information

OCCUPATIONAL CLUSTER: Sub Regional Business Incubator and Makerspace

OCCUPATIONS: 11-1011 Chief Executives, 11-1011 Chief Executives, 49-9041 Industrial Machinery Mechanics, 17-3026 Industrial Engineering Technicians, 15-1121 Computer Systems Analysts, 15-1131 Computer Programmers, 31-9092 Medical Assistants, 29-2071 Medical Records and Health Information Technicians

REGION: Inland Empire/Desert

SUBREGION: Inland Empire

COUNTY: San Bernardino, Riverside

COLLEGE: Crafton Hills College

PROGRAMS: Crafton Hills College - Business Management (050600), Moreno Valley College - Business Administration (050500), Mt. San Jacinto College - Business Administration (050500), San Bernardino Valley College - Business Administration (050500), San Bernardino Valley College - Machining and Machine Tools (095630), Moreno Valley College - Health Information Technology (122300), Moreno Valley College - Business Management (050600), Moreno Valley College - Marketing and Distribution (050900), Moreno Valley College - Computer Information Systems (070200)

REGIONAL PLANNING PROCESS: RPR Industry Healthcare.pdf

REGIONAL PLANNING PROCESS: RPR Industry Adv Manufacturing.pdf

REGIONAL PLANNING PROCESS: RPR Industry ICTDigital Media.pdf

REGIONAL PLANNING PROCESS: RPR Industry Small Business.pdf

Metrics

CRAFTON HILLS COLLEGE - BUSINESS MANAGEMENT (050600)

METRIC: Enrollments

2016-17: 184

2017-18: 184

FALL 2018: 284

CRAFTON HILLS COLLEGE - BUSINESS MANAGEMENT (050600)

METRIC: Employed 2 Quarters After Exit

2016-17: 62

2017-18: 62

FALL 2018: 63

MORENO VALLEY COLLEGE - BUSINESS ADMINISTRATION (050500)

METRIC: Enrollments

2016-17: 294

2017-18: 308

FALL 2018: 324

MORENO VALLEY COLLEGE - BUSINESS ADMINISTRATION
(050500)

METRIC: Employed 2 Quarters After Exit

2016-17: 64

2017-18: 64

FALL 2018: 65

MT. SAN JACINTO COLLEGE - BUSINESS ADMINISTRATION
(050500)

METRIC: Enrollments

2016-17: 272

2017-18: 272

FALL 2018: 342

MT. SAN JACINTO COLLEGE - BUSINESS ADMINISTRATION
(050500)

METRIC: Employed 2 Quarters After Exit

2016-17: 64

2017-18: 64

FALL 2018: 65

SAN BERNARDINO VALLEY COLLEGE - BUSINESS
ADMINISTRATION (050500)

METRIC: Enrollments

2016-17: -

2017-18: -

FALL 2018: 100

SAN BERNARDINO VALLEY COLLEGE - BUSINESS
ADMINISTRATION (050500)

METRIC: Employed 2 Quarters After Exit

2016-17: -

2017-18: -

FALL 2018: 58

SAN BERNARDINO VALLEY COLLEGE - MACHINING AND
MACHINE TOOLS (095630)

METRIC: Enrollments

2016-17: 129

2017-18: 129

FALL 2018: 209

SAN BERNARDINO VALLEY COLLEGE - MACHINING AND
MACHINE TOOLS (095630)

METRIC: Employed 2 Quarters After Exit

2016-17: 82

2017-18: 82

FALL 2018: 83

MORENO VALLEY COLLEGE - HEALTH INFORMATION
TECHNOLOGY (122300)

METRIC: Enrollments

2016-17: -

2017-18: -

FALL 2018: 100

MORENO VALLEY COLLEGE - BUSINESS MANAGEMENT (050600)

METRIC: Enrollments

2016-17: 59

2017-18: 59

FALL 2018: 73

MORENO VALLEY COLLEGE - BUSINESS MANAGEMENT (050600)

METRIC: Employed 2 Quarters After Exit

2016-17: -

2017-18: -

FALL 2018: 52

MORENO VALLEY COLLEGE - MARKETING AND DISTRIBUTION
(050900)

METRIC: Enrollments

2016-17: 40

2017-18: 40

FALL 2018: 54

MORENO VALLEY COLLEGE - MARKETING AND DISTRIBUTION (050900)

METRIC: Employed 2 Quarters After Exit

2016-17: -

2017-18: -

FALL 2018: 40

MORENO VALLEY COLLEGE - COMPUTER INFORMATION SYSTEMS (070200)

METRIC: Enrollments

2016-17: 804

2017-18: 804

FALL 2018: 904

INVESTMENT PLAN: Investments will include working with faculty to get new supporting programs created to ensure we have pathways at each of the colleges. An example would be a noncredit certificate at Crafton Hills College that would support the incubator by allowing tenants to take these classes for free. This would also allow us to offer those classes to other students and they would be inspired by seeing people just like them who have made the leap to entrepreneurship. Creating an environment of entrepreneurship along with a support network will help ensure our new businesses are successful. This could also be done at the makerspace as the manufacturers we work with are started by entrepreneurs. It is important to create that environment of support and inspiration, while encouraging students to keep taking classes so that they will be able to increase their rate of pay and their quality of life. Another example would be creating new coding and gaming certificates and San Bernardino Valley College to continue the pipeline from the Makerspace to the College and then to a certificate or AA degree. We expect these new resources to inspire our faculty to create new programs to support our community. Additionally, soft skills will be taught to students at the makerspace to ensure they are fully prepared for the workforce.

Workplan

RESPONSIBLE PERSON: Ashley Gaines

LEAD COLLEGE OR PARTNER: San Bernardino Community College District

PARTICIPATING COLLEGES: Crafton Hills College, San Bernardino Valley College, Mt. San Jacinto College, Moreno Valley College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: Each of the designated colleges will get their makerspace or incubator positioned to open by the end of year 2 (2017-2018). This will include working with faculty to create supporting curriculum for students.

MAJOR OUTCOMES: 1. New curriculum created to support the makerspaces/incubators
2. Space will be acquired and supplies purchased so that they can open by the end of year 2.
3. Partnerships will be established to help to support and expand the sphere of influence for the makerspaces/incubators.

TASK FORCE RECOMMENDATIONS:

Student Success (1)

RISKS: The biggest challenge is new curriculum as it takes a significant amount of time to get approval from the State Chancellors office for any new programs or classes. This will be the biggest delay that will hinder success.

Budget Breakdown

INSTITUTION: Crafton Hills College

DESCRIPTION: Makerspace staffing

SOURCE: 40%

OBJECT CODE: 2000 - Non-Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$25,000

FALL 2018 AMOUNT REQUESTED: \$25,000

INSTITUTION: Crafton Hills College

DESCRIPTION: Makerspace staffing benefits/fixed costs

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$10,000

FALL 2018 AMOUNT REQUESTED: \$10,000

INSTITUTION: Crafton Hills College

DESCRIPTION: Supplies

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$5,000

FALL 2018 AMOUNT REQUESTED: \$5,000

INSTITUTION: Crafton Hills College

DESCRIPTION: New equipment

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay
2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$65,000

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Moreno Valley College

DESCRIPTION: Faculty salary based on 500 hours and 250 hours to teach and work in the Maker Space

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$38,775

FALL 2018 AMOUNT REQUESTED: \$19,388

INSTITUTION: Moreno Valley College

DESCRIPTION: Staffing

SOURCE: 40%

OBJECT CODE: 2000 - Non-Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$22,084

FALL 2018 AMOUNT REQUESTED: \$11,042

INSTITUTION: Moreno Valley College

DESCRIPTION: Faculty and Staff Benefits

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$6,217

FALL 2018 AMOUNT REQUESTED: \$3,109

INSTITUTION: Moreno Valley College

DESCRIPTION: Supplies for Maker Space classes/projects

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$10,000

FALL 2018 AMOUNT REQUESTED: \$5,000

INSTITUTION: Moreno Valley College

DESCRIPTION: Other supplies and operating expenses to support then Maker Space

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$20,000

FALL 2018 AMOUNT REQUESTED: \$10,000

INSTITUTION: Moreno Valley College

DESCRIPTION: Equipment

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$75,000

FALL 2018 AMOUNT REQUESTED: \$9,385

INSTITUTION: Mt. San Jacinto College

DESCRIPTION: Makerspace staffing

SOURCE: 40%

OBJECT CODE: 2000 - Non-Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$25,000

FALL 2018 AMOUNT REQUESTED: \$25,000

INSTITUTION: Mt. San Jacinto College

DESCRIPTION: Makerspace staffing benefits/fixed costs

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$10,000

FALL 2018 AMOUNT REQUESTED: \$10,000

INSTITUTION: Mt. San Jacinto College

DESCRIPTION: Supplies

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$5,000

FALL 2018 AMOUNT REQUESTED: \$5,000

INSTITUTION: Mt. San Jacinto College

DESCRIPTION: Professional Development

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$2,500

2017-2018 AMOUNT REQUESTED: \$2,500

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Mt. San Jacinto College

DESCRIPTION: New equipment

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$60,000

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Faculty release time/stipends

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$5,000

2017-2018 AMOUNT REQUESTED: \$5,000

FALL 2018 AMOUNT REQUESTED: \$5,000

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Provide administrative/clerical support to the makerspace

SOURCE: 40%

OBJECT CODE: 2000 - Non-Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$25,000

FALL 2018 AMOUNT REQUESTED: \$25,000

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Benefits for faculty and staff

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$10,000

FALL 2018 AMOUNT REQUESTED: \$10,000

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Supplies

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$5,000

FALL 2018 AMOUNT REQUESTED: \$5,000

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Professional development

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$2,500

2017-2018 AMOUNT REQUESTED: \$2,500

FALL 2018 AMOUNT REQUESTED: \$2,500

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Equipment

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay
 2016-2017 AMOUNT REQUESTED: \$27,500
 2017-2018 AMOUNT REQUESTED: \$100,000
 FALL 2018 AMOUNT REQUESTED: \$0

Budget Totals

INSTITUTION	CODE	3YR TOTAL
Crafton Hills College	2000 - Non-Instructional Salaries	\$50,000
Crafton Hills College	3000 - Employee Benefits	\$20,000
Crafton Hills College	4000 - Supplies and Materials	\$10,000
Crafton Hills College	6000 - Capital Outlay	\$65,000
Crafton Hills College Total:		\$145,000
Moreno Valley College	1000 - Instructional Salaries	\$58,163
Moreno Valley College	2000 - Non-Instructional Salaries	\$33,126
Moreno Valley College	3000 - Employee Benefits	\$9,326
Moreno Valley College	4000 - Supplies and Materials	\$15,000
Moreno Valley College	5000 - Other Operating Expenses and Services	\$30,000
Moreno Valley College	6000 - Capital Outlay	\$84,385
Moreno Valley College Total:		\$230,000
Mt. San Jacinto College	2000 - Non-Instructional Salaries	\$50,000
Mt. San Jacinto College	3000 - Employee Benefits	\$20,000
Mt. San Jacinto College	4000 - Supplies and Materials	\$10,000
Mt. San Jacinto College	5000 - Other Operating Expenses and Services	\$5,000
Mt. San Jacinto College	6000 - Capital Outlay	\$60,000
Mt. San Jacinto College Total:		\$145,000
San Bernardino Valley College	1000 - Instructional Salaries	\$15,000

San Bernardino Valley College	1000 - Instructional Salaries	\$15,000
San Bernardino Valley College	2000 - Non-Instructional Salaries	\$50,000
San Bernardino Valley College	3000 - Employee Benefits	\$20,000
San Bernardino Valley College	4000 - Supplies and Materials	\$10,000
San Bernardino Valley College	5000 - Other Operating Expenses and Services	\$7,500
San Bernardino Valley College	6000 - Capital Outlay	\$127,500
	San Bernardino Valley College Total:	\$230,000
		<hr/>
		TOTAL PROPOSAL COST: \$750,000

Exhibit 2017/20-16-P03

Description

PROPOSAL TITLE: Placement and Clinical Site Coordination-Nursing (COMPLETE)

DESCRIPTION: Community colleges that have nursing programs in the region would obtain funding for a Clinical Site Placement Coordinator. The Clinical Site Placement Coordinators (CSPC) would play a multifaceted role in the region for the ongoing support for nursing programs. Their key roles would include: ensuring clinical placements are secured for nursing students through collaboration with colleges, universities, hospitals, clinics, community placements and long term care/skilled nursing facilities. The CSPC would be instrumental in identifying specialty clinical areas that are available for student placement such as pediatrics, maternity and mental health. Therefore, ensuring that educational institutions are able to recruit or remediate faculty for those specialty areas to meet the Board of Registered Nursing faculty requirements. The Placement Coordinator would also be responsible for exploring other potential clinical and community sites and ensuring affiliation agreements are current. Furthermore, the CSPC would provide useful insights for ongoing policy implementation and development.

INDUSTRY SECTORS: Health;

START DATE: Tue Jan 31 2017

END DATE: Wed Jan 31 2018

ESTIMATED PROPOSAL COST: \$585,000

LEAD COLLEGE/DISTRICT: College of the Desert

READ THE SWP LEGISLATION: Yes

MEETS REQUIREMENTS OF SWP LEGISLATION: Yes

WHAT NEED DOES THIS PROPOSAL ADDRESS?

The Placement Coordinator would coordinate hospital and skilled nursing facility/long term care placements for our students and our regional partners. They would ensure that there is no overlapping of students from different institutions on a single ward in the hospital. They would be the direct liaison that the hospitals could contact if there are any concerns regarding placement-rotations of students. The Placement Coordinator would also be responsible to exploring other potential clinical and community sites and ensuring affiliation agreements are current.

HOW DOES THIS PROPOSAL MEET THE NEEDS OF YOUR REGION'S LABOR MARKET?

The healthcare industry provides a viable option to help alleviate poverty in the region by offering jobs that pay livable wages for all levels of skills and education. Occupations at every skill and education level are key for the Inland Empire where only 27-28% of the population has earned some level of college degree and the majority of residents hold only a high school diploma. Research compiled by the Centers of Excellence, the Sector Navigators, and Deputy Sector Navigator, resulted in one comprehensive labor market report for 2016. Centers of Excellence gathered and synthesized health care workforce data (10+ regional studies) key trends, gap analysis, sector growth potential and community college supply. Community college programs were identified for each occupation using the Taxonomy of Programs (TOP) coding system and are included in the report. The potential supply of students to the labor market for the related group of occupations and the number of students completing community college programs related to health care, was analyzed to determine if postsecondary institutions are supplying enough qualified students to meet workforce demand. Compilations resulted in projected 2015-2020 annual job openings for the occupations far exceeded the annual average student headcounts, annual average regional community college awards and the total annual average awards for education institutions outside of the California Community Colleges system. A recent statewide survey of hospitals conducted by California Hospital Association (CHA) found that population growth was one of the top 5 concerns related to the supply of the healthcare workforce. This is especially significant for the Inland Empire, a region with a rather low relative concentration of healthcare workers. According to Employment Development Department (EDD) data, the ratio of healthcare workers to residents in the combined San Bernardino-Riverside region is 1:34, which is much lower than those of Orange County (1:22), Los Angeles County (1:23) and San Diego County (1:24).⁹ Some parts of the region are facing even greater shortages; for example, a study on the healthcare workforce in the Coachella Valley suggests that continued emphasis will be needed to assure there is a supply of well-trained and experienced nurses and other outpatient serving occupations to keep up with projected need. An expanded regional role of Clinical Site Placement Coordinator (CSPC) would ultimately facilitate the development and expansion of placement capacity, as the CSPC will fill a gap in the form of up-to-date local knowledge about the clinical areas. The CSPC will provide a much needed 'bridge' between the Community College, the student and the clinical area. The role would aim to support student learning in practice. Furthermore, useful insights for ongoing policy implementation and development, faculty recruitment and retention, are to be in the scope of work for the CSPS.

HOW DOES THIS PROPOSAL ADDRESS THE IDENTIFIED NEEDS?

An increase in placements will result in an increased ability to meet student learning needs and possibly increase the ability to accept more students into allied health and nursing programs. Thus addressing the shortage of anticipated healthcare workers as identified in the “Regional Labor Market Assessment, Desert/Inland Empire Region, September 2016 Report: Five-Year Projected Occupation Data for Health Care Practitioner & Technical Occupations”. Increase numbers of faculty may also decrease attrition rates students will have increased instruction and supervision due to better faculty to student ratios The Clinical Placement Coordinators will be responsible for directing operational aspects of the School of Nursing clinical and preceptor facilities/contracts. They would be responsible for collaborating with the dean, chair, and director and provides oversight and tracking of student placements, student clinical requirements, and faculty clinical requirements. Additionally, this person will develop and maintain strong working relationships with placement facilities

HOW DOES THIS PROPOSAL ADDRESS THE PRIORITIES ESTABLISHED BY YOUR REGION?

The Centers of Excellence identified the occupational groups in which there is the largest regional gap. Consideration should be given to those projects that attempt to fill the gaps identified

Labor Market Information

OCCUPATIONAL CLUSTER: Nursing

OCCUPATIONS: 29-1141 Registered Nurses, 29-2061 Licensed Practical and Licensed Vocational Nurses

REGION: Inland Empire/Desert

SUBREGION: Inland Empire

COUNTY: Riverside, San Bernardino

COLLEGE: Chaffey College

PROGRAMS: Chaffey College - Registered Nursing (123010), Chaffey College - Licensed Vocational Nursing (123020), College of the Desert - Registered Nursing (123010), College of the Desert - Licensed Vocational Nursing (123020), Copper Mountain College - Registered Nursing (123010), Copper Mountain College - Licensed Vocational Nursing (123020), Mt. San Jacinto College - Registered Nursing (123010), Palo Verde College - Licensed Vocational Nursing (123020), Riverside City College - Registered Nursing (123010), Riverside City College - Licensed Vocational Nursing (123020), San Bernardino Valley College - Registered Nursing (123010), Victor Valley College - Registered Nursing (123010)

REGIONAL PLANNING PROCESS: RPR Industry Healthcare.pdf

Metrics

CHAFFEY COLLEGE - REGISTERED NURSING (123010)

METRIC: Enrollments

2016-17: 1090

2017-18: 2000

FALL 2018: 2050

CHAFFEY COLLEGE - REGISTERED NURSING (123010)

METRIC: Students Who Got A Certificate or Degree

2016-17: 65

2017-18: 75

FALL 2018: 80

CHAFFEY COLLEGE - REGISTERED NURSING (123010)

METRIC: Job Closely Related to Field of Study

2016-17: 98

2017-18: 98

FALL 2018: 98

CHAFFHEY COLLEGE - LICENSED VOCATIONAL NURSING (123020)

METRIC: Enrollments

2016-17: 1046

2017-18: 1075

FALL 2018: 2000

CHAFFHEY COLLEGE - LICENSED VOCATIONAL NURSING (123020)

METRIC: Students Who Got A Certificate or Degree

2016-17: 65

2017-18: 70

FALL 2018: 75

CHAFFHEY COLLEGE - LICENSED VOCATIONAL NURSING (123020)

METRIC: Job Closely Related to Field of Study

2016-17: 94

2017-18: 94

FALL 2018: 94

COLLEGE OF THE DESERT - REGISTERED NURSING (123010)

METRIC: Enrollments

2016-17: 320

2017-18: 375

FALL 2018: 400

COLLEGE OF THE DESERT - REGISTERED NURSING (123010)

METRIC: Students Who Got A Certificate or Degree

2016-17: 60

2017-18: 65

FALL 2018: 70

COLLEGE OF THE DESERT - REGISTERED NURSING (123010)

METRIC: Job Closely Related to Field of Study

2016-17: 98

2017-18: 98

FALL 2018: 98

COLLEGE OF THE DESERT - LICENSED VOCATIONAL NURSING
(123020)

METRIC: Enrollments

2016-17: 180

2017-18: 185

FALL 2018: 190

COLLEGE OF THE DESERT - LICENSED VOCATIONAL NURSING
(123020)

METRIC: Students Who Got A Certificate or Degree

2016-17: 37

2017-18: 37

FALL 2018: 42

COLLEGE OF THE DESERT - LICENSED VOCATIONAL NURSING
(123020)

METRIC: Job Closely Related to Field of Study

2016-17: 94

2017-18: 94

FALL 2018: 94

COPPER MOUNTAIN COLLEGE - REGISTERED NURSING (123010)

METRIC: Enrollments

2016-17: 237

2017-18: 250

FALL 2018: 275

COPPER MOUNTAIN COLLEGE - REGISTERED NURSING (123010)

METRIC: Students Who Got A Certificate or Degree

2016-17: 32

2017-18: 35

FALL 2018: 40

COPPER MOUNTAIN COLLEGE - REGISTERED NURSING (123010)

METRIC: Job Closely Related to Field of Study

2016-17: 98

2017-18: 98

FALL 2018: 98

COPPER MOUNTAIN COLLEGE - LICENSED VOCATIONAL
NURSING (123020)

METRIC: Enrollments

2016-17: 90

2017-18: 95

FALL 2018: 100

COPPER MOUNTAIN COLLEGE - LICENSED VOCATIONAL
NURSING (123020)

METRIC: Students Who Got A Certificate or Degree

2016-17: 20

2017-18: 20

FALL 2018: 25

COPPER MOUNTAIN COLLEGE - LICENSED VOCATIONAL
NURSING (123020)

METRIC: Job Closely Related to Field of Study

2016-17: 94

2017-18: 94

FALL 2018: 94

MT. SAN JACINTO COLLEGE - REGISTERED NURSING (123010)

METRIC: Enrollments

2016-17: 686

2017-18: 700

FALL 2018: 725

MT. SAN JACINTO COLLEGE - REGISTERED NURSING (123010)

METRIC: Students Who Got A Certificate or Degree

2016-17: 65

2017-18: 70

FALL 2018: 75

MT. SAN JACINTO COLLEGE - REGISTERED NURSING (123010)

METRIC: Job Closely Related to Field of Study

2016-17: 98

2017-18: 98

FALL 2018: 98

PALO VERDE COLLEGE - LICENSED VOCATIONAL NURSING
(123020)

METRIC: Enrollments

2016-17: 117

2017-18: 121

FALL 2018: 125

PALO VERDE COLLEGE - LICENSED VOCATIONAL NURSING
(123020)

METRIC: Students Who Got A Certificate or Degree

2016-17: 14

2017-18: 19

FALL 2018: 25

PALO VERDE COLLEGE - LICENSED VOCATIONAL NURSING
(123020)

METRIC: Job Closely Related to Field of Study

2016-17: 94

2017-18: 94

FALL 2018: 94

RIVERSIDE CITY COLLEGE - REGISTERED NURSING (123010)

METRIC: Enrollments

2016-17: 2270

2017-18: 2500

FALL 2018: 2550

RIVERSIDE CITY COLLEGE - REGISTERED NURSING (123010)

METRIC: Students Who Got A Certificate or Degree

2016-17: 175

2017-18: 185

FALL 2018: 190

RIVERSIDE CITY COLLEGE - REGISTERED NURSING (123010)

METRIC: Job Closely Related to Field of Study

2016-17: 98

2017-18: 98

FALL 2018: 98

RIVERSIDE CITY COLLEGE - LICENSED VOCATIONAL NURSING
(123020)

METRIC: Enrollments

2016-17: 543

2017-18: 600

FALL 2018: 610

RIVERSIDE CITY COLLEGE - LICENSED VOCATIONAL NURSING
(123020)

METRIC: Students Who Got A Certificate or Degree

2016-17: 54

2017-18: 59

FALL 2018: 64

RIVERSIDE CITY COLLEGE - LICENSED VOCATIONAL NURSING
(123020)

METRIC: Job Closely Related to Field of Study

2016-17: 94

2017-18: 94

FALL 2018: 94

SAN BERNARDINO VALLEY COLLEGE - REGISTERED NURSING
(123010)

METRIC: Enrollments

2016-17: 1048

2017-18: 1075

FALL 2018: 1095

SAN BERNARDINO VALLEY COLLEGE - REGISTERED NURSING
(123010)

METRIC: Students Who Got A Certificate or Degree

2016-17: 65

2017-18: 68

FALL 2018: 70

SAN BERNARDINO VALLEY COLLEGE - REGISTERED NURSING
(123010)

METRIC: Job Closely Related to Field of Study

2016-17: 98

2017-18: 98

FALL 2018: 98

VICTOR VALLEY COLLEGE - REGISTERED NURSING (123010)

METRIC: Enrollments

2016-17: 89

2017-18: 95

FALL 2018: 100

VICTOR VALLEY COLLEGE - REGISTERED NURSING (123010)

METRIC: Students Who Got A Certificate or Degree

2016-17: 65

2017-18: 70

FALL 2018: 75

VICTOR VALLEY COLLEGE - REGISTERED NURSING (123010)

METRIC: Job Closely Related to Field of Study

2016-17: 98

2017-18: 98

FALL 2018: 98

INVESTMENT PLAN: Clinical Site Placement Coordinator (CSPC) at each community college that has nursing programs, would ultimately facilitate the development and expansion of placement capacity, as the CSPC will fill a gap in the form of up-to-date local knowledge about the clinical areas. The CSPC will provide a much needed 'bridge' between the Community College, the student and the clinical area. The role would aim to support student learning in practice. Furthermore, useful insights for ongoing policy implementation and development, faculty recruitment and retention, are to be in the scope of work for the CSPS.

Workplan

RESPONSIBLE PERSON: COE Director, CSPC, DSN, COD Director of Nursing

LEAD COLLEGE OR PARTNER: College of the Desert

PARTICIPATING COLLEGES: Copper Mountain College, Victor Valley College, San Bernardino Valley College, Mt. San Jacinto College, Chaffey College, College of the Desert, Riverside City College, Palo Verde College

YEARS: 2017-18

MAJOR ACTIVITIES: Assessment and Formation of the regional industry relations database to expand and strengthen clinical site placement.

MAJOR OUTCOMES: Lead College and COE will complete regional/counties-wide assessment of viable Industry partners for Clinical Placement

TASK FORCE RECOMMENDATIONS:

Student Success (2)

RESPONSIBLE PERSON: CSPC, CC Directors of Nursing, Industry Partners

LEAD COLLEGE OR PARTNER: College of the Desert

PARTICIPATING COLLEGES: Copper Mountain College, Riverside City College, Mt. San Jacinto College, Chaffey College, College of the Desert, Victor Valley College, Palo Verde College, San Bernardino Valley College

YEARS: 2017-18

MAJOR ACTIVITIES: Development and/or renewals of multi-year Affiliation agreements between the College and Healthcare agencies for student placement

MAJOR OUTCOMES: Recorded and reported active affiliation agreements between the Colleges and Healthcare agencies for student placemen, including increases in specialty placement.

TASK FORCE RECOMMENDATIONS:

RESPONSIBLE PERSON: CSPC, CC Directors of Nursing, Industry Partners

LEAD COLLEGE OR PARTNER: College of the Desert

PARTICIPATING COLLEGES: Chaffey College, Riverside City College, Mt. San Jacinto College, College of the Desert, Copper Mountain College, Victor Valley College, Palo Verde College, San Bernardino Valley College

YEARS: 2017-18

MAJOR ACTIVITIES: Expansion of meaningful college faculty professional development, and programs and events related to clinical placement (ie; Preceptorship, faculty externship, simulation enhancement, etc)

MAJOR OUTCOMES: Proportionate increase of exiters in a job closely related to their field of study

TASK FORCE RECOMMENDATIONS:

CTE Faculty (15)

RESPONSIBLE PERSON: DSN, CC Directors of Nursing Health Sceinces,

LEAD COLLEGE OR PARTNER: College of the Desert

PARTICIPATING COLLEGES: Copper Mountain College, Chaffey College, College of the Desert, Mt. San Jacinto College, San Bernardino Valley College, Victor Valley College, Palo Verde College, Riverside City College

YEARS: 2017-18

MAJOR ACTIVITIES: Development of a plan to educate graduating students about the value and benefit of an ongoing relationship with the college and increase engagement in programs.

MAJOR OUTCOMES: Potential increase in educational pathways

TASK FORCE RECOMMENDATIONS:

Student Success (2)

RESPONSIBLE PERSON: CSPC, CC Directors of Nursing, Industry Partners

LEAD COLLEGE OR PARTNER: College of the Desert

PARTICIPATING COLLEGES: Chaffey College, College of the Desert, Copper Mountain College, Mt. San Jacinto College, Palo Verde College, Riverside City College, San Bernardino Valley College, Victor Valley College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: Collaborative efforts with IEDRC, colleges, Deputy Sector Navigator, WIBS and Intermediaries to ensure long-term sustainment for CSPC role and activities

MAJOR OUTCOMES: Sustainment of CSPC role

TASK FORCE RECOMMENDATIONS:

Student Success (2)

RESPONSIBLE PERSON: CSPC, CC Directors of Nursing

LEAD COLLEGE OR PARTNER: College of the Desert

PARTICIPATING COLLEGES: Chaffey College, College of the Desert, Copper Mountain College, Mt. San Jacinto College, Palo Verde College, Riverside City College, San Bernardino Valley College, Victor Valley College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: Regular participation and reporting of clinical placement relations, professional development, metric results/outcomes, mandatory grant requirements, etc.

MAJOR OUTCOMES: Grant requirements met

TASK FORCE RECOMMENDATIONS:

Student Success (2)

RISKS: Lack of data Some programs are so small that data cannot be displayed in the LaunchBoard or CTE Unlocked. This is particularly the case for employment and earnings metrics, because at least ten students must be found in the wage file for data to display. CC Top Codes inconsistencies Community college programs are identified for each occupation using the Taxonomy of Programs (TOP) coding system.. However, not all colleges are identifying same institutional education programs with correct Top Codes. This may potentially exacerbate efforts in compiling accurate data mining for assessments and reports.

Budget Breakdown

INSTITUTION: Chaffey College

DESCRIPTION: Salaries and benefits for clinical site placement coordinator

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$50,000

FALL 2018 AMOUNT REQUESTED: \$23,125

INSTITUTION: College of the Desert

DESCRIPTION: Salaries and benefits for clinical site placement coordinator

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$50,000

FALL 2018 AMOUNT REQUESTED: \$23,125

INSTITUTION: Copper Mountain College

DESCRIPTION: Salaries and benefits for clinical site placement coordinator

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$50,000

FALL 2018 AMOUNT REQUESTED: \$23,125

INSTITUTION: Mt. San Jacinto College

DESCRIPTION: Salaries and benefits for clinical site placement coordinator

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$50,000

FALL 2018 AMOUNT REQUESTED: \$23,125

INSTITUTION: Palo Verde College

DESCRIPTION: Salaries and benefits for clinical site placement coordinator

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$50,000

FALL 2018 AMOUNT REQUESTED: \$23,125

INSTITUTION: Riverside City College

DESCRIPTION: Salaries and benefits for clinical site placement coordinator

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$50,000

FALL 2018 AMOUNT REQUESTED: \$23,125

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Salaries and benefits for clinical site placement coordinator

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$50,000

FALL 2018 AMOUNT REQUESTED: \$23,125

INSTITUTION: Victor Valley College

DESCRIPTION: Salaries for clinical site placement coordinator

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$30,132

FALL 2018 AMOUNT REQUESTED: \$18,618

INSTITUTION: Victor Valley College

DESCRIPTION: Benefits for clinical site placement coordinator

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$15,066

FALL 2018 AMOUNT REQUESTED: \$9,309

Budget Totals

INSTITUTION	CODE	3YR TOTAL
Chaffey College	1000 - Instructional Salaries	\$73,125
	Chaffey College Total:	\$73,125
College of the Desert	1000 - Instructional Salaries	\$73,125
	College of the Desert Total:	\$73,125
Copper Mountain College	1000 - Instructional Salaries	\$73,125
	Copper Mountain College Total:	\$73,125

Mt. San Jacinto College	1000 - Instructional Salaries	\$73,125
	Mt. San Jacinto College Total:	\$73,125
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Palo Verde College	1000 - Instructional Salaries	\$73,125
	Palo Verde College Total:	\$73,125
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Riverside City College	1000 - Instructional Salaries	\$73,125
	Riverside City College Total:	\$73,125
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San Bernardino Valley College	1000 - Instructional Salaries	\$73,125
	San Bernardino Valley College Total:	\$73,125
<hr/>		
Victor Valley College	1000 - Instructional Salaries	\$48,750
Victor Valley College	1000 - Instructional Salaries	\$24,375
	Victor Valley College Total:	\$73,125
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	TOTAL PROPOSAL COST:	\$585,000

Exhibit 2017/20-16-P04

Description

PROPOSAL TITLE: Tractor Trailer Operator Feasibility Study

DESCRIPTION: The purpose of this request is to conduct a comprehensive feasibility study for a regional tractor-trailer operator certificate program that could be offered at multiple colleges within Region 9. The feasibility study would include identifying industry partners, forming an ad hoc advisory council specific to this industry to guide the process, an in depth labor market analysis, a comprehensive cost analysis - including equipment, facility rental, insurance, curriculum development, and framework options for potential implementation across the region. At the request of the region, heavy equipment operator will also be explored as time and funding permits.

INDUSTRY SECTORS: Global Trade & Logistics;

START DATE: Sat Jul 01 2017

END DATE: Sat Jun 30 2018

ESTIMATED PROPOSAL COST: \$60,000

LEAD COLLEGE/DISTRICT: Copper Mountain College

READ THE SWP LEGISLATION: Yes

MEETS REQUIREMENTS OF SWP LEGISLATION: Yes

WHAT NEED DOES THIS PROPOSAL ADDRESS?

Heavy and tractor-trailer truck driver is defined as a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds gross vehicle weight (GVW). This occupation generally requires a commercial driver's license and/or additional certifications dependent upon load. As identified by the Centers of Excellence information, truck driving spans numerous industry occupational codes and sectors. Further, 30.8% of 2016 jobs in this area belong to individuals between the ages of 45 and 54 years old, and 18.7% belong to those between the ages of 55 and 64 years old. This demonstrates a unique opportunity for the region to meet a projected growth in labor market demand as the current tractor-trailer operator workforce retires. Additionally, national education attainment for this occupation is greatest for those between the "less than a high school diploma" and "some college, but no degree," categories, thus providing a unique opportunity for Region 9 community colleges to meet the need for a short-term certificate in this area. Centers of Excellence data also show that the median hourly earnings for a Riverside – San Bernardino – Ontario, California tractor-trailer operator is \$21.48, with a statewide median hourly earnings of \$19.49.

HOW DOES THIS PROPOSAL MEET THE NEEDS OF YOUR REGION'S LABOR MARKET?

The heavy and tractor-trailer trailer truck driver (SOC 53-3032) occupation continues to grow, especially within Region 9. Centers of Excellence LMI demonstrate a 10.5% positive change in job growth within Region 9, and 8.3% growth statewide. Within Region 9 alone, there is an anticipated 3,278 new job openings between 2015 and 2020. This excludes replacement jobs for those leaving the workforce. This proposal will assist in meeting the needs of the region's labor market by identifying the necessary requirements to implement region-wide programming in a traditionally underrepresented, yet high-demand, educational field within the California community college system. Fully understanding the opportunities and limitations of a tractor-trailer operator training program, and heavy equipment operator, will establish the groundwork necessary to potentially implement a program to meet this need in the following funding cycles.

HOW DOES THIS PROPOSAL ADDRESS THE IDENTIFIED NEEDS?

Currently, the statewide marketplace for occupational training in this area appears to belong primarily to for-profit and/or private driving schools. Further, it appears that very few community colleges within the California Community College system offer commercial driving, bus driving, or tractor-trailer operator certificate programs. This provides an exceptional opportunity for Region 9 to take the initial steps to meet the verified local and statewide demand for trained tractor-trailer and heavy-equipment operators through the offering of an industry recognized credential at an affordable cost to students.

HOW DOES THIS PROPOSAL ADDRESS THE PRIORITIES ESTABLISHED BY YOUR REGION?

This proposal falls within the Global Trade and Logistics sector, one of the priority and emerging sectors for Region 9. As noted on the Inland Empire/Desert Regional Consortium website, the region now ranks 24th in the nation in export supported jobs, with a positive labor market trajectory. Further, the proposed study provides the opportunity to do "more and better" CTE programming by laying the initial foundation that can be used for future program development for any college within the region.

Labor Market Information

OCCUPATIONAL CLUSTER: Heavy and Tractor-Trailer Truck Driver

OCCUPATIONS: 53-3032 Heavy and Tractor-Trailer Truck Drivers

REGION: Inland Empire/Desert

SUBREGION: Inland Empire

COUNTY: San Bernardino, Riverside

COLLEGE: Copper Mountain College

PROGRAMS: Copper Mountain College - Truck and Bus Driving (094750)

TOTAL DEMAND **1330**

TOTAL SUPPLY **0**

DEMAND - SUPPLY **1330** Demand Exceeded: Eligible for Funding

Metrics

COPPER MOUNTAIN COLLEGE - TRUCK AND BUS DRIVING
(094750)

METRIC: Enrollments

2016-17: 1

2017-18: 1

FALL 2018: 1

INVESTMENT PLAN: This is a proposal to conduct a study to determine the feasibility of developing one or more regional truck driver training programs. The labor market demand is high and no community colleges in the state offer such a program. It is not possible to determine metrics until after program feasibility has been determined.

Workplan

RESPONSIBLE PERSON: Zachary Ginder

LEAD COLLEGE OR PARTNER: Copper Mountain College

PARTICIPATING COLLEGES: Copper Mountain College

YEARS: 2016-17

MAJOR ACTIVITIES: Research existing training programs and conduct employer survey.

MAJOR OUTCOMES: Programs are identified and employer needs and partnership opportunities are identified.

TASK FORCE RECOMMENDATIONS:

Curriculum (10)

RESPONSIBLE PERSON: Zachary Ginder

LEAD COLLEGE OR PARTNER: Copper Mountain College

PARTICIPATING COLLEGES: Copper Mountain College

YEARS: 2017-18

MAJOR ACTIVITIES: Conduct detailed program cost analysis. Identify interested colleges.

MAJOR OUTCOMES: Decision whether to move forward with program design and specific college and industry partnership commitments.

TASK FORCE RECOMMENDATIONS:

Curriculum (10)

RISKS: Information about existing training programs is not readily available through traditional data sources. Cost considerations, specifically liability, may limit interest in the program.

Budget Breakdown

INSTITUTION: Copper Mountain College

DESCRIPTION: Contract with professional experts to conduct research.

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$20,000

2017-2018 AMOUNT REQUESTED: \$40,000

FALL 2018 AMOUNT REQUESTED: \$0

Budget Totals

INSTITUTION	CODE	3YR TOTAL
Copper Mountain College	5000 - Other Operating Expenses and Services	\$60,000

Exhibit 2017/20-16-P05

Description

PROPOSAL TITLE: Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction (COMPLETE)

DESCRIPTION: EVs and hybrids require a unique skill set in the job market. This project will ensure that our automotive labs keep pace with the growing EV market and all students receive instruction on these new vehicle systems. This proposal is to update our region's college automotive labs for instruction on electric vehicle (EV) and hybrid vehicle systems by acquiring one vehicle (plug-in EV or hybrid vehicle) per college per year, along with the necessary scan/diagnostic tools and manufacturer online information subscriptions. The project also funds professional development for faculty to become proficient on these new systems. Most of our 9 automotive programs are not currently equipped with electric vehicles. A few have hybrids but they are out-of-date. Over the past year and a half, faculty across the region have collaborated to develop shared course curricula and obtain EV/hybrid professional development. Equipping the labs will be the final step needed to incorporate EV instruction into the curriculum of all our automotive programs. Funding in the amount of \$495,500 per year for 2 years (totaling \$991,000) is requested for the 9 college programs.

INDUSTRY SECTORS: Advanced Transportation & Renewables;

START DATE: Wed Feb 01 2017

END DATE: Mon Dec 31 2018

ESTIMATED PROPOSAL COST: \$991,000

LEAD COLLEGE/DISTRICT: College of the Desert

READ THE SWP LEGISLATION: Yes

MEETS REQUIREMENTS OF SWP LEGISLATION: Yes

WHAT NEED DOES THIS PROPOSAL ADDRESS?

LMI & SUPPLY: 462 automotive service technicians will be needed each year to fill new positions between 2015 and 2020, totaling 2,310 over the five-year period, according to LMI reports from the Centers of Excellence. All of these technicians will need specialized skills to work on EV and hybrid vehicles. Yet, of the 9 automotive programs in our region, only 3 are equipped to provide plug-in EV training. Some provide hybrid training on old models. Labs having the necessary equipment to teach the emerging automotive technologies are needed.

HOW DOES THIS PROPOSAL MEET THE NEEDS OF YOUR REGION'S LABOR MARKET?

LABOR MARKET GAPS: (1) Current 3-year average degree and certificate awards for automotive service technician students in our region total 190 annually (compared to 462 automotive technicians needed annually); (2) most of the students in our automotive programs do not receive the skills they need for EV & hybrid vehicles due to lack of course availability; and (3) most of our programs do not have the necessary equipment - including vehicles, scan, and diagnostic tools - to implement EV & hybrid instruction. Updating the region's automotive labs for EV and hybrid instruction will enable all our programs to provide skill training that increases the competitiveness of our graduates in the labor market.

HOW DOES THIS PROPOSAL ADDRESS THE IDENTIFIED NEEDS?

This proposal is to acquire the vehicles, scan/diagnostic tools, and additional professional development needed by each college to ensure that labs are up-to-date and effective instruction is provided on these modern vehicle systems. By funding this request, students will receive a full set of skills for today's automotive market and help programs convey a positive, high-tech message about automotive careers. Over the next two years, the project will occur in concert with DSN funded activities designed to update the image of automotive occupations and intensify recruitment efforts. Students, parents, and counselors will receive professional materials presenting a high-tech image and essential career pathway information. Working with feeder high school programs, recruitment events are currently being planned. More effective recruitment will result in increased enrollment in our programs, followed by higher job placements to fill the regional gap. High school teachers have been a part of this collaborative work among faculty. By establishing program connections at the high school level, students will have a clearer pathway to the college programs defined, which will also support college recruiting goals.

HOW DOES THIS PROPOSAL ADDRESS THE PRIORITIES ESTABLISHED BY YOUR REGION?

Strong Workforce legislation states that future funding will depend on: CTE FTES, job openings, and improvements in workforce metrics beyond the first year. This project will address all three by increasing FTES through program modernization tied to stronger recruitment, filling job openings by producing higher skilled job-competitive graduates, and preparing students to handle a broader set of responsibilities, resulting in higher wages. The transportation sector is an important sector for economic growth in our region. Clean transportation was the hottest sector for venture capital investment in California, bringing in \$3.4 billion in 2015. Zero emission vehicle registrations increased by 244 percent between 2012 and 2014, driven by a 115 percent increase in all-electric vehicles and a 550 percent increase in plug-in hybrid vehicles. Riverside–San Bernardino–Ontario ranks fifth in the State for the number of clean vehicle rebates, indicating that a large number of EVs are operating in our region. The automotive industry needs highly qualified technicians in larger numbers to continue its economic contribution to our region. This project will help our CTE programs meet that need.

Labor Market Information

OCCUPATIONAL CLUSTER: Automotive Service Technicians and Mechanics

OCCUPATIONS: 49-3023 Automotive Service Technicians and Mechanics

REGION: Inland Empire/Desert

SUBREGION:

COUNTY:

COLLEGE: Barstow College

PROGRAMS: Barstow College - Automotive Technology (094800), Chaffey College - Automotive Technology (094800), College of the Desert - Automotive Technology (094800), Copper Mountain College - Automotive Technology (094800), Mt. San Jacinto College - Automotive Technology (094800), Palo Verde College - Automotive Technology (094800), Riverside City College - Automotive Technology (094800), San Bernardino Valley College - Automotive Technology (094800), Victor Valley College - Automotive Technology (094800)

REGIONAL PLANNING PROCESS: RPR Industry Adv Transportation.pdf

Metrics

BARSTOW COLLEGE - AUTOMOTIVE TECHNOLOGY (094800)

METRIC: Enrollments

2016-17: 296

2017-18: 303

FALL 2018: 310

BARSTOW COLLEGE - AUTOMOTIVE TECHNOLOGY (094800)

METRIC: Students Who Got A Certificate or Degree

2016-17: 3

2017-18: 4

FALL 2018: 5

CHAFFEY COLLEGE - AUTOMOTIVE TECHNOLOGY (094800)

METRIC: Enrollments

2016-17: 796

2017-18: 812

FALL 2018: 839

CHAFFEY COLLEGE - AUTOMOTIVE TECHNOLOGY (094800)

METRIC: Students Who Got A Certificate or Degree

2016-17: 43

2017-18: 46

FALL 2018: 49

COLLEGE OF THE DESERT - AUTOMOTIVE TECHNOLOGY
(094800)

METRIC: Enrollments

2016-17: 792

2017-18: 821

FALL 2018: 847

COLLEGE OF THE DESERT - AUTOMOTIVE TECHNOLOGY
(094800)

METRIC: Students Who Got A Certificate or Degree

2016-17: 15

2017-18: 16

FALL 2018: 18

COPPER MOUNTAIN COLLEGE - AUTOMOTIVE TECHNOLOGY
(094800)

METRIC: Enrollments

2016-17: 103

2017-18: 106

FALL 2018: 109

COPPER MOUNTAIN COLLEGE - AUTOMOTIVE TECHNOLOGY
(094800)

METRIC: Students Who Got A Certificate or Degree

2016-17: 2

2017-18: 3

FALL 2018: 4

MT. SAN JACINTO COLLEGE - AUTOMOTIVE TECHNOLOGY
(094800)

METRIC: Enrollments

2016-17: 391

2017-18: 404

FALL 2018: 418

MT. SAN JACINTO COLLEGE - AUTOMOTIVE TECHNOLOGY
(094800)

METRIC: Students Who Got A Certificate or Degree

2016-17: 12

2017-18: 13

FALL 2018: 14

PALO VERDE COLLEGE - AUTOMOTIVE TECHNOLOGY (094800)

METRIC: Enrollments

2016-17: 301

2017-18: 310

FALL 2018: 319

PALO VERDE COLLEGE - AUTOMOTIVE TECHNOLOGY (094800)

METRIC: Students Who Got A Certificate or Degree

2016-17: 7

2017-18: 8

FALL 2018: 9

RIVERSIDE CITY COLLEGE - AUTOMOTIVE TECHNOLOGY
(094800)

METRIC: Enrollments

2016-17: 982

2017-18: 1017

FALL 2018: 1053

RIVERSIDE CITY COLLEGE - AUTOMOTIVE TECHNOLOGY
(094800)

METRIC: Students Who Got A Certificate or Degree

2016-17: 26

2017-18: 29

FALL 2018: 32

SAN BERNARDINO VALLEY COLLEGE - AUTOMOTIVE
TECHNOLOGY (094800)

METRIC: Enrollments

2016-17: 583

2017-18: 60

FALL 2018: 618

SAN BERNARDINO VALLEY COLLEGE - AUTOMOTIVE
TECHNOLOGY (094800)

METRIC: Students Who Got A Certificate or Degree

2016-17: 6

2017-18: 7

FALL 2018: 9

VICTOR VALLEY COLLEGE - AUTOMOTIVE TECHNOLOGY
(094800)

METRIC: Enrollments

2016-17: 1287

2017-18: 1332

FALL 2018: 1379

VICTOR VALLEY COLLEGE - AUTOMOTIVE TECHNOLOGY
(094800)

METRIC: Students Who Got A Certificate or Degree

2016-17: 22

2017-18: 24

FALL 2018: 26

INVESTMENT PLAN: This project is designed to modernize our region's automotive programs and, when combined with a planned DSN funded outreach and recruitment effort, will dispel outdated notions about auto tech occupations and attract students and parents seeking high-tech/high-paying careers. The EV/Hybrid systems course investments will result for metrics: (a) 5% increase in program enrollment at each college/each year (increase from 3601 to 3973 in 2 years); (d) 6% increase in completion rate and employment at each college/each year [increase from 190 to 220 completions in 2 years (rounding up to whole numbers at each school)]; (e) 20% wage gain for those completing programs, after 1 year in employment. Students completing this training will have the skills needed by a growing segment of the industry thus enhancing job placement and earning potential.

Workplan

RESPONSIBLE PERSON: Larry McLaughlin

LEAD COLLEGE OR PARTNER: College of the Desert

PARTICIPATING COLLEGES: Barstow College, Chaffey College, Copper Mountain College, College of the Desert, Mt. San Jacinto College, Palo Verde College, Riverside City College, San Bernardino Valley College, Victor Valley College

YEARS: 2016-17, 2017-18

MAJOR ACTIVITIES: Organize professional development Organize faculty to make vehicle/equipment selections and establish contract performance standards

MAJOR OUTCOMES: Project performance/funding contracts will be established New EV/hybrid courses will be established regionally by Fall semester

TASK FORCE RECOMMENDATIONS:

Student Success (2) / Curriculum (10) / CTE Faculty (15)

RESPONSIBLE PERSON: Eric Blaine

LEAD COLLEGE OR PARTNER: Barstow College

PARTICIPATING COLLEGES: Barstow College

YEARS: 2016-17, 2017-18

MAJOR ACTIVITIES: Purchase EV vehicle and diagnostic equipment. Faculty will participate in professional development New course proposal or course changes will be written and submitted for approvals

MAJOR OUTCOMES: Faculty will have completed professional development New course or course changes will be implemented

TASK FORCE RECOMMENDATIONS:

Student Success (2) / Curriculum (10) / CTE Faculty (15)

RESPONSIBLE PERSON: Sherm Taylor

LEAD COLLEGE OR PARTNER: Chaffey College

PARTICIPATING COLLEGES: Chaffey College

YEARS: 2016-17, 2017-18

MAJOR ACTIVITIES: Purchase EV vehicle and diagnostic equipment. Faculty will participate in professional development New course proposal or course changes will be written and submitted for approvals

MAJOR OUTCOMES: Faculty will have completed professional development New course or course changes will be implemented

TASK FORCE RECOMMENDATIONS:

Student Success (2) / Curriculum (10) / CTE Faculty (15)

RESPONSIBLE PERSON: College of the Desert

LEAD COLLEGE OR PARTNER: Doug Redman

PARTICIPATING COLLEGES: College of the Desert

YEARS: 2016-17, 2017-18

MAJOR ACTIVITIES: Purchase EV vehicle and diagnostic equipment. Faculty will participate in professional development New course proposal or course changes will be written and submitted for approvals

MAJOR OUTCOMES: Faculty will have completed professional development New course or course changes will be implemented

TASK FORCE RECOMMENDATIONS:

Student Success (2) / Curriculum (10) / CTE Faculty (15)

RESPONSIBLE PERSON: Paul Friedt

LEAD COLLEGE OR PARTNER: Copper Mountain College

PARTICIPATING COLLEGES: Copper Mountain College

YEARS: 2016-17, 2017-18

MAJOR ACTIVITIES: Purchase EV vehicle and diagnostic equipment. Faculty will participate in professional development New course proposal or course changes will be written and submitted for approvals

MAJOR OUTCOMES: Faculty will have completed professional development New course or course changes will be implemented

TASK FORCE RECOMMENDATIONS:

Student Success (2) / Curriculum (10) / CTE Faculty (15)

RESPONSIBLE PERSON: Robert Pensiero

LEAD COLLEGE OR PARTNER: Mt. San Jacinto

PARTICIPATING COLLEGES: Mt. San Jacinto College

YEARS: 2016-17, 2017-18

MAJOR ACTIVITIES: Purchase EV vehicle and diagnostic equipment. Faculty will participate in professional development New course proposal or course changes will be written and submitted for approvals

MAJOR OUTCOMES: Faculty will have completed professional development New course or course changes will be implemented

TASK FORCE RECOMMENDATIONS:

Student Success (2) / Curriculum (10) / CTE Faculty (15)

RESPONSIBLE PERSON: Henri Rinaldi

LEAD COLLEGE OR PARTNER: Palo Verde College

PARTICIPATING COLLEGES: Palo Verde College

YEARS: 2016-17, 2017-18

MAJOR ACTIVITIES: Purchase EV vehicle and diagnostic equipment. Faculty will participate in professional development New course proposal or course changes will be written and submitted for approvals

MAJOR OUTCOMES: Faculty will have completed professional development New course or course changes will be implemented

TASK FORCE RECOMMENDATIONS:

Student Success (2) / Curriculum (10) / CTE Faculty (15)

RESPONSIBLE PERSON: Paul O'Connell

LEAD COLLEGE OR PARTNER: Riverside City College

PARTICIPATING COLLEGES: Riverside City College

YEARS: 2016-17, 2017-18

MAJOR ACTIVITIES: Purchase EV vehicle and diagnostic equipment. Faculty will participate in professional development New course proposal or course changes will be written and submitted for approvals

MAJOR OUTCOMES: Faculty will have completed professional development New course or course changes will be implemented

TASK FORCE RECOMMENDATIONS:

Student Success (2) / Curriculum (10) / CTE Faculty (15)

RESPONSIBLE PERSON: Mark Williams

LEAD COLLEGE OR PARTNER: San Bernardino Valley College

PARTICIPATING COLLEGES: San Bernardino Valley College

YEARS: 2016-17, 2017-18

MAJOR ACTIVITIES: Purchase EV vehicle and diagnostic equipment. Faculty will participate in professional development New course proposal or course changes will be written and submitted for approvals

MAJOR OUTCOMES: Faculty will have completed professional development New course or course changes will be implemented

TASK FORCE RECOMMENDATIONS:

Student Success (2) / Curriculum (10) / CTE Faculty (15)

RESPONSIBLE PERSON: Harry Bennett, Jr.

LEAD COLLEGE OR PARTNER: Victor Valley College

PARTICIPATING COLLEGES: Victor Valley College

YEARS: 2016-17, 2017-18

MAJOR ACTIVITIES: Purchase EV vehicle and diagnostic equipment. Faculty will participate in professional development New course proposal or course changes will be written and submitted for approvals

MAJOR OUTCOMES: Faculty will have completed professional development New course or course changes will be implemented

TASK FORCE RECOMMENDATIONS:

Student Success (2) / Curriculum (10) / CTE Faculty (15)

RISKS: There are no risks anticipated

Budget Breakdown

INSTITUTION: College of the Desert

DESCRIPTION: Coordinate professional development activities Create and administer performance/funding agreements

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$27,500

2017-2018 AMOUNT REQUESTED: \$27,500

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Barstow College

DESCRIPTION: Purchase EV or hybrid vehicle (\$40K x 2 years) and diagnostic equipment (\$12K x 2 years)

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay
2016-2017 AMOUNT REQUESTED: \$52,000
2017-2018 AMOUNT REQUESTED: \$52,000
FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Chaffey College

DESCRIPTION: Purchase EV or hybrid vehicle (\$40K x 2 years) and diagnostic equipment (\$12K x 2 years)
SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay
2016-2017 AMOUNT REQUESTED: \$52,000
2017-2018 AMOUNT REQUESTED: \$52,000
FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: College of the Desert

DESCRIPTION: Purchase EV or hybrid vehicle (\$40K x 2 years) and diagnostic equipment (\$12K x 2 years)
SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay
2016-2017 AMOUNT REQUESTED: \$52,000
2017-2018 AMOUNT REQUESTED: \$52,000
FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Copper Mountain College

DESCRIPTION: Purchase EV or hybrid vehicle (\$40K x 2 years) and diagnostic equipment (\$12K x 2 years)

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay

2016-2017 AMOUNT REQUESTED: \$52,000

2017-2018 AMOUNT REQUESTED: \$52,000

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Mt. San Jacinto College

DESCRIPTION: Purchase EV or hybrid vehicle (\$40K x 2 years) and diagnostic equipment (\$12K x 2 years)

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay

2016-2017 AMOUNT REQUESTED: \$52,000

2017-2018 AMOUNT REQUESTED: \$52,000

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Palo Verde College

DESCRIPTION: Purchase EV or hybrid vehicle (\$40K x 2 years) and diagnostic equipment (\$12K x 2 years)

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay

2016-2017 AMOUNT REQUESTED: \$52,000

2017-2018 AMOUNT REQUESTED: \$52,000

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Riverside City College

DESCRIPTION: Purchase EV or hybrid vehicle (\$40K x 2 years) and diagnostic equipment (\$12K x 2 years)

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay

2016-2017 AMOUNT REQUESTED: \$52,000

2017-2018 AMOUNT REQUESTED: \$52,000

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Purchase EV or hybrid vehicle (\$40K x 2 years) and diagnostic equipment (\$12K x 2 years)

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay

2016-2017 AMOUNT REQUESTED: \$52,000

2017-2018 AMOUNT REQUESTED: \$52,000

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Victor Valley College

DESCRIPTION: Purchase EV or hybrid vehicle (\$40K x 2 years) and diagnostic equipment (\$12K x 2 years)

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay

2016-2017 AMOUNT REQUESTED: \$52,000

2017-2018 AMOUNT REQUESTED: \$52,000

FALL 2018 AMOUNT REQUESTED: \$0

Budget Totals

INSTITUTION	CODE	3YR TOTAL
College of the Desert	1000 - Instructional Salaries	\$55,000
College of the Desert	6000 - Capital Outlay	\$104,000
	College of the Desert Total:	\$159,000
Barstow College	6000 - Capital Outlay	\$104,000
	Barstow College Total:	\$104,000
Chaffey College	6000 - Capital Outlay	\$104,000
	Chaffey College Total:	\$104,000
Copper Mountain College	6000 - Capital Outlay	\$104,000
	Copper Mountain College Total:	\$104,000
Mt. San Jacinto College	6000 - Capital Outlay	\$104,000
	Mt. San Jacinto College Total:	\$104,000
Palo Verde College	6000 - Capital Outlay	\$104,000
	Palo Verde College Total:	\$104,000
Riverside City College	6000 - Capital Outlay	\$104,000
	Riverside City College Total:	\$104,000
San Bernardino Valley College	6000 - Capital Outlay	\$104,000
	San Bernardino Valley College Total:	\$104,000

	San Bernardino Valley College Total:	\$104,000
<hr/>		
Victor Valley College	6000 - Capital Outlay	\$104,000
	Victor Valley College Total:	\$104,000
<hr/>		
	TOTAL PROPOSAL COST:	\$991,000

Exhibit 2017/20-16-P06

Description

PROPOSAL TITLE: Regional, Accelerated, Career, and Employment Program

DESCRIPTION: With the rapid technology shift in Advanced Manufacturing and other industries, there is a demand for skilled welders who can rapidly be brought on the job and/or advanced. There is a need to get a not-for-credit ACE pathway established for entry-level workers that will lead to credit-based programs. There is a need to establish a program to include workers from all sizes of industry to achieve economies of scale to insure we are providing these skills at all levels- entry to advanced, being as requested by industry.

INDUSTRY SECTORS: Advanced Manufacturing; Information & Communication Technologies (ICT)/Digital Media;

START DATE: Wed Feb 01 2017

END DATE: Mon Dec 31 2018

ESTIMATED PROPOSAL COST: \$1,060,000

LEAD COLLEGE/DISTRICT: Norco College

READ THE SWP LEGISLATION: Yes

MEETS REQUIREMENTS OF SWP LEGISLATION: Yes

WHAT NEED DOES THIS PROPOSAL ADDRESS?

Provides industry requested welding skills to assist new and incumbent workers so they can secure and advance in their careers and provides the pathway to start their certificates and degrees. Many credit programs are impacted and cannot provide rapid short-term welding related training. This program will begin as a not-for-credit ACE program that will be converted to noncredit or credit program by the end of the funding stream. It will provide entry-level employees with the skills industry requires to seek entry into this field. This training will align with an industry recognized certificate.

HOW DOES THIS PROPOSAL MEET THE NEEDS OF YOUR REGION'S LABOR MARKET?

This proposal is designed to meet the very rapid advancement of the skills gap in the industry sectors listed. There have been several industry skill panel convenings in the region. The need for skilled welders is one of the most requested.

HOW DOES THIS PROPOSAL ADDRESS THE IDENTIFIED NEEDS?

It will potentially increase the enrollment at the regional colleges that are providing credit-based programs in these areas. Currently, there are limited or no options for industry to obtain training for their incumbent workers. Through a regional center, economies of scale can be achieved by bundling training that will allow large and small employers to place employees in the pathway and meet the need for a skilled workforce in these three crafts. Working with industry, a flexible schedule can be developed and implemented to meet established goals.

HOW DOES THIS PROPOSAL ADDRESS THE PRIORITIES ESTABLISHED BY YOUR REGION?

This proposal addresses a priority in multiple industry sectors in the region to meet the skills required for rapidly changing industries in these sectors.

Labor Market Information

OCCUPATIONAL CLUSTER: CIS and Multimedia (MSJC and RCC)

OCCUPATIONS: 15-1122 Information Security Analysts, 15-1151 Computer User Support Specialists, 15-1121 Computer Systems Analysts, 15-1131 Computer Programmers, 27-2012 Producers and Directors, 27-4012 Broadcast Technicians

REGION: Inland Empire/Desert

SUBREGION:

COUNTY:

COLLEGE: Riverside City College

PROGRAMS: Riverside City College - Information Technology, General (070100), Riverside City College - Software Applications (070210), Riverside City College - Television (including combined TV/film/video) (060420), Mt. San Jacinto College - Computer Information Systems (070200)

REGIONAL PLANNING PROCESS: RPR Industry ICTDigital Media.pdf

OCCUPATIONAL CLUSTER: Manufacturing, Machining, and Electrical (Norco)

OCCUPATIONS: 49-9041 Industrial Machinery Mechanics, 47-2111 Electricians, 51-4031 Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic

REGION: Inland Empire/Desert

SUBREGION:

COUNTY:

COLLEGE: Norco College

PROGRAMS: Norco College - Electrical (095220), Norco College - Manufacturing and Industrial Technology (095600), Norco College - Machining and Machine Tools (095630)

REGIONAL PLANNING PROCESS: RPR Industry Adv Manufacturing.pdf

OCCUPATIONAL CLUSTER: Cross Industry Welders (Chaffey)

OCCUPATIONS: 51-4121 Welders, Cutters, Solderers, and Brazers, 49-9071 Maintenance and Repair Workers, General

REGION: Inland Empire/Desert

SUBREGION:

COUNTY:

COLLEGE: Chaffey College

PROGRAMS: Chaffey College - Welding Technology (095650), Chaffey College - Industrial Systems Technology and Maintenance (094500), Chaffey College - Manufacturing and Industrial Technology (095600)

TOTAL DEMAND **747**

TOTAL SUPPLY **292**

DEMAND - SUPPLY **455** Demand Exceeded: Eligible for Funding

OCCUPATIONAL CLUSTER: Business (RCC)

OCCUPATIONS: 11-2022 Sales Managers, 13-2011 Accountants and Auditors, 43-3051 Payroll and Timekeeping Clerks, 13-1111 Management Analysts

REGION: Inland Empire/Desert

SUBREGION:

COUNTY:

COLLEGE: Riverside City College

PROGRAMS: Riverside City College - Business Administration (050500)

REGIONAL PLANNING PROCESS: RPR Industry Small Business.pdf

Metrics

RIVERSIDE CITY COLLEGE - INFORMATION TECHNOLOGY,
GENERAL (070100)

METRIC: Enrollments

2016-17: 56

2017-18: 61

FALL 2018: 65

RIVERSIDE CITY COLLEGE - INFORMATION TECHNOLOGY,
GENERAL (070100)

METRIC: Students Who Got A Certificate or Degree

2016-17: 31

2017-18: 33

FALL 2018: 35

RIVERSIDE CITY COLLEGE - SOFTWARE APPLICATIONS (070210)

METRIC: Enrollments

2016-17: 97

2017-18: 105

FALL 2018: 113

RIVERSIDE CITY COLLEGE - SOFTWARE APPLICATIONS (070210)

METRIC: Students Who Got A Certificate or Degree

2016-17: 10

2017-18: 11

FALL 2018: 12

RIVERSIDE CITY COLLEGE - TELEVISION (INCLUDING
COMBINED TV/FILM/VIDEO) (060420)

METRIC: Enrollments

2016-17: 862

2017-18: 870

FALL 2018: 878

RIVERSIDE CITY COLLEGE - TELEVISION (INCLUDING
COMBINED TV/FILM/VIDEO) (060420)

METRIC: Students Who Got A Certificate or Degree

2016-17: 8

2017-18: 9

FALL 2018: 10

MT. SAN JACINTO COLLEGE - COMPUTER INFORMATION
SYSTEMS (070200)

METRIC: Enrollments

2016-17: 823

2017-18: 833

FALL 2018: 843

MT. SAN JACINTO COLLEGE - COMPUTER INFORMATION
SYSTEMS (070200)

METRIC: Students Who Got A Certificate or Degree

2016-17: 26

2017-18: 36

FALL 2018: 51

NORCO COLLEGE - ELECTRICAL (095220)

METRIC: Enrollments

2016-17: 10

2017-18: 20

FALL 2018: 25

NORCO COLLEGE - ELECTRICAL (095220)

METRIC: Students Who Got A Certificate or Degree

2016-17: 5

2017-18: 10

FALL 2018: 12

NORCO COLLEGE - ELECTRICAL (095220)

METRIC: Employed 2 Quarters After Exit

2016-17: -

2017-18: -

FALL 2018: 63

NORCO COLLEGE - ELECTRICAL (095220)

METRIC: Employed 4 Quarters After Exit

2016-17: -

2017-18: -

FALL 2018: 63

NORCO COLLEGE - ELECTRICAL (095220)

METRIC: Attained a Living Wage

2016-17: -

2017-18: -

FALL 2018: 56

NORCO COLLEGE - MANUFACTURING AND INDUSTRIAL
TECHNOLOGY (095600)

METRIC: Enrollments

2016-17: 106

2017-18: 126

FALL 2018: 136

NORCO COLLEGE - MANUFACTURING AND INDUSTRIAL
TECHNOLOGY (095600)

METRIC: Students Who Got A Certificate or Degree

2016-17: 13

2017-18: 33

FALL 2018: 43

NORCO COLLEGE - MACHINING AND MACHINE TOOLS (095630)

METRIC: Enrollments

2016-17: 49

2017-18: 69

FALL 2018: 79

NORCO COLLEGE - MACHINING AND MACHINE TOOLS (095630)

METRIC: Students Who Got A Certificate or Degree

2016-17: 13

2017-18: 33

FALL 2018: 43

CHAFFEY COLLEGE - WELDING TECHNOLOGY (095650)

METRIC: Enrollments

2016-17: -

2017-18: 12

FALL 2018: 24

CHAFFEY COLLEGE - WELDING TECHNOLOGY (095650)

METRIC: Job Closely Related to Field of Study

2016-17: -

2017-18: -

FALL 2018: 87

CHAFFEY COLLEGE - WELDING TECHNOLOGY (095650)

METRIC: Change in Earnings

2016-17: -

2017-18: -

FALL 2018: 53

CHAFFEY COLLEGE - INDUSTRIAL SYSTEMS TECHNOLOGY AND
MAINTENANCE (094500)

METRIC: Enrollments

2016-17: 10

2017-18: 20

FALL 2018: 30

CHAFFEY COLLEGE - MANUFACTURING AND INDUSTRIAL
TECHNOLOGY (095600)

METRIC: Enrollments

2016-17: 10

2017-18: 22

FALL 2018: 34

CHAFFEY COLLEGE - MANUFACTURING AND INDUSTRIAL
TECHNOLOGY (095600)

METRIC: Job Closely Related to Field of Study

2016-17: -

2017-18: -

FALL 2018: 89

CHAFFEY COLLEGE - MANUFACTURING AND INDUSTRIAL
TECHNOLOGY (095600)

METRIC: Change in Earnings

2016-17: -

2017-18: -

FALL 2018: 46

RIVERSIDE CITY COLLEGE - BUSINESS ADMINISTRATION
(050500)

METRIC: Enrollments

2016-17: 1042

2017-18: 1052

FALL 2018: 1062

RIVERSIDE CITY COLLEGE - BUSINESS ADMINISTRATION
(050500)

METRIC: Students Who Got A Certificate or Degree

2016-17: 1

2017-18: 2

FALL 2018: 3

INVESTMENT PLAN: Expand successful components of the accelerated program model developed by Norco College with the TAACCCT grant. Chaffey and Norco will focus on Advanced Manufacturing with Chaffey using existing NCCER's nationally recognized industry standardized curriculum, Chaffey will develop and submit for approval noncredit coursework for 2 welding stackable certificates. Purchase and house the required welding equipment to offer entry level ACE training while curriculum is going through the approval process. Mt. San Jacinto and Riverside will focus on ICT/Digital Media.

Workplan

RESPONSIBLE PERSON: Ken Eaves

LEAD COLLEGE OR PARTNER: Norco

PARTICIPATING COLLEGES: Chaffey College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: 1. Using existing NCCER's nationally recognized industry standardized curriculum, Chaffey will develop and submit for approval noncredit coursework for 2 welding stackable certificates. 2. Explore program alignment across the region that has similar programs to share curriculum and FTES. 3. Host at least one Industry Skills Panel to determine need and skills gaps. 4. Work with regional industry to develop curriculum for the program. 5. Align where possible with nationally recognized certification. 6. Develop a not-for-credit welding program at the InTech Center that leads to a credit program. This will serve as developmental program for those considering going into Chaffey's proposed welding program. 7. Develop additional instructional capacity from qualified industry personnel and other sources. 8. Develop outreach materials for the program for both students and employers. 9. Purchase and house the required welding equipment to offer entry level ACE training while curriculum is going through the approval process at the InTech Center.

MAJOR OUTCOMES: 1. Host at Least one industry skills panel to develop curriculum for the program. 2. Have at Least 20 entry and/or incumbent students enroll and complete the not-for-credit pathway each semester until it can be institutionalized as a non-credit or credit program. 3. Begin transition from a not-for-credit pathway to credit by preparing and submitting the required curriculum for approval by end of 2017. 4. Have noncredit and/or credit curriculum approved by January 2018. 5. Schedule and provide at Least one noncredit or credit course by Spring 2018. 6. Host at Least one Instructor Trainer Certification Program to develop additional instructional capacity from qualified industry. 7. Prepare and disseminate outreach materials for the program to both students and employers. 8. Host a curriculum alignment meeting by May 2017 to determine the viability of alignment of common welding program between colleges in the region such as was done for the Industrial electrical program.

TASK FORCE RECOMMENDATIONS:

Student Success (2) / Curriculum (10) / CTE Faculty (15)

RESPONSIBLE PERSON: All

LEAD COLLEGE OR PARTNER: Norco College

PARTICIPATING COLLEGES: Mt. San Jacinto College, Norco College, Chaffey College, Riverside City College

YEARS: 2016-17

MAJOR ACTIVITIES: Partner colleges will develop and implement various schedules that will provide accelerated pathways. The regional funding will allow the Project Director to advise staff about the development, scheduling, and expansion of short-term course sections.

MAJOR OUTCOMES: Meetings and assistance provided to partnering colleges.

TASK FORCE RECOMMENDATIONS:

CTE Faculty (15) / Regional Coordination (17)

RESPONSIBLE PERSON: All

LEAD COLLEGE OR PARTNER: Norco College

PARTICIPATING COLLEGES: Chaffey College, Mt. San Jacinto College, Norco College, Riverside City College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: Partner colleges will engage with employers in their targeted industry sectors regarding the skill requirements for employment or career progression. The regional funding will support the Project Director's efforts to train new techniques to develop strong industry partners and recruit industry guest speakers who can meet and interview program graduates. Trainings will help partnering colleges develop longstanding partnerships with local employers that will hire graduates.

MAJOR OUTCOMES: Accelerated course sequences are implemented and students are enrolled.

TASK FORCE RECOMMENDATIONS:

Student Success (2)

RESPONSIBLE PERSON: Jesse Lopez

LEAD COLLEGE OR PARTNER: Norco College

PARTICIPATING COLLEGES: Chaffey College, Mt. San Jacinto College, Norco College, Riverside City College

YEARS: 2017-18, Fall 2018

MAJOR ACTIVITIES: Partner colleges should expand the amount of CTE student completers in the projected 2016- 2017, 2017-2018, and Fall 2018 ACE cohorts. As the regional accelerated programs grow, staff will need to develop more effective and efficient method to serve growing student enrollments. The funding allocated to the Project Director will support trainings and advising to increase awareness of new programs through marketing techniques and recruitment techniques. The Project Director can provide training for recruitment and case management efforts. Both techniques have been effective at Norco College to support student success in accelerated programs.

MAJOR OUTCOMES: Students are completing program and are employed.

TASK FORCE RECOMMENDATIONS:

Student Success (2)

RISKS: Lack of existing capacity in welding programs to meet industry workforce needs
Length of time to get curriculum approved
Lack of instructional capacity due to required minimum qualifications for instructors.
Lack of adequate training equipment

Budget Breakdown

INSTITUTION: Mt. San Jacinto College

DESCRIPTION: Salary for 1 FTE dedicated ACE program coordinator

SOURCE: 40%

OBJECT CODE: 2000 - Non-Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$10,000

2017-2018 AMOUNT REQUESTED: \$80,000

FALL 2018 AMOUNT REQUESTED: \$40,000

INSTITUTION: Mt. San Jacinto College

DESCRIPTION: Benefits for 1 FTE dedicated ACE program coordinator

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits

2016-2017 AMOUNT REQUESTED: \$5,000

2017-2018 AMOUNT REQUESTED: \$40,000

FALL 2018 AMOUNT REQUESTED: \$20,000

INSTITUTION: Mt. San Jacinto College

DESCRIPTION: Supplies

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$10,000

FALL 2018 AMOUNT REQUESTED: \$5,000

INSTITUTION: Mt. San Jacinto College

DESCRIPTION: Services provided to students.

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$10,000

FALL 2018 AMOUNT REQUESTED: \$5,000

INSTITUTION: Chaffey College

DESCRIPTION: Instructional salaries

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$18,000

2017-2018 AMOUNT REQUESTED: \$25,000

FALL 2018 AMOUNT REQUESTED: \$14,750

INSTITUTION: Chaffey College

DESCRIPTION: Instructor Benefits

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits

2016-2017 AMOUNT REQUESTED: \$1,250

2017-2018 AMOUNT REQUESTED: \$1,500

FALL 2018 AMOUNT REQUESTED: \$1,500

INSTITUTION: Chaffey College

DESCRIPTION: Instructional Supplies and Texts

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$5,500

2017-2018 AMOUNT REQUESTED: \$8,500

FALL 2018 AMOUNT REQUESTED: \$4,000

INSTITUTION: Chaffey College

DESCRIPTION: Welding equipment

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay

2016-2017 AMOUNT REQUESTED: \$140,000

2017-2018 AMOUNT REQUESTED: \$0

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Chaffey College

DESCRIPTION: Outreach materials

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$2,000

2017-2018 AMOUNT REQUESTED: \$2,000

FALL 2018 AMOUNT REQUESTED: \$1,000

INSTITUTION: Riverside City College

DESCRIPTION: Cohort Mentor (3 semesters x 4 mentors x \$10,000 per mentor)

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$10,000

2017-2018 AMOUNT REQUESTED: \$80,000

FALL 2018 AMOUNT REQUESTED: \$40,000

INSTITUTION: Riverside City College

DESCRIPTION: Benefits/fixed charges for mentors

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits

2016-2017 AMOUNT REQUESTED: \$5,000

2017-2018 AMOUNT REQUESTED: \$20,000

FALL 2018 AMOUNT REQUESTED: \$10,000

INSTITUTION: Riverside City College

DESCRIPTION: Supplies for weekly cohort success seminars.

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$5,000

2017-2018 AMOUNT REQUESTED: \$5,000

FALL 2018 AMOUNT REQUESTED: \$5,000

INSTITUTION: Riverside City College

DESCRIPTION: Services provided to students (field trips, internships, guest speakers)

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$30,000

FALL 2018 AMOUNT REQUESTED: \$15,000

INSTITUTION: Norco College

DESCRIPTION: Salary for 1 FTE dedicated ACE program coordinator

SOURCE: 40%

OBJECT CODE: 2000 - Non-Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$25,000

2017-2018 AMOUNT REQUESTED: \$70,000

FALL 2018 AMOUNT REQUESTED: \$35,000

INSTITUTION: Norco College

DESCRIPTION: Benefits for 1 FTE dedicated ACE program coordinator

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits

2016-2017 AMOUNT REQUESTED: \$15,000

2017-2018 AMOUNT REQUESTED: \$40,000

FALL 2018 AMOUNT REQUESTED: \$20,000

INSTITUTION: Norco College

DESCRIPTION: Supplies

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$5,000

FALL 2018 AMOUNT REQUESTED: \$5,000

INSTITUTION: Norco College

DESCRIPTION: Services provided to students.

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$0

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Norco College

DESCRIPTION: Project Director to assist participating colleges

SOURCE: 40%

OBJECT CODE: 2000 - Non-Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$10,000

2017-2018 AMOUNT REQUESTED: \$20,000

FALL 2018 AMOUNT REQUESTED: \$20,000

INSTITUTION: Norco College

DESCRIPTION: Stipends for Trainers

SOURCE: 40%

OBJECT CODE: 2000 - Non-Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$5,000

2017-2018 AMOUNT REQUESTED: \$10,000

FALL 2018 AMOUNT REQUESTED: \$5,000

INSTITUTION: Norco College

DESCRIPTION: Stipends for Faculty Trainers

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$5,000

2017-2018 AMOUNT REQUESTED: \$10,000

FALL 2018 AMOUNT REQUESTED: \$5,000

INSTITUTION: Norco College

DESCRIPTION: Travel and mileage for trainers

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$5,000

2017-2018 AMOUNT REQUESTED: \$5,000

FALL 2018 AMOUNT REQUESTED: \$5,000

INSTITUTION: Norco College

DESCRIPTION: Supplies for training

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$2,500

2017-2018 AMOUNT REQUESTED: \$2,500

FALL 2018 AMOUNT REQUESTED: \$2,500

INSTITUTION: Mt. San Jacinto College

DESCRIPTION: Additional regional coordination activities

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$14,375

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Riverside City College

DESCRIPTION: Additional regional coordination activities

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$14,375

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Norco College

DESCRIPTION: Additional regional coordination activities

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$14,375

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Chaffey College

DESCRIPTION: Additional regional coordination activities

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$14,375

FALL 2018 AMOUNT REQUESTED: \$0

Budget Totals

INSTITUTION	CODE	3YR TOTAL
Mt. San Jacinto College	2000 - Non-Instructional Salaries	\$130,000
Mt. San Jacinto College	3000 - Employee Benefits	\$65,000
Mt. San Jacinto College	4000 - Supplies and Materials	\$15,000
Mt. San Jacinto College	5000 - Other Operating Expenses and Services	\$15,000
Mt. San Jacinto College	5000 - Other Operating Expenses and Services	\$14,375
	Mt. San Jacinto College Total:	\$239,375
Chaffey College	1000 - Instructional Salaries	\$57,750
Chaffey College	3000 - Employee Benefits	\$4,250
Chaffey College	4000 - Supplies and Materials	\$18,000
Chaffey College	6000 - Capital Outlay	\$140,000
Chaffey College	4000 - Supplies and Materials	\$5,000
Chaffey College	5000 - Other Operating Expenses and Services	\$14,375

		Chaffey College Total:	\$239,375
Riverside City College	1000 - Instructional Salaries		\$130,000
Riverside City College	3000 - Employee Benefits		\$35,000
Riverside City College	4000 - Supplies and Materials		\$15,000
Riverside City College	5000 - Other Operating Expenses and Services		\$45,000
Riverside City College	5000 - Other Operating Expenses and Services		\$14,375
		Riverside City College Total:	\$239,375
Norco College	2000 - Non-Instructional Salaries		\$130,000
Norco College	3000 - Employee Benefits		\$75,000
Norco College	4000 - Supplies and Materials		\$10,000
Norco College	5000 - Other Operating Expenses and Services		\$0
Norco College	2000 - Non-Instructional Salaries		\$50,000
Norco College	2000 - Non-Instructional Salaries		\$20,000
Norco College	1000 - Instructional Salaries		\$20,000
Norco College	5000 - Other Operating Expenses and Services		\$15,000
Norco College	4000 - Supplies and Materials		\$7,500
Norco College	5000 - Other Operating Expenses and Services		\$14,375
		Norco College Total:	\$341,875
		TOTAL PROPOSAL COST:	\$1,060,000

Exhibit 2017/20-16-P07

Description

PROPOSAL TITLE: Regional Job Development and Placement (COMPLETE)

DESCRIPTION: Build the capacity of the region's community colleges to connect CTE students to employers and available jobs.

INDUSTRY SECTORS: All Sectors

REGION: Inland Empire/Desert

SUBREGION:

COUNTY:

START DATE: Wed Feb 01 2017

END DATE: Mon Dec 31 2018

ESTIMATED PROPOSAL COST: \$1,915,000

LEAD COLLEGE/DISTRICT: Riverside CCD

READ THE SWP LEGISLATION: Yes

MEETS REQUIREMENTS OF SWP LEGISLATION: Yes

WHAT NEED DOES THIS PROPOSAL ADDRESS?

Region Nine does not have a collaborative effort to provide job development and placement for students within the region. This proposal provides for a job developers at each of the 13 colleges and 2 regional job developers for the Region Nine. These individuals would be primarily responsible for seeking out jobs in their respective areas for students graduating from CTE programs. The Regional job developers would work with college/district job developers to identify jobs that may be available in areas where the college does not offer the CTE program, but it is offered at one of the other Region Nine colleges. The job developers would then seek students with the identified industry skills to match the job opening and procure interviews or job placement with the companies identified. This meets one of the metrics of the Strong Workforce dollars in that it increases the number of students who are placed in jobs that are within their CTE Certificate/AA degree skill set.

HOW DOES THIS PROPOSAL MEET THE NEEDS OF YOUR REGION'S LABOR MARKET?

There continue to be gaps between labor market demand and connecting qualified students to employers in order to meet the demand.

HOW DOES THIS PROPOSAL ADDRESS THE IDENTIFIED NEEDS?

Fund job development and placement coordinators at the region's colleges who will identify jobs available to CTE students and conduct and coordinate job fairs and employability workshops. These college coordinators would also coordinate and collaborate with other regional college job placement coordinators and placement counselors on a regional level to identify jobs outside of the scope of local CTE certificates and degrees and local geographic employment regions.

HOW DOES THIS PROPOSAL ADDRESS THE PRIORITIES ESTABLISHED BY YOUR REGION?

Job development and employment placement was identified as a significant gap during regional SWP planning, including the need for regional approach to this activity.

Metrics

METRIC: Enrollments

2016-17: 741012

2017-18: 743700

FALL 2018: 746382

METRIC: Employed 2 Quarters After Exit

2016-17: 61

2017-18: 62

FALL 2018: 63

METRIC: Employed 4 Quarters After Exit

2016-17: 61

2017-18: 62

FALL 2018: 63

INVESTMENT PLAN: Job placement and job development will contribute to an increase in employment across all CTE sectors at regional colleges.

Workplan

RESPONSIBLE PERSON: Albert Maniaol

LEAD COLLEGE OR PARTNER: San Bernardino Valley College

PARTICIPATING COLLEGES: San Bernardino Valley College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: 1) To assist San Bernardino Valley College students enrolled in any of the CTE programs (all sectors) in finding employment opportunities including paid or non-paid work experience or internship opportunities by hiring a dedicated Job Developer and a part time Student Services Technician II. 2) Provide CTE students the necessary support and assistance to prepare them for jobs. 3) Attend and conduct job fairs and job (employability) workshops (2X per year). 4) Promote CTE programs and students to employers.

MAJOR OUTCOMES: Increased enrollment and job placement related to CTE programs.

TASK FORCE RECOMMENDATIONS:

Student Success (1, 2) / Regional Coordination (19)

RESPONSIBLE PERSON: Zachary Ginder

LEAD COLLEGE OR PARTNER: Copper Mountain College

PARTICIPATING COLLEGES: Copper Mountain College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: 1) Develop and approve a job description for the job developer (JD), post the position, and hire a job developer by April 2017. 2) JD to work with regional job development managers and partner colleges to develop a robust job development and placement program. 3) JD will be forming relationships with local employers, the WIBs, industry partners, and other related stakeholders (July 2017). 4) JD in the process of identifying current students and upcoming completers, along with faculty advocates, to begin matching students to local employers (August 2017). 5) Hold workshops related to CTE employment and market programs and students to industry-specific sector employers. This may include group and individual activities (ongoing).

MAJOR OUTCOMES: Increased enrollment and job placement related to CTE programs.

TASK FORCE RECOMMENDATIONS:

Student Success (1, 2) / Regional Coordination (19)

RESPONSIBLE PERSON: Ron Graham

LEAD COLLEGE OR PARTNER: Victor Valley College

PARTICIPATING COLLEGES: Victor Valley College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: 1) Work with industry, labor and workforce to conduct a needs assessment and connect CTE students to jobs. 2) Set up a tracking and accountability system for job development and placement.

MAJOR OUTCOMES: Increased enrollment and job placement related to CTE programs.

TASK FORCE RECOMMENDATIONS:

Student Success (1, 2) / Regional Coordination (19)

RESPONSIBLE PERSON: Sandi Thomas

LEAD COLLEGE OR PARTNER: Barstow College

PARTICIPATING COLLEGES: Barstow College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: 1) Hire job developer position and 20-hour per week student services technician to provide CTE students the necessary support and assistance in preparing them for jobs. 2) Attend and conduct career fairs and job employability skills workshops (2x per year) 3) Promote CTE programs and students to employers.

MAJOR OUTCOMES: Increased enrollment and job placement related to CTE programs.

TASK FORCE RECOMMENDATIONS:

Student Success (1, 2) / Regional Coordination (19)

RESPONSIBLE PERSON: Sonja Givens

LEAD COLLEGE OR PARTNER: Palo Verde College

PARTICIPATING COLLEGES: Palo Verde College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: 1) Hire job placement specialist to serve both Blythe and Needles campuses. 2) Market exiting students to regional employers and monitor viable employment opportunities to share with exiting students. 3) Assist students with job searches, resume and interview skill development.

MAJOR OUTCOMES: Increased enrollment and job placement related to CTE programs.

TASK FORCE RECOMMENDATIONS:

Student Success (1, 2) / Regional Coordination (19)

RESPONSIBLE PERSON: June Yamamoto

LEAD COLLEGE OR PARTNER: Crafton Hills College

PARTICIPATING COLLEGES: Crafton Hills College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: 1) Hire full-time, temporary, classified job developer and a temporary (50%) student services technician II to provide CTE students the necessary support and assistance in preparing them for employment and locating jobs. 2) Participate in and conduct career fairs and job (employability) skills workshops (2x per year). 3) Promote CTE programs and students to employers.

MAJOR OUTCOMES: Increased enrollment and job placement related to CTE programs.

TASK FORCE RECOMMENDATIONS:

Student Success (1, 2) / Regional Coordination (19)

RESPONSIBLE PERSON: Regional Consortium

LEAD COLLEGE OR PARTNER: Riverside CCD

PARTICIPATING COLLEGES: Crafton Hills College, Barstow College, Victor Valley College, College of the Desert, Moreno Valley College, Copper Mountain College, San Bernardino Valley College, Palo Verde College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: The regional chair will facilitate regional collaboration among regional college job developers and provide tools and resources for regional collaboration and communication. Provide resources to host regional meetings, regionwide job fairs and workshops.

MAJOR OUTCOMES: Ongoing regional job developers meetings will be established with set meeting dates and shared responsibility among regional colleges job developers for hosting the meetings. Regional or sub-regional job fairs and workshops will be organized and promoted regionally.

TASK FORCE RECOMMENDATIONS:

Student Success (1, 2) / Regional Coordination (19)

RESPONSIBLE PERSON: Zerryl Becker and Kelly Hall

LEAD COLLEGE OR PARTNER: College of the Desert

PARTICIPATING COLLEGES: College of the Desert

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: In June, 2016 COD opened a Career and Workforce Solutions Center to provide for our students a One Stop solution for Career Counseling, Work Experience, Internships, and Job Placement. Strong Workforce funds will be used to hire a full time Job Placement Manager to leverage current District funding of the full time Work Experience and Career Counseling faculty, Perkins funding of the Work Experience staff and Job Hub job placement software, grant funding of an Internship Fellow, and the COD Foundation contribution to both the creation of the physical facility and a short term consultant to expand community awareness of CTE training opportunities. Local Workforce funds will be used to augment Work Experience staffing with adjunct faculty and SSSP funds will be used to provide additional Career Counseling.

MAJOR OUTCOMES: Career Counseling efforts that started in Fall 2016 have already resulted in additional CTE enrollments and the efforts of the consultant have increased community participation in the Job Hub placement system and we have three internships in place. With a Job Placement specialist in place working with our Career Counseling, we expect an almost immediate increase in CTE enrollments and a increase in job placements beginning in 2017/2018.

TASK FORCE RECOMMENDATIONS:

Student Success (1, 2) / Regional Coordination (19)

RISKS: Funds were not allocated for a regional coordinator position. The regional consortium will assume responsibility for facilitating regular meetings and communication among the funded job placement/job development staff. There is a risk in job developers not sharing leads and collaborating as the project intends, but the risk is minimal considering the widespread buy-in of this concept among the region's CTE Deans.

Budget Breakdown

INSTITUTION: College of the Desert

DESCRIPTION: Salary for 1 dedicated CTE Job Placement manager

SOURCE: 40%

OBJECT CODE: 2000 - Non-Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$19,415

2017-2018 AMOUNT REQUESTED: \$80,923

FALL 2018 AMOUNT REQUESTED: \$14,054

INSTITUTION: College of the Desert

DESCRIPTION: Benefits for 1 dedicated CTE Job Placement Manager

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits
2016-2017 AMOUNT REQUESTED: \$7,501

2017-2018 AMOUNT REQUESTED: \$30,557

FALL 2018 AMOUNT REQUESTED: \$5,189

INSTITUTION: College of the Desert

DESCRIPTION: Supplies to support Job Developer
SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials
2016-2017 AMOUNT REQUESTED: \$3,000

2017-2018 AMOUNT REQUESTED: \$10,000

FALL 2018 AMOUNT REQUESTED: \$3,000

INSTITUTION: College of the Desert

DESCRIPTION: Consultant to support Job Developer Travel for Job Developer and support staff
SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services
2016-2017 AMOUNT REQUESTED: \$19,800

2017-2018 AMOUNT REQUESTED: \$27,561

FALL 2018 AMOUNT REQUESTED: \$4,000

INSTITUTION: Crafton Hills College

DESCRIPTION: Salary for 1 FTE job developer

SOURCE: 40%

OBJECT CODE: 2000 - Non-Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$22,452

2017-2018 AMOUNT REQUESTED: \$67,356

FALL 2018 AMOUNT REQUESTED: \$33,678

INSTITUTION: Crafton Hills College

DESCRIPTION: Benefits for 1 FTE job developer

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits

2016-2017 AMOUNT REQUESTED: \$13,316

2017-2018 AMOUNT REQUESTED: \$39,949

FALL 2018 AMOUNT REQUESTED: \$19,977

INSTITUTION: Crafton Hills College

DESCRIPTION: Supplies for 1 FTE job developer

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$336

2017-2018 AMOUNT REQUESTED: \$2,000

FALL 2018 AMOUNT REQUESTED: \$1,000

INSTITUTION: Crafton Hills College

DESCRIPTION: Travel and mileage for 1 FTE job developer

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$3,640

2017-2018 AMOUNT REQUESTED: \$11,420

FALL 2018 AMOUNT REQUESTED: \$5,676

INSTITUTION: Crafton Hills College

DESCRIPTION: Initial set-up equipment for 1 FTE job developer

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay

2016-2017 AMOUNT REQUESTED: \$4,200

2017-2018 AMOUNT REQUESTED: \$0

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Palo Verde College

DESCRIPTION: Salary and benefits for 1 FTE job developer

SOURCE: 40%

OBJECT CODE: 2000 - Non-Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$75,000

2017-2018 AMOUNT REQUESTED: \$75,000

FALL 2018 AMOUNT REQUESTED: \$75,000

INSTITUTION: Barstow College

DESCRIPTION: Salaries for 40% Director, 50% Student Services, 100% Job Developer
SOURCE: 40%

OBJECT CODE: 2000 - Non-Instructional Salaries
2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$91,886

FALL 2018 AMOUNT REQUESTED: \$47,910

INSTITUTION: Barstow College

DESCRIPTION: Benefits for 40% Director, 50% Student Services, 100% Job Developer
SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits
2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$46,500

FALL 2018 AMOUNT REQUESTED: \$24,600

INSTITUTION: Barstow College

DESCRIPTION: Supplies for Job Development activities
SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials
2016-2017 AMOUNT REQUESTED: \$500

2017-2018 AMOUNT REQUESTED: \$1,500

FALL 2018 AMOUNT REQUESTED: \$500

INSTITUTION: Barstow College

DESCRIPTION: Travel and mileage for Job Development activities

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$3,500

2017-2018 AMOUNT REQUESTED: \$3,500

FALL 2018 AMOUNT REQUESTED: \$1,104

INSTITUTION: Barstow College

DESCRIPTION: Equipment set-up for new job developer

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay

2016-2017 AMOUNT REQUESTED: \$3,500

2017-2018 AMOUNT REQUESTED: \$0

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Supplies for 1 FTE dedicated CTE job developer and .5 FTE dedicated Student Services Technician to assist job developer

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$2,637

2017-2018 AMOUNT REQUESTED: \$6,000

FALL 2018 AMOUNT REQUESTED: \$4,100

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Travel and mileage for 1 FTE dedicated CTE job developer

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$5,000

2017-2018 AMOUNT REQUESTED: \$10,000

FALL 2018 AMOUNT REQUESTED: \$7,500

INSTITUTION: San Bernardino Valley College

DESCRIPTION: New equipment set up for 1 FTE CTE Job Developer

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay

2016-2017 AMOUNT REQUESTED: \$3,654

2017-2018 AMOUNT REQUESTED: \$5,000

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Salary for 1 FTE dedicated CTE job developer and .5 FTE Student Services Technician to assist job developer

SOURCE: 40%

OBJECT CODE: 2000 - Non-Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$28,063

2017-2018 AMOUNT REQUESTED: \$70,728

FALL 2018 AMOUNT REQUESTED: \$35,364

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Benefits for 1 FTE dedicated CTE job developer and .5 FTE dedicated Student Services Technician to assist job developer

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits

2016-2017 AMOUNT REQUESTED: \$9,822

2017-2018 AMOUNT REQUESTED: \$24,755

FALL 2018 AMOUNT REQUESTED: \$12,377

INSTITUTION: Copper Mountain College

DESCRIPTION: Salary for 1 FTE Job Placement Coordinator

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$18,548

2017-2018 AMOUNT REQUESTED: \$74,193

FALL 2018 AMOUNT REQUESTED: \$37,097

INSTITUTION: Copper Mountain College

DESCRIPTION: Benefits for 1 FTE Job Placement Coordinator

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits

2016-2017 AMOUNT REQUESTED: \$9,873

2017-2018 AMOUNT REQUESTED: \$34,096

FALL 2018 AMOUNT REQUESTED: \$17,948

INSTITUTION: Copper Mountain College

DESCRIPTION: Materials to allow for the coordination of programming, identification of students seeking employment, and faculty participation/collaboration.

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$500

2017-2018 AMOUNT REQUESTED: \$2,000

FALL 2018 AMOUNT REQUESTED: \$1,000

INSTITUTION: Copper Mountain College

DESCRIPTION: Travel and mileage for 1 FTE Job Developer; marketing and outreach; employer engagement.

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$5,000

2017-2018 AMOUNT REQUESTED: \$15,000

FALL 2018 AMOUNT REQUESTED: \$9,745

INSTITUTION: Moreno Valley College

DESCRIPTION: Salary for 1 FTE dedicated CTE job developer and .5 FTE technical/clerkal to assist job developer

SOURCE: 40%

OBJECT CODE: 2000 - Non-Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$28,063

2017-2018 AMOUNT REQUESTED: \$70,728

FALL 2018 AMOUNT REQUESTED: \$35,364

INSTITUTION: Moreno Valley College

DESCRIPTION: Benefits for 1 FTE dedicated CTE job developer and .5 FTE dedicated technical/clerkal to assist job developer

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits

2016-2017 AMOUNT REQUESTED: \$9,822

2017-2018 AMOUNT REQUESTED: \$24,755

FALL 2018 AMOUNT REQUESTED: \$12,377

INSTITUTION: Moreno Valley College

DESCRIPTION: Supplies for 1 FTE dedicated CTE job developer and .5 FTE dedicated technical/clerkal to assist job developer

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$2,637

2017-2018 AMOUNT REQUESTED: \$6,000

FALL 2018 AMOUNT REQUESTED: \$4,100

INSTITUTION: Moreno Valley College

DESCRIPTION: Travel and mileage for 1 FTE dedicated CTE job developer

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$5,000

2017-2018 AMOUNT REQUESTED: \$10,000

FALL 2018 AMOUNT REQUESTED: \$7,500

INSTITUTION: Moreno Valley College

DESCRIPTION: New equipment set up for 1 FTE CTE Job Developer

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay

2016-2017 AMOUNT REQUESTED: \$3,654

2017-2018 AMOUNT REQUESTED: \$5,000

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Copper Mountain College

DESCRIPTION: Additional regional/local job placement/development activities

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$14,375

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Barstow College

DESCRIPTION: Additional regional/local job placement/development activities

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$14,375

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Palo Verde College

DESCRIPTION: Additional regional/local job placement/development activities

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$14,375

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: College of the Desert

DESCRIPTION: Additional regional/local job placement/development activities

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$14,375

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: San Bernardino Valley College

DESCRIPTION: Additional regional/local job placement/development activities

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$14,375

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Crafton Hills College

DESCRIPTION: Additional regional/local job placement/development activities

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$14,375

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Moreno Valley College

DESCRIPTION: Additional regional/local job placement/development activities

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$0

2017-2018 AMOUNT REQUESTED: \$14,375

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: Victor Valley College

DESCRIPTION: Salary 1 FTE job developer

SOURCE: 40%

OBJECT CODE: 2000 - Non-Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$47,568

2017-2018 AMOUNT REQUESTED: \$47,568

FALL 2018 AMOUNT REQUESTED: \$47,568

INSTITUTION: Victor Valley College

DESCRIPTION: Benefits for 1 FTE job developer

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits

2016-2017 AMOUNT REQUESTED: \$27,432

2017-2018 AMOUNT REQUESTED: \$27,432

FALL 2018 AMOUNT REQUESTED: \$27,432

INSTITUTION: Victor Valley College

DESCRIPTION: Supplies and materials for job developer activities

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$1,000

2017-2018 AMOUNT REQUESTED: \$500

FALL 2018 AMOUNT REQUESTED: \$500

INSTITUTION: Victor Valley College

DESCRIPTION: Travel and other services

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$1,787

2017-2018 AMOUNT REQUESTED: \$1,594

FALL 2018 AMOUNT REQUESTED: \$1,594

INSTITUTION: Victor Valley College

DESCRIPTION: Equipment for job developer

SOURCE: 40%

OBJECT CODE: 6000 - Capital Outlay
 2016-2017 AMOUNT REQUESTED: \$5,400

2017-2018 AMOUNT REQUESTED: \$1,500

FALL 2018 AMOUNT REQUESTED: \$500

Budget Totals

INSTITUTION	CODE	3YR TOTAL
College of the Desert	2000 - Non-Instructional Salaries	\$114,392
College of the Desert	3000 - Employee Benefits	\$43,247
College of the Desert	4000 - Supplies and Materials	\$16,000
College of the Desert	5000 - Other Operating Expenses and Services	\$51,361
College of the Desert	5000 - Other Operating Expenses and Services	\$14,375
College of the Desert Total:		\$239,375
Crafton Hills College	2000 - Non-Instructional Salaries	\$123,486
Crafton Hills College	3000 - Employee Benefits	\$73,242
Crafton Hills College	4000 - Supplies and Materials	\$3,336
Crafton Hills College	5000 - Other Operating Expenses and Services	\$20,736
Crafton Hills College	6000 - Capital Outlay	\$4,200
Crafton Hills College	5000 - Other Operating Expenses and Services	\$14,375
Crafton Hills College Total:		\$239,375
Palo Verde College	2000 - Non-Instructional Salaries	\$225,000
Palo Verde College	5000 - Other Operating Expenses and Services	\$14,375
Palo Verde College Total:		\$239,375
Barstow College	2000 - Non-Instructional Salaries	\$139,796
Barstow College	3000 - Employee Benefits	\$71,100
Barstow College	4000 - Supplies and Materials	\$2,500

Barstow College	4000 - Supplies and Materials	\$2,500
Barstow College	5000 - Other Operating Expenses and Services	\$8,104
Barstow College	6000 - Capital Outlay	\$3,500
Barstow College	5000 - Other Operating Expenses and Services	\$14,375
Barstow College Total:		\$239,375
San Bernardino Valley College	4000 - Supplies and Materials	\$12,737
San Bernardino Valley College	5000 - Other Operating Expenses and Services	\$22,500
San Bernardino Valley College	6000 - Capital Outlay	\$8,654
San Bernardino Valley College	2000 - Non-Instructional Salaries	\$134,155
San Bernardino Valley College	3000 - Employee Benefits	\$46,954
San Bernardino Valley College	5000 - Other Operating Expenses and Services	\$14,375
San Bernardino Valley College Total:		\$239,375
Copper Mountain College	1000 - Instructional Salaries	\$129,838
Copper Mountain College	3000 - Employee Benefits	\$61,917
Copper Mountain College	4000 - Supplies and Materials	\$3,500
Copper Mountain College	5000 - Other Operating Expenses and Services	\$29,745
Copper Mountain College	5000 - Other Operating Expenses and Services	\$14,375
Copper Mountain College Total:		\$239,375
Moreno Valley College	2000 - Non-Instructional Salaries	\$134,155
Moreno Valley College	3000 - Employee Benefits	\$46,954
Moreno Valley College	4000 - Supplies and Materials	\$12,737
Moreno Valley College	5000 - Other Operating Expenses and Services	\$22,500
Moreno Valley College	6000 - Capital Outlay	\$8,654
Moreno Valley College	5000 - Other Operating Expenses and Services	\$14,375
Moreno Valley College Total:		\$239,375
Victor Valley College	2000 - Non-Instructional Salaries	\$142,704
Victor Valley College	3000 - Employee Benefits	\$82,296
Victor Valley College	4000 - Supplies and Materials	\$2,000
Victor Valley College	5000 - Other Operating Expenses and Services	\$4,975

victor valley college	5000 - Other Operating Expenses and Services	\$7,375
Victor Valley College	6000 - Capital Outlay	\$7,400
	Victor Valley College Total:	\$239,375
		<hr/>
	TOTAL PROPOSAL COST:	\$1,915,000

Exhibit 2017/20-16-P08

Description

PROPOSAL TITLE: Regional/Sub-Regional CTE Advisory Program - Pilot Project
(COMPLETE)

DESCRIPTION: Currently, each educational entity in the region manages and facilitates advisories to support their individual CTE programs. The demand for business partner engagement far exceeds the available supply of quality business partners. Limited resources (including time, money, and personnel) impact regional business partners and make it difficult to meet the growing demand in the region. The project will develop regional and sub-regional advisory committee(s) that will serve both community colleges and K-12 feeder schools. The project will collaborate with the IEEP to convene and facilitate advisory meetings and strengthen industry-education relationships. The project will also promote concurrent curriculum revisions (when needed) and help ensure that programs accurately predict skill requirements to develop a workforce that will meet the future needs of industry.

INDUSTRY SECTORS: All Sectors

REGION: Inland Empire/Desert

SUBREGION:

COUNTY:

START DATE: Wed Feb 01 2017

END DATE: Mon Dec 31 2018

ESTIMATED PROPOSAL COST: \$300,000

LEAD COLLEGE/DISTRICT: San Bernardino CCD

READ THE SWP LEGISLATION: Yes

MEETS REQUIREMENTS OF SWP LEGISLATION: Yes

WHAT NEED DOES THIS PROPOSAL ADDRESS?

A Career and Technical Education (CTE) advisory committee is a group of business and industry experts selected by local educators and administrators to serve in an advisory capacity to the CTE program. The purpose of an advisory committee is to advise instructors and administrators with respect to the development and maintenance of quality career and technical programs. Properly functioning advisory committees help schools ensure that programs reflect the changing needs of students, business and industry, and community. Advisory meetings meet the following needs/requirements of educational institutions across the region:

- provide an opportunity for discussion among people in education, business and industry to focus on how to improve Career and Technical Education (CTE) and make the most of the community resources that are available
- strive to improve the relationships between the school, business and industry
- provide expertise to the program by reviewing curriculum, equipment, facilities, budget, student competencies, and student placement in related occupations
- are required according to California Education Code 52302.2, Perkins, Title 5: 11504, and the Counsel on Occupational Education (COE)

Currently, each educational entity in the IE/Desert region manages and facilitates advisories to support their individual CTE programs. The demand for business partner engagement far exceeds the available supply of quality business partners. Limited resources (including time, money, and personnel) impact regional business partners and make it difficult to meet the growing demand in the region. The gap this work group has identified is the lack of a regional advisory process that would streamline and standardize the information and resources necessary to support regional CTE programs effectively and efficiently. Regional advisories would identify gaps in training, update the region's offerings and/or curriculum to remain current with industry, and connect industry to educational institutions and the students they serve.

HOW DOES THIS PROPOSAL MEET THE NEEDS OF YOUR REGION'S LABOR MARKET?

Implementing a successful regional/sub-regional CTE Advisory program will help the community colleges and K12 Districts to be more actively engaged with our business and industry partners. This will result in education being more informed of the needs and expectations of business, as well as changing trends related to workforce demands and hiring practices. In addition, we can design curriculum and instruction to be better aligned with the regional labor market.

HOW DOES THIS PROPOSAL ADDRESS THE IDENTIFIED NEEDS?

We believe that the students of our region would be better served by utilizing regional or sub-regional advisory committee(s) that would serve both Community Colleges and K-12 feeder schools. In several of the SWP workgroup sessions it was noted that when Community Colleges modify their curriculum to meet the changing needs of the industry in their communities. In turn, those changes often impact the articulation requirements of feeder schools. This plan includes employment of a third-party organization to convene and facilitate advisory groups that can serve multiple institutions, promoting concurrent curriculum revisions (when needed), strengthening industry-education relationships, and help insure that programs accurately predict skill requirements to develop a workforce that will meet the future needs of industry. The meetings will satisfy the high quality indicators for CTE including: The Local CTE Advisory Committee(s) meets at least once each year • List of advisory members/Titles/Industries; list of educators • Agenda / Minutes / Sign-In sheets/Emails Business/Industry is involved in student learning activities • List of activities – job shadowing, speakers • Percent of Industry participation Business/Industry is involved in the development and validation of the curriculum • List of advisory members & industries • Agenda / Meeting Minutes / Sign in Sheets Labor Market demand has been documented for program • Labor market projections Industry certification standards and certificates for students who achieve industry recognized skill and knowledge requirements • Copy of certification standards • Percent of students receiving certification

HOW DOES THIS PROPOSAL ADDRESS THE PRIORITIES ESTABLISHED BY YOUR REGION?

The project addresses a need that continues to come up in regional meetings, especially with employers, and was identified as a significant gap during regional SWP planning meetings.

Metrics

METRIC: Enrollments

2016-17: 741012

2017-18: 743700

FALL 2018: 746382

INVESTMENT PLAN: Regional coordination of key industry sector advisories will result in curriculum that is more responsive to the demands of industry and pathways that are aligned to workforce outcomes.

Workplan

RESPONSIBLE PERSON: Susanne Mata

LEAD COLLEGE OR PARTNER: San Bernardino Valley College

PARTICIPATING COLLEGES: Chaffey College, College of the Desert, Mt. San Jacinto College, Victor Valley College, Palo Verde College, Norco College, Moreno Valley College, Riverside City College, Crafton Hills College, Copper Mountain College, San Bernardino Valley College, Barstow College

YEARS: 2016-17, 2017-18, Fall 2018

MAJOR ACTIVITIES: 1) Hold regular planning meetings with key stakeholders from community, community colleges, business and industry 2) Coordination with IEEP and community colleges to ensure engagement of faculty and industry 3) Conducting semi-annual sector advisory meetings (regional and/or sub-regional) 4) Develop and maintain listing of Industry members by sector that are willing to participate. 5) Hold at least one advisory per year per sector serviced. 6) Maintain list of HS and Community College faculty by sector 7) Facilitate both CC/HS faculty development and cross-discipline faculty development opportunities.

MAJOR OUTCOMES: 1) Requirement for Perkins CTE Advisory meeting met for community colleges 2) Requirement for one of two K12 Advisory meetings meet 3) Actively engage faculty 4) Improve industry partnerships and relations 5) Integration of employer needs into existing curriculum or creation of new curriculum when it does not exist

TASK FORCE RECOMMENDATIONS:

Career Pathway (3) / Workforce Data & Outcomes (6) / Regional Coordination (19, 20)

RISKS: We anticipate that it will be challenging but not "risky" to successfully implement the CTE Advisory Program. Although it is easily recognized as a priority need for our region, developing a program that meets the needs of all stakeholders will be difficult. We are a very large, diverse region that includes 12 community colleges, 52 high school districts, more than 130 high schools and 4 ROPs. We anticipate having challenges engaging the right people in the process, identifying existing advisory meetings (as to not duplicate efforts), holding meetings in a format and at a time and location that will be convenient for a large group of people spread out across our large geographic landscape.

Budget Breakdown

INSTITUTION: San Bernardino CCD

DESCRIPTION: Work with external intermediaries/partners to convene four regional advisory committee meetings in Spring 2017 and Fall 2017

SOURCE: 40%

OBJECT CODE: 1000 - Instructional Salaries

2016-2017 AMOUNT REQUESTED: \$30,000

2017-2018 AMOUNT REQUESTED: \$30,000

FALL 2018 AMOUNT REQUESTED: \$0

INSTITUTION: San Bernardino CCD

DESCRIPTION: Project coordination, coordinate additional advisory committee meetings, reimburse faculty substitute release time.

SOURCE: 40%

OBJECT CODE: 5000 - Other Operating Expenses and Services

2016-2017 AMOUNT REQUESTED: \$60,000

2017-2018 AMOUNT REQUESTED: \$60,000

FALL 2018 AMOUNT REQUESTED: \$60,000

INSTITUTION: San Bernardino CCD

DESCRIPTION: Project supplies including regular office supplies, meeting supplies and materials

SOURCE: 40%

OBJECT CODE: 4000 - Supplies and Materials

2016-2017 AMOUNT REQUESTED: \$5,000

2017-2018 AMOUNT REQUESTED: \$5,000

FALL 2018 AMOUNT REQUESTED: \$5,000

INSTITUTION: San Bernardino CCD

DESCRIPTION: Health and welfare, employee benefits

SOURCE: 40%

OBJECT CODE: 3000 - Employee Benefits

2016-2017 AMOUNT REQUESTED: \$15,000

2017-2018 AMOUNT REQUESTED: \$15,000

FALL 2018 AMOUNT REQUESTED: \$15,000

Budget Totals

INSTITUTION	CODE	3YR TOTAL
San Bernardino CCD	1000 - Instructional Salaries	\$60,000
San Bernardino CCD	5000 - Other Operating Expenses and Services	\$180,000
San Bernardino CCD	4000 - Supplies and Materials	\$15,000
San Bernardino CCD	3000 - Employee Benefits	\$45,000
San Bernardino CCD Total:		\$300,000

SAN BERNARDINO CCD Total. \$300,000

TOTAL PROPOSAL COST: \$300,000

Table 1. Participation Agreements

District/College	Participation Agreement	Amount
Barstow Community College District	2017/20-16-A	\$343,375
Chaffey Community College District	2017/20-16-B	\$767,143
College of the Desert	2017/20-16-C	\$471,500
Copper Mountain Community College District	2017/20-16-D	\$476,500
Mt. San Jacinto Community College District	2017/20-16-E	\$561,500
Palo Verde Community College District	2017/20-16-F	\$416,500
San Bernardino Community College District	2017/20-16-K	\$300,000
San Bernardino Community College District (Crafton Hills College)	2017/20-16-L	\$384,375
San Bernardino Community College District (San Bernardino Valley College)	2017/20-16-M	\$734,107
Victor Valley Community College District	2017/20-16-N	\$416,500
	TOTAL	\$4,871,500

Table 2. Exhibits

Exhibit Number	Proposal Title	Page #
Exhibit 2017/20-16-P01	Regional Mechatronics Technician Training Pathway	1
Exhibit 2017/20-16-P02	Sub-regional Business Incubator and Makerspace	15
Exhibit 2017/20-16-P03	Placement and Clinical Site Coordination	34
Exhibit 2017/20-16-P04	Tractor Trailer Operator Feasibility Study	56
Exhibit 2017/20-16-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction	61
Exhibit 2017/20-16-P06	Regional, Accelerated, Career, and Employment Program	80
Exhibit 2017/20-16-P07	Regional and District Job Developers Proposal	105
Exhibit 2017/20-16-P08	Regional/Sub-Regional CTE Advisory Program - Pilot Project	130

Inland Empire/Desert Region
Participation Agreement 2017/20-16-A - Strong Workforce Program
between
Riverside Community College District
and
Barstow Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and Barstow Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

<u>Project No.</u>	<u>Proposal</u>
2017/20-16-A-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction
2017/20-16-A-P07	Regional and District Job Developers

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above and attached to this Participation Agreement as Exhibits 2017/20-16-P05 and 2017/20-16-P07, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. The Chancellor’s office will provide an opportunity for regions and colleges to adjust their metrics projections. No change in metrics will occur without consent of the Contractor. Any and all adjustments will occur by March 31, 2017. The Contractor will be sent a revised Proposal document at that time and, if the Contractor does not object to the adjustments, they will be incorporated into this Agreement.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits 2017/20-16-P05 and 2017/20-16-P07 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from February 1, 2017 through December 31, 2018.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Exhibit No.	Proposal	Funding Amount
2017/20-16-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction	\$104,000
2017/20-16-P07	Regional and District Job Developers	\$239,375
	Total Cost	\$343,375

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will be in accordance with the project budget submitted by the Contractor and shown in Exhibits Nos. 2017/20-16-P05 and 2017/20-16-P07, which by reference is incorporated into this Participation Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to fiscal years as follows:

- Year 1: February 1, 2017 to June 30, 2017
- Year 2: July 1, 2017 to June 30, 2018
- Year 3: July 1, 2018 to December 31, 2018

6. PAYMENT

Twenty-five percent (25%) of the total cost will be issued as an advance payment to Contractor upon District’s receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 “Invoices”), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work, Exhibits 2017/20-16-P05 and 2017/20-16-P07, upon receipt of a final invoice requesting payment, and upon District’s approval of a final report. Invoices should be submitted to District contact named in paragraph 11 “Contacts.” A final invoice for all performance under this Agreement is due no later than January 31, 2019.

8. REPORTING

Through this Participation Agreement, Contractor agrees to provide qualitative and quantitative progress reports and a final report according to the schedule provided by and as required by the California Community College Chancellor’s Office and the Inland Empire/Desert Regional Consortium. Fiscal reports detailing fiscal activity during each fiscal year of the performance periods will also be submitted. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. Reports will be submitted to the District in a timely manner according to the schedule below.

Reporting Schedule

Performance Period	Progress Report Due	Fiscal Year End Report Due
February 1, 2017 to June 30, 2017	July 15, 2017	July 15, 2017
July 1, 2017 to September 30, 2017	October 15, 2017	
October 1 to December 31, 2017	January 15, 2018	
January 1 to March 31, 2018	April 15, 2018	
April 1 to June 30, 2018	July 15, 2018	July 15, 2018
July 1 to September 30, 2018	October 15, 2018	
October 1 to December 31, 2018	Include in final report	January 31, 2019

A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2019.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Julie.Pehkonen@rcc.edu
Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

Project Liaison

Sandi Thomas
Dean of Instruction/Workforce Economic Development
e-mail: stthomas2@barstow.edu
phone: 760-252-2411

Fiscal Contact

Sandi Thomas
Dean of Instruction/Workforce Economic Development
e-mail: stthomas2@barstow.edu
phone: 760-252-2411

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and Barstow Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

Barstow Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Dr. Deborah DiThomas
Superintendent/President

Date

Date

Inland Empire/Desert Region
Participation Agreement 2017/20-16-B - Strong Workforce Program
between
Riverside Community College District
and
Chaffey Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and Chaffey Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

<u>Project No.</u>	<u>Proposal</u>
2017/20-16-B-P01	Regional Mechatronics Technician Training Pathway
2017/20-16-B-P03	Placement and Clinical Site Coordination
2017/20-16-B-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction
2017/20-16-B-P06	Regional, Accelerated, Career, and Employment Program*

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above and attached to this Participation Agreement as Exhibits 2017/20-16-P01, 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P06, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. The Chancellor’s office will provide an opportunity for regions and colleges to adjust their metrics projections. No change in metrics will occur without consent of the Contractor. Any and all adjustments will occur by March 31, 2017. The Contractor will be sent a revised Proposal document at that time and, if the Contractor does not object to the adjustments, they will be incorporated into this Agreement.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits 2017/20-16-P01, 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P06 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from February 1, 2017 through December 31, 2018.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Exhibit No.	Proposal	Funding Amount
2017/20-16-P01	Regional Mechatronics Technician Training Pathway	\$350,643
2017/20-16-P03	Placement and Clinical Site Coordination	\$73,125
2017/20-16-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction	\$104,000
2017/20-16-P06	Regional, Accelerated, Career, and Employment Program*	\$239,375
	Total Cost	\$767,143

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will be in accordance with the project budget submitted by the Contractor and shown in Exhibits Nos. 2017/20-16-P01, 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P06, which by reference is incorporated into this Participation Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to fiscal years as follows:

- Year 1: February 1, 2017 to June 30, 2017
- Year 2: July 1, 2017 to June 30, 2018
- Year 3: July 1, 2018 to December 31, 2018

6. PAYMENT

Twenty-five percent (25%) of the total cost will be issued as an advance payment to Contractor upon District’s receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 “Invoices”), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work, Exhibits 2017/20-16-P01, 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P06, upon receipt of a final invoice requesting payment, and upon District's approval of a final report. Invoices should be submitted to District contact named in paragraph 11 "Contacts." A final invoice for all performance under this Agreement is due no later than January 31, 2019.

8. REPORTING

Through this Participation Agreement, Contractor agrees to provide qualitative and quantitative progress reports and a final report according to the schedule provided by and as required by the California Community College Chancellor's Office and the Inland Empire/Desert Regional Consortium. Fiscal reports detailing fiscal activity during each fiscal year of the performance periods will also be submitted. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. Reports will be submitted to the District in a timely manner according to the schedule below.

Reporting Schedule

Performance Period	Progress Report Due	Fiscal Year End Report Due
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July 1 to September 30, 2018	October 15, 2018	
October 1 to December 31, 2018	Include in final report	January 31, 2019

A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2019.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Julie.Pehkonen@rcc.edu
Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

Project Liaison

Joy Haerens
Dean, Business & Applied Technology and Economic Development
e-mail: joy.haerens@chaffey.edu

Fiscal Contact

Anita Undercoffer
Executive Director of Budget and Fiscal Services
e-mail: anita.undercoffer@chaffey.edu

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and Chaffey Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

Chaffey Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Dr. Henry Shannon
Superintendent/President

Date

Date

Inland Empire/Desert Region
Participation Agreement 2017/20-16-D - Strong Workforce Program
between
Riverside Community College District
and
Copper Mountain Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and Copper Mountain Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

<u>Project No.</u>	<u>Proposal</u>
2017/20-16-D-P03	Placement and Clinical Site Coordination
2017/20-16-D-P04	Tractor Trailer Operator Feasibility Study
2017/20-16-D-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction
2017/20-16-D-P07	Regional and District Job Developers

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above and attached to this Participation Agreement as Exhibits 2017/20-16-P03, 2017/20-16-P04 2017/20-16-P05 and 2017/20-16-P07, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. The Chancellor’s office will provide an opportunity for regions and colleges to adjust their metrics projections. No change in metrics will occur without consent of the Contractor. Any and all adjustments will occur by March 31, 2017. The Contractor will be sent a revised Proposal document at that time and, if the Contractor does not object to the adjustments, they will be incorporated into this Agreement.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits 2017/20-16-P03, 2017/20-16-P04 2017/20-16-P05 and 2017/20-16-P07 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from February 1, 2017 through December 31, 2018.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Exhibit No.	Proposal	Funding Amount
2017/20-16-P03	Placement and Clinical Site Coordination	\$73,125
2017/20-16-P04	Tractor Trailer Operator Feasibility Study	\$60,000
2017/20-16-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction	\$104,000
2017/20-16-P07	Regional and District Job Developers	\$239,375
Total Cost		\$476,500

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will be in accordance with the project budget submitted by the Contractor and shown in Exhibits Nos. 2017/20-16-P03, 2017/20-16-P04 2017/20-16-P05 and 2017/20-16-P07, which by reference is incorporated into this Participation Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to fiscal years as follows:

- Year 1: February 1, 2017 to June 30, 2017
- Year 2: July 1, 2017 to June 30, 2018
- Year 3: July 1, 2018 to December 31, 2018

6. PAYMENT

Twenty-five percent (25%) of the total cost will be issued as an advance payment to Contractor upon District’s receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 “Invoices”), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work, Exhibits 2017/20-16-P03, 2017/20-16-P04 2017/20-16-P05 and 2017/20-16-P07, upon receipt of a final invoice requesting payment, and upon District’s approval of a final report. Invoices should be submitted to District contact named in paragraph 11 “Contacts.” A final invoice for all performance under this Agreement is due no later than January 31, 2019.

8. REPORTING

Through this Participation Agreement, Contractor agrees to provide qualitative and quantitative progress reports and a final report according to the schedule provided by and as required by the California Community College Chancellor’s Office and the Inland Empire/Desert Regional Consortium. Fiscal reports detailing fiscal activity during each fiscal year of the performance periods will also be submitted. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. Reports will be submitted to the District in a timely manner according to the schedule below.

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April 1 to June 30, 2018	July 15, 2018	July 15, 2018
July 1 to September 30, 2018	October 15, 2018	
October 1 to December 31, 2018	Include in final report	January 31, 2019

A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2019.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Julie.Pehkonen@rcc.edu
Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor

Project Liaison

Zachary Ginder
Dean of Instruction
760-366-5246
Email: zginder@cmccd.edu

Fiscal Contact

Meredith Plummer
Chief Business Officer
Email: mplummer@cmccd.edu

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and Copper Mountain Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

Copper Mountain Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Jeff Cummings
Superintendent/President

Date

Date

Inland Empire/Desert Region
Participation Agreement 2017/20-16-C - Strong Workforce Program
between
Riverside Community College District
and
College of the Desert

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and College of the Desert, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

<u>Project No.</u>	<u>Proposal</u>
2017/20-16-C-P03	Placement and Clinical Site Coordination
2017/20-16-C-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction
2017/20-16-C-P07	Regional and District Job Developers

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above and attached to this Participation Agreement as Exhibits 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P07, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. The Chancellor’s office will provide an opportunity for regions and colleges to adjust their metrics projections. No change in metrics will occur without consent of the Contractor. Any and all adjustments will occur by March 31, 2017. The Contractor will be sent a revised Proposal document at that time and, if the Contractor does not object to the adjustments, they will be incorporated into this Agreement.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P07 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from February 1, 2017 through December 31, 2018.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Exhibit No.	Proposal	Funding Amount
2017/20-16-P03	Placement and Clinical Site Coordination	\$73,125
2017/20-16-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction	\$159,000
2017/20-16-P07	Regional and District Job Developers	\$239,375
Total Cost		\$471,500

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will be in accordance with the project budget submitted by the Contractor and shown in Exhibits Nos. 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P07, which by reference is incorporated into this Participation Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to fiscal years as follows:

- Year 1: February 1, 2017 to June 30, 2017
- Year 2: July 1, 2017 to June 30, 2018
- Year 3: July 1, 2018 to December 31, 2018

6. PAYMENT

Twenty-five percent (25%) of the total cost will be issued as an advance payment to Contractor upon District’s receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 “Invoices”), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work, Exhibits 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P07, upon receipt of a final invoice requesting payment, and upon District’s approval of a final report. Invoices should be submitted to District contact named in paragraph 11 “Contacts.” A final invoice for all performance under this Agreement is due no later than January 31, 2019.

8. REPORTING

Through this Participation Agreement, Contractor agrees to provide qualitative and quantitative progress reports and a final report according to the schedule provided by and as required by the California Community College Chancellor's Office and the Inland Empire/Desert Regional Consortium. Fiscal reports detailing fiscal activity during each fiscal year of the performance periods will also be submitted. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. Reports will be submitted to the District in a timely manner according to the schedule below.

Reporting Schedule

Performance Period	Progress Report Due	Fiscal Year End Report Due
February 1, 2017 to June 30, 2017	July 15, 2017	July 15, 2017
July 1, 2017 to September 30, 2017	October 15, 2017	
October 1 to December 31, 2017	January 15, 2018	
January 1 to March 31, 2018	April 15, 2018	
April 1 to June 30, 2018	July 15, 2018	July 15, 2018
July 1 to September 30, 2018	October 15, 2018	
October 1 to December 31, 2018	Include in final report	January 31, 2019

A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2019.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Julie.Pehkonen@rcc.edu
Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor

Project Liaison

Zerryl Becker
zbecker@collegeofthedesert.edu
760-862-1328

Fiscal Contact

John Ramont
jramont@collegeofthedesert.edu
760-773-2513

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and College of the Desert, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

College of the Desert

Aaron Brown
Vice Chancellor
Business and Financial Services

Dr. Joel Kinnamon
Superintendent/President

Date

Date

Inland Empire/Desert Region
Participation Agreement 2017/20-16-E - Strong Workforce Program
between
Riverside Community College District
and
Mt. San Jacinto Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and Mt. San Jacinto Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

<u>Project No.</u>	<u>Proposal</u>
2017/20-16-E-P02	Subregional Business Incubator and Makerspace Proposal
2017/20-16-E-P03	Placement and Clinical Site Coordination
2017/20-16-E-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction
2017/20-16-E-P06	Regional, Accelerated, Career, and Employment Program*

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above and attached to this Participation Agreement as Exhibits 2017/20-16-P02, 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P06, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. The Chancellor’s office will provide an opportunity for regions and colleges to adjust their metrics projections. No change in metrics will occur without consent of the Contractor. Any and all adjustments will occur by March 31, 2017. The Contractor will be sent a revised Proposal document at that time and, if the Contractor does not object to the adjustments, they will be incorporated into this Agreement.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits 2017/20-16-P02, 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P06 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from February 1, 2017 through December 31, 2018.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Exhibit No.	Proposal	Funding Amount
2017/20-16-P02	Subregional Business Incubator and Makerspace Proposal	\$145,000
2017/20-16-P03	Placement and Clinical Site Coordination	\$73,125
2017/20-16-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction	\$104,000
2017/20-16-P06	Regional, Accelerated, Career, and Employment Program*	\$239,375
	Total Cost	\$561,500

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will be in accordance with the project budget submitted by the Contractor and shown in Exhibits Nos. 2017/20-16-P02, 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P06, which by reference is incorporated into this Participation Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to fiscal years as follows:

- Year 1: February 1, 2017 to June 30, 2017
- Year 2: July 1, 2017 to June 30, 2018
- Year 3: July 1, 2018 to December 31, 2018

6. PAYMENT

Twenty-five percent (25%) of the total cost will be issued as an advance payment to Contractor upon District’s receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 “Invoices”), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work, Exhibits 2017/20-16-P02, 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P06, upon receipt of a final invoice requesting payment, and upon District’s approval of a final report. Invoices should be submitted to District contact named in paragraph 11 “Contacts.” A final invoice for all performance under this Agreement is due no later than January 31, 2019.

8. REPORTING

Through this Participation Agreement, Contractor agrees to provide qualitative and quantitative progress reports and a final report according to the schedule provided by and as required by the California Community College Chancellor’s Office and the Inland Empire/Desert Regional Consortium. Fiscal reports detailing fiscal activity during each fiscal year of the performance periods will also be submitted. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. Reports will be submitted to the District in a timely manner according to the schedule below.

Reporting Schedule

Performance Period	Progress Report Due	Fiscal Year End Report Due
February 1, 2017 to June 30, 2017	July 15, 2017	July 15, 2017
July 1, 2017 to September 30, 2017	October 15, 2017	
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January 1 to March 31, 2018	April 15, 2018	
April 1 to June 30, 2018	July 15, 2018	July 15, 2018
July 1 to September 30, 2018	October 15, 2018	
October 1 to December 31, 2018	Include in final report	January 31, 2019

A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2019.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Julie.Pehkonen@rcc.edu
Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

Project Liaison
Joyce Johnson, Dean Career Technical Education
28237 La Piedra Road
Menifee, CA 92584
(951) 639-5350
jjohnso@msjc.edu

Fiscal Contact
Brian Orlauski, Interim Vice President Business Services
1499 N. State Street
San Jacinto, CA 92583
(951) 487-3011
borlausk@msjc.edu

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and Mt. San Jacinto Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

Mt. San Jacinto Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Dr. Roger Schultz
Superintendent/President

Date

Date

Inland Empire/Desert Region
Participation Agreement 2017/20-16-F - Strong Workforce Program
between
Riverside Community College District
and
Palo Verde Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and Palo Verde Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

<u>Project No.</u>	<u>Proposal</u>
2017/20-16-F-P03	Placement and Clinical Site Coordination
2017/20-16-F-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction
2017/20-16-F-P07	Regional and District Job Developers

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above and attached to this Participation Agreement as Exhibits 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P07, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. The Chancellor’s office will provide an opportunity for regions and colleges to adjust their metrics projections. No change in metrics will occur without consent of the Contractor. Any and all adjustments will occur by March 31, 2017. The Contractor will be sent a revised Proposal document at that time and, if the Contractor does not object to the adjustments, they will be incorporated into this Agreement.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P07 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from February 1, 2017 through December 31, 2018.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District's project manager, who is listed under paragraph 11 "Contacts."

Exhibit No.	Proposal	Funding Amount
2017/20-16-P03	Placement and Clinical Site Coordination	\$73,125
2017/20-16-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction	\$104,000
2017/20-16-P07	Regional and District Job Developers	\$239,375
Total Cost		\$416,500

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will be in accordance with the project budget submitted by the Contractor and shown in Exhibits Nos. 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P07, which by reference is incorporated into this Participation Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to fiscal years as follows:

- Year 1: February 1, 2017 to June 30, 2017
- Year 2: July 1, 2017 to June 30, 2018
- Year 3: July 1, 2018 to December 31, 2018

6. PAYMENT

Twenty-five percent (25%) of the total cost will be issued as an advance payment to Contractor upon District's receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 "Invoices"), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work, Exhibits 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P07, upon receipt of a final invoice requesting payment, and upon District's approval of a final report. Invoices should be submitted to District contact named in paragraph 11 "Contacts." A final invoice for all performance under this Agreement is due no later than January 31, 2019.

8. REPORTING

Through this Participation Agreement, Contractor agrees to provide qualitative and quantitative progress reports and a final report according to the schedule provided by and as required by the California Community College Chancellor's Office and the Inland Empire/Desert Regional Consortium. Fiscal reports detailing fiscal activity during each fiscal year of the performance periods will also be submitted. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. Reports will be submitted to the District in a timely manner according to the schedule below.

Reporting Schedule

Performance Period	Progress Report Due	Fiscal Year End Report Due
February 1, 2017 to June 30, 2017	July 15, 2017	July 15, 2017
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April 1 to June 30, 2018	July 15, 2018	July 15, 2018
July 1 to September 30, 2018	October 15, 2018	
October 1 to December 31, 2018	Include in final report	January 31, 2019

A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2019.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Julie.Pehkonen@rcc.edu
Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

Project Liaison

Sonja Brown Givens, Ph.D.
Dean of Instruction and Student Services
Palo Verde College
E-Mail: sonja.givens@paloverde.edu
Phone: (760) 921-5533

Fiscal Contact

Sonja Brown Givens, Ph.D.
Dean of Instruction and Student Services
Palo Verde College
E-Mail: sonja.givens@paloverde.edu
Phone: (760) 921-5533

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and Palo Verde Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

Palo Verde Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Dr. Don Wallace
Superintendent/President

Date

Date

Inland Empire/Desert Region
Participation Agreement 2017/20-16-K - Strong Workforce Program
between
Riverside Community College District
and
San Bernardino Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and San Bernardino Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

<u>Project No.</u>	<u>Proposal</u>
2017/20-16-K-P08	Regional/Sub-Regional CTE Advisory Program - Pilot Project

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above and attached to this Participation Agreement as Exhibit 2017/20-16-P08, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. The Chancellor’s office will provide an opportunity for regions and colleges to adjust their metrics projections. No change in metrics will occur without consent of the Contractor. Any and all adjustments will occur by March 31, 2017. The Contractor will be sent a revised Proposal document at that time and, if the Contractor does not object to the adjustments, they will be incorporated into this Agreement.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibit 2017/20-16-P08 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from February 1, 2017 through December 31, 2018.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Exhibit No.	Proposal	Funding Amount
2017/20-16-P08	Regional/Sub-Regional CTE Advisory Program - Pilot Project	\$300,000
	Total Cost	\$300,000

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will be in accordance with the project budget submitted by the Contractor and shown in Exhibits No. 2017/20-16-P08, which by reference is incorporated into this Participation Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to fiscal years as follows:

- Year 1: February 1, 2017 to June 30, 2017
- Year 2: July 1, 2017 to June 30, 2018
- Year 3: July 1, 2018 to December 31, 2018

6. PAYMENT

Twenty-five percent (25%) of the total cost will be issued as an advance payment to Contractor upon District’s receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 “Invoices”), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work, Exhibit 2017/20-16-P08, upon receipt of a final invoice requesting payment, and upon District’s approval of a final report. Invoices should be submitted to District contact named in paragraph 11 “Contacts.” A final invoice for all performance under this Agreement is due no later than January 31, 2019.

8. REPORTING

Through this Participation Agreement, Contractor agrees to provide qualitative and quantitative progress reports and a final report according to the schedule provided by and as required by the California Community College Chancellor’s Office and the Inland Empire/Desert Regional Consortium. Fiscal reports detailing fiscal activity during each fiscal year of the performance periods will also be submitted. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. Reports will be submitted to the District in a timely manner according to the schedule below.

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January 1 to March 31, 2018	April 15, 2018	
April 1 to June 30, 2018	July 15, 2018	July 15, 2018
July 1 to September 30, 2018	October 15, 2018	
October 1 to December 31, 2018	Include in final report	January 31, 2019

A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2019.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Julie.Pehkonen@rcc.edu
Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

Project Liaison

Susanne Mata
Deputy Sector Navigator, ICT/DM
E-mail: smata@sbcdcc.ca.us

Fiscal Contact

Yecenia Ross
Manager of Workforce Development
E-mail: ycortez@sbccd.cc.ca.us

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and San Bernardino Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

San Bernardino Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Steven J. Sutorus
Business Manager

Date

Date

Inland Empire/Desert Region
Participation Agreement 2017/20-16-L - Strong Workforce Program
between
Riverside Community College District
and
San Bernardino Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and San Bernardino Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

<u>Project No.</u>	<u>Proposal (Crafton Hills College)</u>
2017/20-16-L-P02	Subregional Business Incubator and Makerspace Proposal
2017/20-16-L-P07	Regional and District Job Developers Proposal

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above and attached to this Participation Agreement as Exhibits 2017/20-16-P02 and 2017/20-16-P07, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. The Chancellor’s office will provide an opportunity for regions and colleges to adjust their metrics projections. No change in metrics will occur without consent of the Contractor. Any and all adjustments will occur by March 31, 2017. The Contractor will be sent a revised Proposal document at that time and, if the Contractor does not object to the adjustments, they will be incorporated into this Agreement.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits 2017/20-16-P02 and 2017/20-16-P07 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from February 1, 2017 through December 31, 2018.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Exhibit No.	Proposal	Funding Amount
2017/20-16-P02	Subregional Business Incubator and Makerspace Proposal	\$145,000
2017/20-16-P07	Regional and District Job Developers Proposal	\$239,375
Total Cost		\$384,375

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will be in accordance with the project budget submitted by the Contractor and shown in Exhibits Nos. 2017/20-16-P02 and 2017/20-16-P07, which by reference is incorporated into this Participation Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to fiscal years as follows:

- Year 1: February 1, 2017 to June 30, 2017
- Year 2: July 1, 2017 to June 30, 2018
- Year 3: July 1, 2018 to December 31, 2018

6. PAYMENT

Twenty-five percent (25%) of the total cost will be issued as an advance payment to Contractor upon District’s receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 “Invoices”), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work, Exhibits 2017/20-16-P02 and 2017/20-16-P07, upon receipt of a final invoice requesting payment, and upon District’s approval of a final report. Invoices should be submitted to District contact named in paragraph 11 “Contacts.” A final invoice for all performance under this Agreement is due no later than January 31, 2019.

8. REPORTING

Through this Participation Agreement, Contractor agrees to provide qualitative and quantitative progress reports and a final report according to the schedule provided by and as required by the California Community College Chancellor’s Office and the Inland Empire/Desert Regional Consortium. Fiscal reports detailing fiscal activity during each fiscal year of the performance periods will also be submitted. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. Reports will be submitted to the District in a timely manner according to the schedule below.

Reporting Schedule

Performance Period	Progress Report Due	Fiscal Year End Report Due
February 1, 2017 to June 30, 2017	July 15, 2017	July 15, 2017
July 1, 2017 to September 30, 2017	October 15, 2017	
October 1 to December 31, 2017	January 15, 2018	
January 1 to March 31, 2018	April 15, 2018	
April 1 to June 30, 2018	July 15, 2018	July 15, 2018
July 1 to September 30, 2018	October 15, 2018	
October 1 to December 31, 2018	Include in final report	January 31, 2019

A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2019.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Julie.Pehkonen@rcc.edu
Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

June Yamamoto
Dean, Career Education & Human Development, Mailbox #1036
Crafton Hills College
11711 Sand Canyon Rd., Yucaipa, CA 92399
E-mail: jyamamoto@craftonhills.edu
Phone: 909-389-3214

Fiscal Contact:

Ruby Zuniga
Administrative Secretary
Crafton Hills College
11711 Sand Canyon Rd., Yucaipa, CA 92399
E-mail: rzuniga@craftonhills.edu
Phone: 909-389-3394

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and San Bernardino Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

San Bernardino Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Steven J. Sutorus
Business Manager

Date

Date

Inland Empire/Desert Region
Participation Agreement 2017/20-16-M - Strong Workforce Program
between
Riverside Community College District
and
San Bernardino Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and San Bernardino Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

<u>Project No.</u>	<u>Proposal (San Bernardino Valley College)</u>
2017/20-16-M-P01	Regional Mechatronics Technician Training Pathw
2017/20-16-M-P02	Subregional Business Incubator and Makerspace Proposal
2017/20-16-M-P03	Placement and Clinical Site Coordination
2017/20-16-M-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction
2017/20-16-M-P07	Regional and District Job Developers Proposal

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above and attached to this Participation Agreement as Exhibits 2017/20-16-P01, 2017/20-16-P02, 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P07, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. The Chancellor’s office will provide an opportunity for regions and colleges to adjust their metrics projections. No change in metrics will occur without consent of the Contractor. Any and all adjustments will occur by March 31, 2017. The Contractor will be sent a revised Proposal document at that time and, if the Contractor does not object to the adjustments, they will be incorporated into this Agreement.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits 2017/20-16-P01, 2017/20-16-P02, 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P07 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from February 1, 2017 through December 31, 2018.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Exhibit No.	Proposal	Funding Amount
2017/20-16-P01	Regional Mechatronics Technician Training Pathw	\$87,607
2017/20-16-P02	Subregional Business Incubator and Makerspace Proposal	\$230,000
2017/20-16-P03	Placement and Clinical Site Coordination	\$73,125
2017/20-16-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction	\$104,000
2017/20-16-P07	Regional and District Job Developers Proposal	\$239,375
Total Cost		\$734,107

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will be in accordance with the project budget submitted by the Contractor and shown in Exhibits Nos. 2017/20-16-P01, 2017/20-16-P02, 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P07, which by reference is incorporated into this Participation Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to fiscal years as follows:

- Year 1: February 1, 2017 to June 30, 2017
- Year 2: July 1, 2017 to June 30, 2018
- Year 3: July 1, 2018 to December 31, 2018

6. PAYMENT

Twenty-five percent (25%) of the total cost will be issued as an advance payment to Contractor upon District’s receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 “Invoices”), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work, Exhibits 2017/20-16-P01, 2017/20-16-P02, 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P07, upon receipt of a final invoice requesting payment, and upon District's approval of a final report. Invoices should be submitted to District contact named in paragraph 11 "Contacts." A final invoice for all performance under this Agreement is due no later than January 31, 2019.

8. REPORTING

Through this Participation Agreement, Contractor agrees to provide qualitative and quantitative progress reports and a final report according to the schedule provided by and as required by the California Community College Chancellor's Office and the Inland Empire/Desert Regional Consortium. Fiscal reports detailing fiscal activity during each fiscal year of the performance periods will also be submitted. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. Reports will be submitted to the District in a timely manner according to the schedule below.

Reporting Schedule

Performance Period	Progress Report Due	Fiscal Year End Report Due
February 1, 2017 to June 30, 2017	July 15, 2017	July 15, 2017
July 1, 2017 to September 30, 2017	October 15, 2017	
October 1 to December 31, 2017	January 15, 2018	
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July 1 to September 30, 2018	October 15, 2018	
October 1 to December 31, 2018	Include in final report	January 31, 2019

A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2019.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Julie.Pehkonen@rcc.edu
Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor

Project Liaison for San Bernardino Valley College

Albert Maniaol
Dean, Applied Technology, Transportation and Culinary Arts
San Bernardino Valley College
701 South Mount Vernon
San Bernardino, CA 92401

Fiscal Contact

Susan Ryckevic
Senior Accountant
San Bernardino Community College District
114 South Del Rosa Drive
San Bernardino, CA 92408

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and San Bernardino Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

San Bernardino Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Steven J. Sutorus
Business Manager

Date

Date

Inland Empire/Desert Region
Participation Agreement 2017/20-16-N - Strong Workforce Program
between
Riverside Community College District
and
Victor Valley Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and Victor Valley Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

<u>Project No.</u>	<u>Proposal</u>
2017/20-16-N-P03	Placement and Clinical Site Coordination
2017/20-16-N-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction
2017/20-16-N-P07	Regional and District Job Developers

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above and attached to this Participation Agreement as Exhibits 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P07, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. The Chancellor’s office will provide an opportunity for regions and colleges to adjust their metrics projections. No change in metrics will occur without consent of the Contractor. Any and all adjustments will occur by March 31, 2017. The Contractor will be sent a revised Proposal document at that time and, if the Contractor does not object to the adjustments, they will be incorporated into this Agreement.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P07 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from February 1, 2017 through December 31, 2018.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District's project manager, who is listed under paragraph 11 "Contacts."

Exhibit No.	Proposal	Funding Amount
2017/20-16-P03	Placement and Clinical Site Coordination	\$73,125
2017/20-16-P05	Updating Automotive Labs - Electric Vehicle (EV) & Hybrid Instruction	\$104,000
2017/20-16-P07	Regional and District Job Developers	\$239,375
Total Cost		\$416,500

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will be in accordance with the project budget submitted by the Contractor and shown in Exhibits Nos. 2017/20-16-P03, 2017/20-16-P05 and 2017/20-16-P07, which by reference is incorporated into this Participation Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to fiscal years as follows:

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8. REPORTING

Through this Participation Agreement, Contractor agrees to provide qualitative and quantitative progress reports and a final report according to the schedule provided by and as required by the California Community College Chancellor’s Office and the Inland Empire/Desert Regional Consortium. Fiscal reports detailing fiscal activity during each fiscal year of the performance periods will also be submitted. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. Reports will be submitted to the District in a timely manner according to the schedule below.

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April 1 to June 30, 2018	July 15, 2018	July 15, 2018
July 1 to September 30, 2018	October 15, 2018	
October 1 to December 31, 2018	Include in final report	January 31, 2019

A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2019.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Julie.Pehkonen@rcc.edu
Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor

Project Liaison

Ronald Graham
Ronald.graham@vvc.edu
760-245-4271, Ext.2412

Fiscal Contact

Marie-Vidana Barda
Marie.vidana-barda@vvc.edu
760-245-4271, Ext. 2286

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and Victor Valley Community College District, and are binding upon the Parties without any further action by the Parties.

**Riverside Community College District
District**

Victor Valley Community College

Aaron Brown
Vice Chancellor
Business and Financial Services

Dr. Roger Wagner
Superintendent/President

Date

Date

Agenda Item (VI-B-6-h)

Meeting	2/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-h)
Subject	Instructional Service Agreement for Public Safety Education and Training Career and Technical Education Programs held at the Ben Clark Training Center, from July 1, 2017 through June 30, 2022 with the County of Riverside
College/District	Moreno Valley
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the Instructional Services Agreement with the County of Riverside for Public Safety Education and Training Career and Technical Education Programs held at the Ben Clark Training Center, from July 1, 2017 through June 30, 2022.

Background Narrative:

Attached for the Board's review and consideration is the renewal of an existing no-cost Instructional Services Agreement between Riverside Community College District on behalf of Moreno Valley College, and the County of Riverside for the term of July 1, 2017 through June 30, 2022. This Instructional Services Agreement is necessary for the support of emergency medical services, fire technology and administration of justice courses, certificates and degrees.

This agreement has been reviewed and is consistent with the Instructional Services Agreement Guidelines for Community College Districts and Public Agencies, 2015, issued by the Chancellor's office of the California Community Colleges, regulations contained in California Education Code sections 78015, 84752 and California Code of Regulations, title 5, sections 51006, 53410, 55002, 55003, 55005, 55300, 58050, 58051(c)-(g), 58051.5, 58056, 58058(b), 58102-58106, 58108.

Prepared By: Irving Hendrick, Interim President, Moreno Valley College
Robin Steinback, VP, Academic Affairs

Attachments:

[Instructional Services Agreement County of Riverside](#)

INSTRUCTIONAL SERVICE AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE
DISTRICT, ON BEHALF OF MORENO VALLEY COLLEGE AND THE COUNTY OF RIVERSIDE
FOR PUBLIC SAFETY EDUCATION AND TRAINING CAREER AND TECHNICAL EDUCATION
PROGRAMS

This Agreement is made this 8th of November, 2016, to provide academic, career and technical education services in the Public Safety Education and Training programs on behalf of the RIVERSIDE COUNTY SHERIFF'S DEPARTMENT and CAL FIRE / RIVERSIDE COUNTY FIRE DEPARTMENT (herein called "COUNTY") at the Ben Clark Public Safety Training Center (BCTC) and The Riverside Community College District, on behalf of Moreno Valley College (herein called "MVC")

1. AGREEMENT TERM

This Agreement shall be for five years, commencing July 1, 2017, and terminating June 30, 2022, unless terminated by either party in the manner set forth herein. This agreement supersedes all prior agreements between the parties.

In the event the parties intend to renew this agreement at the end of the term for another period, and the parties have not yet finalized a renewal agreement, the terms and conditions of this agreement will continue in full force and effect, on a month-to-month basis, until a new agreement can be completed, approved and signed by the parties.

2. COURSES, CURRICULUM, INSTRUCTION, CLASS SIZE

- a. COUNTY shall submit to MVC courses or programs for college credit to augment training for personnel or to provide augmented training for personnel to develop specialized skills for professional advancement;
- b. MVC, in accordance with its curriculum procedures, will approve the course content, course curriculum, and methods of instruction. MVC will provide orientation of faculty, instructor manuals, course outlines, curriculum materials, testing and grading procedures and any other services it provides to hourly instructors in the District;
- c. MVC will determine minimum class sizes. MVC may also set a maximum class size and course credit;
- d. The approved courses of instruction to be offered are listed on Attachment A. Additional courses from the MVC Catalog may also be included on this list. Other MVC approved courses may be added, deleted, or revised;
- e. COUNTY agrees to provide written notice to MVC at least (90) calendar days prior to offering approved courses or programs, which shall include all relevant course information and proposed course outlines to meet the stated performance objectives or student learning outcomes.

3. COUNTY RESPONSIBILITIES

- a. Instruction by COUNTY shall include the development of appropriate lecture and practical application of materials; recommendation of college level instructors who meet minimum qualifications or equivalent; development, presentation, and assessment of educational support lectures and laboratory sessions in conjunction with MVC and under the supervision and control of an MVC employee who has met the minimum qualifications for instruction in career and technical education in a California Community College;
- b. COUNTY shall provide MVC with a schedule of all proposed instructional activities related to the academic and career and technical education programs, beginning with the second week of February, of each year, for the subsequent school year commencing with the second week in June. The MVC Curriculum Committee accepts for consideration new course and program, between September and May of the following academic year;
- c. COUNTY and MVC agree to consult and cooperate regarding scheduling of courses, any changes in curriculum, hours, units of credit, or other course changes, but the decision of MVC as to all academic matters and compliance with educational requirements imposed by law shall be final;
- d. COUNTY may develop a schedule of courses in accordance with MVC's targeted number of course sections for the next academic term or academic year;
- e. COUNTY shall permit MVC to have access to its existing current course outlines and other state approved course outlines;
- f. COUNTY shall ensure that all instructors, in collaboration with MVC personnel, certify acknowledgment, in written form, from each instructor that MVC has the right to control and direct the educational programs that are the subject of this agreement;
- g. COUNTY shall offer courses in accordance with MVC's approved course outlines so that the stated student learning outcomes will be met;
- h. COUNTY shall submit proposals for new course outlines and revisions of approved course outlines following MVC's curriculum development process, which shall be presented through the curriculum process;
- i. COUNTY shall permit MVC staff to have complete access to all instructional activities;
- j. COUNTY will advertise, on its website, MVC's classes;
- k. Per California Code of Regulations, Title 5, Sections 59400-59408, students will only be charged a fee for instructional materials that have continuing value to

students outside of the classroom setting, such as textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment;

- l. COUNTY shall ensure and verify that the instructional activities to be conducted are not fully funded from any other source or sources;
- m. COUNTY shall agree to comply with all reasonable requests of MVC and to provide access to all documents related to the instructional programs necessary for the performance of MVC's duties under this Agreement;
- n. COUNTY shall provide managerial oversight to coordinate instruction and to administer support for career and technical education programs held at the Ben Clark Training Center or mutually agreed upon location;
- o. COUNTY shall cooperate with MVC to ensure that all personnel, equipment, and materials used in carrying out the responsibilities of COUNTY under this agreement conform to Education Code and Title 5 mandated standards governing instructional programs;
- p. COUNTY may use Special Topic Lecturers who must submit to MVC a completed MVC "Special Topics Lecturer Agreement," along with a P.O.S.T. resume, to lecture on a special topic within an MVC approved course. MVC must approve the Special Topic Lecturer prior to the individual lecturing on the specific topic in the course. Special Topic Lecturers cannot be the primary instructor or instructor of record in the course;
- q. COUNTY shall provide MVC a course syllabus for every course taught that will be submitted to MVC by the first day of class; Student Learning Outcomes assessment will be completed and submitted within one week of the end of class; class grades and attendance hours will be entered into the college's web-based program within five days of the end of class; and, a completed, signed, and dated hard-copy student positive attendance roster at the end of each course offered through MVC;
- r. COUNTY reserves the right to close the Ben Clark Training Center during times of emergency or when needed by the Sheriff or Fire Department for their activities. COUNTY shall notify MVC of any such closure as soon as practicable, but not less than 48 hours prior to closure, unless the closure is for an emergency due to natural disaster or a catastrophic event and in that case, notice shall be as soon as possible after the decision to do the closure.

4. MVC RESPONSIBILITIES

- a. MVC agrees to process the completed enrollment applications described in section 5.d of this agreement for the purpose of obtaining financial support from the State of California;

- b. MVC shall provide current course outlines for each course making up the designated programs and shall keep its college catalog current regarding its designated programs;
- c. MVC shall schedule all portions of designated academic and career and technical education programs approved by COUNTY to be part of the programmatic course of study offered by MVC, approved by MVC's Curriculum Committee, its Board of Trustees, and published in the current college Catalog;
- d. MVC has the direct responsibility to supervise the instruction of all instructors
- e. MVC shall offer academic and career and technical education courses and programs, approved by the Board of Trustees of the MVC;
- f. MVC shall ensure that scheduled courses and programs meet all appropriate State of California Government Code Title 5 (hereinafter referred to as Title 5) and State of California Education Code (herein referred to as Education Code) requirements;
- g. MVC shall consult with COUNTY instructors and be available for consultation by COUNTY on any revision to existing MVC courses or programs, the initiation of new courses, or other course changes to ensure and maintain the quality of educational services needed by COUNTY;
- h. MVC will open enrollment in courses and programs to any person who has been admitted to the college and has met any applicable prerequisites, advisories, or limitations on enrollment. (Title 5, Sections 51006 and 58106.);
- i. MVC will enroll students in a course or course sections during the period advertised for scheduled courses to be offered through the add date of the courses to be offered for;
- j. MVC will advertise its academic and career and technical education courses in the schedule of classes, post them online, and on its website, in accordance to MVC methods of approved updates, and collaborate with COUNTY to advertise further scheduled courses and programs offered through MVC;
- k. MVC will collaborate with COUNTY to add sections of courses as the need exists by agreement between MVC and COUNTY;
- l. MVC shall invoice the County for enrollment fees for applicable Fire Department or Sheriff's Department sponsored students at BCTC;
- m. MVC certifies that it does not receive full compensation for the direct costs of the course from any public or private agency, individual, or group;

- n. MVC shall not assign, sublet, mortgage, hypothecate or otherwise transfer in any manner any of its rights, duties, or obligations hereunder to any person or entity without first obtaining the written consent of COUNTY;
- o. MVC shall notify COUNTY and give COUNTY the opportunity to address any increases of originating fees, which could affect COUNTY, in advance of approving such fees;

5. SHARED RESPONSIBILITIES

- a. MVC agrees to process student applications and to enroll students in MVC's courses and programs. A successful enrollment means that each student has completed an enrollment application provided by MVC, the application has been delivered to and accepted by MVC's registration office, and the applicant has met all requirements, including, if applicable, the standard college student liability and medical care coverage;
- b. A California resident is one who meets the criteria set forth by law. A non-resident for student registration is one who meets criteria set forth by law. (See C.E.C. 76140.5);
- c. MVC shall provide the following student services functions in accordance with the MVC's standards as disclosed in the MVC's publications:
 - i. Placement testing
 - ii. Advising
 - iii. Counseling
 - iv. Registration and enrollment of all students on MVC-approved registration forms
 - v. Maintenance of student rosters
 - vi. Evaluation of student progress
 - vii. Record keeping
 - viii. Withdrawal of students prior to course completion
- d. COUNTY will collect student fees, when appropriate. Agencies will only be charged current enrollment fees set forth by the State Legislature and other fees meeting the requirements set forth in the Student Fee Handbook by the California Community Colleges Chancellor's Office. Students who drop classes within the designated refund deadline are entitled to a refund of college enrollment fees;
- e. COUNTY and MVC will mutually agree upon the number of instructors to instruct the course or course section(s), the ratio of students per instructor, and the subject area to be taught;
- f. MVC reserves the right to cancel the offering of any course or course section(s), which do not meet the approved curriculum or needed capacity of enrollment for MVC to be compensated by the state for apportionment. Cancellation of a course or course section(s) must be made to COUNTY prior to the start date of the course and written notice of intent to cancel must be

served to COUNTY. COUNTY cancellation(s) must be made to MVC prior to the start date of the course and written notice of intent to cancel must be served to MVC;

- g. The parties shall mutually agree on the time the classes will be conducted, and these items will be set forth in the class schedule;
- h. Any change of the time or location of class(es) must be submitted in advance and approved by MVC;
- i. COUNTY shall provide class roster(s) and confirmation page(s) of students' registration into MVC's course to Student Services Technician;
- j. MVC shall receive on the first day of class from the lead instructor a final student roster;
- k. MVC shall set up sponsored billing for the course, add students' names to sponsored bill, waive student service and health fees, when applicable, register students into course, email lead instructor a reminder to input grades and positive attendance, provide final headcount to COUNTY staff, email Riverside Community College District's Student Accounts information for invoice to be processed and sent to COUNTY for payment of student enrollment fees;
- l. MVC shall calculate the total amount of enrollment fees based on the number of student credit units taken for a course and submit an invoice to COUNTY for payment of services to the following address: Riverside County Fire – County Finance 210 West San Jacinto Avenue, Perris, CA 92570. COUNTY shall send payment to Riverside Community College District's Student Accounts Office. COUNTY shall pay the invoice within 30 days from the date of the invoice;
- m. COUNTY shall notify MVC of any increases in student fees, including student materials fees, and give MVC the opportunity to address those increases, in advance of approving such fees;
- n. COUNTY shall pay for student certificates and other materials, supplies, equipment, and repairs to equipment needed for instruction. COUNTY will have the ability to charge students, when appropriate, for those fees allowable under the Student Fee Handbook as set forth by the California Community Colleges Chancellor's Office, per Sections 59400-59408 of Title 5 of the California Code of Regulations. Fees charged to the student will be listed in the College Schedule of Classes;
- o. MVC and COUNTY shall approve all enrollment and student fees, including student materials fees, charged to students;

- p. If COUNTY chooses to add additional qualified instructors, then COUNTY will compensate the additional qualified instructors. These instructors shall meet the minimum qualification requirements of MVC;
- q. Both COUNTY and MVC will agree upon the location of graduation facilities and will share the cost equally in providing graduation services;
- r. If either party disputes an invoice, MVC shall notify COUNTY at 16902 Bundy Avenue, Riverside, 92518 (Fire), or 16791 Davis Avenue, Riverside, 92518 (Sheriff), or COUNTY shall notify MVC at 16791 Davis Avenue, Riverside, 92518 in writing within 60 calendar days of receipt of invoice. The dispute should include the following information:
 - i. Invoice number
 - ii. Nature of dispute
 - iii. Date of service
 - iv. The total amount of credit requested

The invoice will not be paid until any dispute with regard to said invoice is settled.

Either party may request resolution of the invoice disputes by bringing them to the attention of the President of Moreno Valley College (or Chancellor of Riverside Community College District), the COUNTY Fire Chief, and the COUNTY Sheriff-Coroner for joint resolution. If an agreement cannot be reached through the application of high level management attention, either party may assert its other rights and remedies within this agreement or within a court of competent jurisdiction.

6. HOLD HARMLESS/INDEMNITY

- a. The Parties, their officers, agents, and employees, shall not be deemed to have any liability for the negligence, or any other willful act or omission of the other party or any of the other party's officers or employees, or for any dangerous or defective condition of any work or property of the other party;
- b. MVC shall indemnify and hold COUNTY, its officers, agents, employees and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon the condition of work or property of MVC, or upon any negligence or willful act or omission of MVC, its officers, agents, employees, subcontractors and independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature, and MVC shall defend, at its expense including attorney fees, COUNTY, its officers, agents, employees and independent contractors, in any legal action or claim of any kind based upon such conditions of work or property, or alleged acts of omissions;
- c. COUNTY shall indemnify and hold MVC, its Trustees, officers, agents, employees and independent contractors, free and harmless from any claim or liability

whatsoever, based or asserted upon any negligence or willful act or omission of COUNTY, its officers, agents, employees, subcontractors and independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature, and COUNTY shall defend, at its expense including attorney fees, MVC, its Trustees, officers, agents, employees and independent contractors, in any legal action or claim of any kind based upon such alleged acts or omissions;

- d. The parties shall maintain general liability insurance coverage, including premises, auto and professional coverage, whether by a program of self-insurance or through policies of insurance, in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 per aggregate. In addition, workers' compensation insurance shall be carried by each party in accordance with the laws of the State of California. The parties shall provide to the other party a Certificate of Insurance, naming the other party as an additional insured. County shall name "Riverside Community College District" as an additional insured and Riverside Community College District shall name the County of Riverside as an additional insured;
- e. For purposes of Workers' Compensation, employees and instructors performing services under this agreement are under the supervision of MVC for instructional purposes only. This section conforms to the California Code of Regulations (Title 5), Sections 58051.5 and 58058.

7. TERMINATION OF AGREEMENT

Either party may terminate this Agreement, without cause, with ninety (90) days written notice. Any courses that are fully enrolled, or are in progress, shall be completed as provided for in this Agreement.

8. DISPUTES

- a. Any dispute concerning a question of fact arising under the terms of this agreement which is not disposed within a reasonable period of time (ten days) by the parties normally responsible for the administration of this agreement shall be brought to the attention of the chief administrative officer (or designated representative) of each organization for joint resolution;
- b. In the event a joint resolution cannot be reached between the parties and litigation or arbitration ensues between the parties to enforce any of the provisions of this agreement or any right of either party to this agreement, the unsuccessful party to such litigation or arbitration agrees to pay to the successful party all costs and expenses, including reasonable attorney's fees, incurred therein by the successful party, all of which shall be included in and as part of the judgment rendered in such litigation or arbitration.

9. NOTICES

Any notices to be given herein by either party to the other may be effected by either personal delivery in writing or mail, registered or certified, postage prepaid with return receipt requested. Each party may change the address below by

written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of the time of actual receipt; mailed notices will be deemed communicated as of three days after mailing. Notices may be mailed as follows:

Riverside County Fire Department
John Hawkins, Fire Chief
210 W. San Jacinto
Perris, CA 92570

Moreno Valley College
Irving Hendrick, Interim President
16130 Lasselle Street
Moreno Valley, CA 92551

Riverside County Sheriff's Department
Stan Sniff, Sheriff
P.O. Box 512
Riverside, CA 92502

10. AUDIT

The parties agree that their accountants/auditors, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy records and supporting documentation pertaining to the performance of this Agreement. The parties agree 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. The parties agree to allow the auditor(s) access to such records during normal business hours (Monday through Friday 8:00 AM to 5:00 PM) and to allow interviews of any employees who might reasonably have information related to such records. Further, the parties agree to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7 Pub. Contract Code §10115 et CCR Title 2, Section 1896).

11. REPRESENTATION

- a. COUNTY hereby appoints the Sheriff and County Fire Chief, or designees at Ben Clark Training Center, as its authorized representative to administer this agreement;
- b. MVC hereby appoints the Dean of Instruction, Public Safety Education and Training at Ben Clark Training Center or designees, as its authorized representative to administer this agreement.

12. NON-DISCRIMINATION

The parties shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. The parties understand that harassment of any student or employees of the respective parties with regard to

ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.

The parties are responsible for making sure that their respective contractors and sub-contractors adhere to the above.

13. PARTIAL INVALIDITY

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

14. ALTERATION OF TERMS

No addition to, or alternation of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents, or employees, shall be valid unless made in the form of a written amendment to this Agreement, which is formally approved and executed by both parties.

15. GOVERNING LAW

This Agreement will be governed by and construed in accordance with the laws of the State of California and the venue of any action or proceeding in connection herewith shall be the County of Riverside, State of California.

16. ENTIRE AGREEMENT

This Agreement is intended by the parties hereto as a final expression of their understanding, with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior or contemporaneous agreements and understandings, oral or written, in connection therewith.

The duly authorized representatives of the parties have signed in confirmation of this Agreement as of the dates indicated below.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: Irving Hendrick
Irving Hendrick, Interim President
Moreno Valley College

Date: 02/09/2017

RIVERSIDE COUNTY FIRE DEPARTMENT

By: _____
John Hawkins, Fire Chief

Date: _____

ATTEST:

KECIA HARPER-IHEM
Clerk of the Board

By _____
Deputy

(SEAL)

RIVERSIDE COUNTY

By: _____
Chairman
Board of Supervisors

Date: _____

RIVERSIDE COUNTY SHERIFF'S DEPARTMENT

By: _____
Stanley Sniff, Jr., Sheriff-Coroner

Date: _____

APPROVED AS TO FORM:
GREGORY P. PRIAMOS,
County Counsel

By: _____
ERIC STOPHER
Deputy County Counsel

ATTACHMENT A

List of Approved Courses of Instruction in the MVC Catalog (Additional courses from the MVC Catalog may also be included on this list. Other MVC approved courses may be added, deleted, or revised.)

ADJ-1	Introduction to the Administration of Justice	3 Units
ADJ-2	Principles and Procedures of the Justice System	3 Units
ADJ-3	Concepts of Criminal Law	3 Units
ADJ-4	Legal Aspects of Evidence	3 Units
ADJ-5	Community Relations	3 Units
ADJ-13	Criminal Investigation	3 Units
ADJ-15	Narcotics	3 Units
ADJ-200	Administration of Justice Work Experience	1-2-3-4 Units
ADJ-A3A	Child Abuse Investigations	2 Units
ADJ-A5A	Bicycle Patrol	.5 Unit
ADJ-A8A	Field Training Officer	1.5 Units
ADJ-A9A	Field Training Officer Update	1 Unit
ADJ-A10A	Vice Operations	.25 Unit
ADJ-A11A	Effective Writing for Law Enforcement	.25 Unit
ADJ-A13A	Drug Use Recognition	1 Unit
ADJ-A14A	Search Warrant Preparation Workshop	.25 Unit
ADJ-A14B	Search Warrant Execution Course	.25 Unit
ADJ-A29A	Courtroom Testimony and Demeanor	.5 Unit
ADJ-A31A	Advanced Civil Procedures (POST)	1 Unit
ADJ-A42A	Crime Scene Investigation	.5 Unit
ADJ-A44A	Laser Operator	.25 Unit
ADJ-A46A	Background Investigation	2 Units
ADJ-A48A	Basic Investigator's Course	2 Units
ADJ-A56A	Elder Abuse/Racial Profiling 1 st Responder	.25 Unit
ADJ-B1A	Intro to Wellness and Physical Conditioning in Prep for Law Enforcement and Correctional Academies	1.5 Units
ADJ-B1B	Basic Peace Officer Training Academy	39 Units
ADJ-B2A	Law Enforcement Pre-Academy	3 Units
ADJ-B3A	Basic Community Service Officer Academy	3 Units
ADJ-C1D	Basic Correctional Deputy Academy ©	13 Units
ADJ-C2A	Deputy Sheriff Supplemental Core Course	3 Units
ADJ-D1A	Basic Public Safety Dispatch Course	6 Units
ADJ-D1B	Dispatcher Update	1 Unit
ADJ-D1C	Communications Training Officer	2 Units
ADJ-D3A	Responding to Suicidal Callers V	.25 Unit
ADJ-D4A	Dispatcher Role Critical Incidents	.25 Unit
ADJ-D4B	Dispatcher Role in Critical Incidents Advanced	.25 Unit
ADJ-D5A	Dispatcher Public Safety Advanced	.5 Unit
ADJ-D6A	Crisis Negotiation Concepts	.25 Unit
ADJ-D7A	Dispatcher Domestic Violence and Sexual Assault	.25 Unit
ADJ-E1A	Emergency Services Academy	2.5 Units

ADJ-P4A	PC 832 Arrest, Search and Seizure	1.5 Units
ADJ-R1A2	Level III Modular Academy Training	7 Units
ADJ-R1B	Level II Modular Academy Training	11 Units
ADJ-R1C	Regular Basic Course, Modular Format, Module 1 Training	18.5 Units
ADJ-S1A	Supervisory Course	4 Units
ADJ-T1A	Traffic Collision Investigation: Basic	1.5 Units
ADJ-T1B	Traffic Collision Investigation: Intermediate	1.5 Units
ADJ-T1C	Traffic Collision Investigation: Advanced	3.5 Units
ADJ-T1D	Traffic Collision Reconstruction	4 Units
ADJ-T2A	Radar Operations	1 Unit
ADJ-T3A	Driving Under the Influence (DUI)	1 Unit
ADJ-T10A	Radar Enforcement Training – CHP	1.5 Units
ADJ-T13A	Communications Operator Training Phase I	4 Units
ADJ-T13B	Initial Communication Operator Training – Phase II	2 Units
ADJ-T16A	Communications Operators In-Service	1 Unit
ADJ-W7A	Rangemaster Course	.5 Unit
ADJ-W10A	Firearms	.25 Unit
ADJ-W14A	Take Down and Ground Control	.25 Unit
ADJ-W20A	Less-Lethal Training	.5 Unit
ADJ-Y1A	Explorer Academy – Basic	2.5 Units
EMS-50	Emergency Medical Technician	7 Units
EMS-51	Emergency Medical Services – Basic Clinical/Field	1.5 Units
EMS-59	Paramedic Preparation	.5 Unit
EMS-60	Patient Assessment and Airway	4.5 Units
EMS-61	Introduction to Medical Pathophysiology	3 Units
EMS-62	Emergency Pharmacology	4 Units
EMS-63	Cardiology	4 Units
EMS-70	Trauma Management	3.5 Units
EMS-71	Clinical Medical Specialty I	3 Units
EMS-80	Medical Emergencies	4.5 Units
EMS-81	Special Populations	4 Units
EMS-82	Special Topics	3 Units
EMS-83	Clinical Medical Specialty II	3 Units
EMS-90	Assessment Based Management	3 Units
EMS-91	Paramedic Field Internship	10 Units
FIT-1	Fire Protection Organization	3 Units
FIT-2	Fire Behavior and Combustion	3 Units
FIT-3	Fire Protection Equipment and Systems	3 Units
FIT-4	Building Construction for Fire Protection	3 Units
FIT-5	Fire Prevention	3 Units
FIT-6	Fire Apparatus and Equipment	3 Units
FIT-7	Principles of Fire and Emergency Services Safety and Survival	3 Units
FIT-8	Strategies and Tactics	3 Units

FIT-9	Fire Ground Hydraulics	3 Units
FIT-14	Wildland Fire Control	3 Units
FIT-200	Fire Technology Work Experience	1-2-3-4 Units
FIT-A1A	Fire Investigation 1A	2 Units
FIT-C1A	Command 1A, Command Principles for Command Officers	2 Units
FIT-C1B	Command 1B, Command Operations for the Company Officer	2 Units
FIT-C1C	Command 1C, I-Zone Firefighting for Company Officers	2 Units
FIT-C2A	Fire Command 2A, Command Tactics at Major Fires	2 Units
FIT-C2B	Command 2B, Management of Major Hazardous Materials Incidents	2 Units
FIT-C2C	Command 2C, High Rise Fire Tactics	2 Units
FIT-C2D	Command 2D, Planning for Large Scale Disasters	2 Units
FIT-C2E	Fire Command 2E, Wildland Firefighting Tactics	1.5 Units
FIT-C19B	Intermediate Wildland Fire Behavior	1 Unit
FIT-C30	Intermediate Incident Command System	.5 Unit
FIT-C40	Advanced Incident Command System (I-400)	.5 Unit
FIT-E2A	First Responder Medical	2 Units
FIT-E3D	Emergency Medical Technician Continuing Education	1 Unit
FIT-I1A	Instructor 1A, Instructional Techniques	2 Units
FIT-I1B	Instructor 1B, Instructional Techniques	2 Units
FIT-I2A	Instructor 2A, Techniques of Evaluation	2 Units
FIT-I2C	Instructor 2C, Employing Audio	2 Units
FIT-I3	Fire Instructor 3, Master Instructor	.5 Unit
FIT-M1	Fire Management 1, Management/Supervision for Company Officers	2 Units
FIT-M2A	Management 2A, Organizational Development and Human Relations	2 Units
FIT-M2B	Management 2B, Fire Service Financial Management	2 Units
FIT-M2C	Management 2C, Personnel and Labor Relations	2 Units
FIT-M2D	Management 2D, Master Planning in the Fire Science	2 Units
FIT-M2E	Ethics and the Challenge of Leadership in the Fire Science	2 Units
FIT-M20	Personal Philosophy – Leadership	2.5 Units
FIT-M21	Leading Others Ethically	2.5 Units
FIT-M22	Ethical Leadership in Organizations	2.5 Units
FIT-M23	Ethics and the Challenge of Leadership	2.5 Units
FIT-P1	Prevention 1, Fire and Life Safety Inspections	2 Units
FIT-S3	Basic Firefighter Academy	19 Units
FIT-S3A	Introduction to Fire Academy and Physical Conditioning for Fire Academy Students	1 Unit
FIT-S21	Public Safety Honor Guard Academy	1.5 Units
FIT-TI1A	Training Instructor 1A	1.5 Units

FIT-TI1B	Training Instructor 1B	1.5 Units
FIT-TI1C	Training Instructor 1C	1.5 Units
HLS-1	Introduction to Homeland Security	3 Units
HLS-2	Preparedness for Emergencies, Disasters and Homeland Security Incidents	3 Units
HLS-3	Response to Emergencies, Disasters and Homeland Security Incidents	3 Units
HLS-4	Recovery in Emergencies, Disasters and Homeland Security Incidents	3 Units
HLS-5	Investigation of Emergencies, Disasters and Homeland Security Incidents	3 Units
HLS-6	Case Studies in Emergencies, Disasters and Homeland Security Incidents CSU	3 Units

Agenda Item (VI-B-6-i)

Meeting	2/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-i)
Subject	Architectural Design Services Agreement for Ben Clark Training Center Scenario Building with Holt Architecture
College/District	Moreno Valley
Funding	Title V – Corrections Scenario Training Project Grant
Recommended Action	It is recommended that the Board of Trustees approve the agreement for Architectural Design Services for the Ben Clark Training Center Scenario Building project with Holt Architecture in the amount not to exceed \$98,108.

Background Narrative:

In September 2015, Moreno Valley College received a Title 5 Grant from the U.S. Department of Education in the amount of \$2,625,000. This grant is allocated for the design and construction of a Corrections Scenario Training Project to be located at the Ben Clark Training Center (BCTC). This facility will add to the current curriculum that we currently have in partnership with the Riverside County's Sheriff's Office. The District received three proposals for design services for this project and after review, Holt Architecture was selected.

At this time, it is requested that the Board of Trustees approve the Agreement with Holt Architecture for Architectural Design Services for the BCTC Scenario Building project for Moreno Valley College in an amount not to exceed \$98,108, including reimbursables. A detailed scope of work is outlined in Exhibit I of the attached agreement.

Prepared By: Irving Hendrick, Interim President, Moreno Valley College
Nathaniel Jones, Vice President, Business Services (MVC)
Chris Carlson, Chief of Staff & Facilities Development
Lynn Purper, Facilities Development Director

Attachments:

[Architectural Design Services Agreement_Holt Architecture](#)
[Proposal Letter_Holt Architecture](#)

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

HOLT ARCHITECTURE

THIS AGREEMENT is made and entered into on the 22ND of February, 2017, by and between Holt Architecture hereinafter referred to as “Consultant” and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the “District.”

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Exhibit I will primarily be conducted at Consultant’s office(s), and on site at Riverside Community College District’s Ben Clark Training Center.
3. The services rendered by the Consultant are subject to review by the Chief of Staff and Facilities Development or her designee.
4. The term of this agreement shall be from February 22, 2017, to the estimated completion date of February 22, 2018, with the provision that the Vice Chancellor of Business and Financial Services or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$98,108 including reimbursable expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Chief of Staff and Facilities Development, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Exhibit I, have been satisfactorily completed, as determined by the Chief of Staff and Facilities Development.
6. All data prepared by Consultant hereunder specific only to this project, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at District’s sole risk, and provided further, that Consultant shall be indemnified and defended

against any damages resulting from such use. In the event the Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall make the request in writing through the office of the Chief of Staff and Facilities Development, who will obtain approval from the Board of Trustees before releasing the information requested.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon any adjudicated negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its Trustees, officers, agents, employees and independent contractors or consultants, in any legal actions based upon such actual negligence, recklessness or willful misconduct and only in proportion thereto. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon any adjudicated negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such actual negligence, recklessness, or willful misconduct and only in proportion thereto. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain insurance coverage as follows:

Comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant's activities as well as District's activities under this contract, in the amount of \$1,000,000 per person and \$3,000,000 per occurrence;

Professional liability/errors and omission insurance in the amount of \$1,000,000; and

Workers' Compensation insurance in accordance with the laws of the State of California.

Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Contractor shall provide District with the required Certificate of Insurance within 10 days of signing this Agreement.

11. District may terminate this Agreement for convenience at any time upon written notice to Consultant, in which case District will pay Consultant in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Consultant, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Consultant shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. Contractor understands that harassment of any student or employee of Riverside Community College District with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.
13. Consultant is an independent contractor and no employer-employee relationship exists between Consultant and District. Any and all local, state or federal taxes

that would be associated with the payment under this Agreement is to be paid solely by Consultant.

14. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
15. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
16. This Agreement will be governed by and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Holt Architecture

Riverside Community College District

Timothy M. Holt
AIA, NCARB / Principal in Charge
70-225 Highway 111, Suite D
Rancho Mirage, CA 92270

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit I

FIXED FEE SUMMARY

Architectural Fixed Fee:

Holt Architecture's Scope of Services:

• Space Programming / Needs Assessment	8,616
• Schematic Design	8,616
• Design Development	17,234
• Construction Documents	25,850
• Bidding / Negotiation Assistance	6,893
• Construction Administration	18,959
• Additional Conceptual Plan	1,600
<u>Subtotal</u>	<u>87,768</u>
• Reimbursement Expenses (not to exceed)	<u>10,340</u>
TOTAL AGREEMENT AMOUNT:	\$98,108



Scope of Work & Deliverables

Riverside Community College District – BCTC Scenario Building

Original Date: October 7, 2016

Revision Date: January 3, 2017

A. GENERAL PROJECT PARAMETERS

1. Project Description: New construction of approximately 4,050 SF facility.
2. Construction Delivery Method: Design-Bid-Build
3. Project Manager: Clarify
4. Construction Budget: \$1,125,000.
5. Program: based upon separate accompanying Conceptual Floor Plan – Option C – as approved by RCCD.
6. Surveys – Civil Engineer will provide including info on as needed:
 - a. Topography.
 - b. Existing Monuments and Benchmarks.
7. Investigations/Reports – Owner will provide:
 - a. Geotechnical Engineering, including, if applicable any Percolation Investigation/Report.
 - b. Other Environmental Studies (Phase 1 and Phase 2 Report as stipulated by Phase 1).
8. Utilities/Services:
 - a. Architect will conduct the research of record Documents on file with the Utility and coordinate application for new or modified service for:
 1. Electrical.
 2. Gas.
 3. Water.
 4. Sewer.
 5. Phone
 6. Cable/Satellite
9. Consultants provided by Architect:
 - a. Mechanical Engineering.
 - b. Plumbing Engineering.
 - c. Electrical Engineering.
 - d. Civil Engineering.
 - e. Door Hardware.
10. Services/Consultants provided by Owner, if or as needed. Architect will coordinate scope (information provided after documents prepared by Architect will be subject to additional Fee to the Architect):
 - a. Structural Engineering – Silver Creek
 - b. Geotechnical.
 - c. Environmental.
 - d. Low-Voltage Systems: IT/Data, Audio-Visual, Security, CCTV, Satellite/Cable, etc. – Architect will provide Infrastructure only.
 - e. Furniture, Furnishings & Equipment (FF&E).



11. Deferred Approvals provided by Contractor, Architect will coordinate scope (information provided that alter documents previously prepared by Architect will be subject to additional Fee to the Architect):
 - a. Fire Alarm and Fire Sprinkler System including any required subsequent Monitoring Services.

12. Schedule – To be determined in collaboration between Holt and RCCD.

13. Required Approvals & Permits:
 - a. Entitlement – N/A
 - b. Construction Ready Permits under purview of Owner:
 1. County of Riverside Fire Department:
 - a. Fire Sprinkler System.
 - b. Fire Alarm System.
 - c. Construction Ready Permits under purview of Architect:
 1. Division of State Architect, including any other County Departments related specifically to the Building Permit.
 2. County of Riverside Fire Department – General Building Permit.
14. Sustainable Certification (LEED or other): Not Required.

B. SCHEMATIC DESIGN

1. Focus: Based upon the Preliminary Design/Program provided by the Owner - Arrive at clearly defined, Schematic Drawings, illustrating the scale and relationship of the Project Components, and to present it in a form that achieves understanding and acceptance from the Owner.
2. Milestone for Completion – Gain Owner approval.
3. Deliverables by Architect – Preliminary/Schematic:
 - a. Architectural Site Plan.
 - b. Architectural Floor Plan.
 - c. Architectural Reflected Ceiling Plan.
 - d. Architectural Roof Plan.
 - e. Architectural Exterior Elevations.
 - f. Architectural Building Sections.
 - g. Utility Information: as designated in Section A.9.
 - h. Mechanical, Electrical, and Plumbing Equipment & Fixture Basis of Design Cut Sheets.
 - i. Preliminary Civil Site Plan – including preliminary rough grading information.
 - j. Updated Project Schedule.
 - k. Initial Cost Estimate.
4. Documents by Others:
 - a. Structural Framing Plan.
 - b. Structural Foundation Plan.
 - c. Structural Building Sections.
 - d. Geotechnical Report.
 - e. Hazardous Material Report.
 - f. Environment Report(s).
 - g. Furniture – Preliminary scope of work.
 - h. Furnishing – Preliminary scope of work.



- i. Equipment – Preliminary scope of work.
- j. Low-Voltage Systems – Preliminary scope of work.
- k. Utility Information: as designated in Section A.9.

C. DESIGN DEVELOPMENT

- 1. Objectives:
 - a. Based upon the Owner approved Schematic Design Drawings - Illustrate and describe the refinement of the design of the Project, further developing the scope, relationships, forms, size and appearance of the Project.
 - b. Identify areas of conflict between different systems and consultants prior to the commencement of construction documents.
- 2. Milestone for Completion – Gain Owner approval.
- 3. Deliverables by Architect:
 - a. Update Documents from Schematic Design (see previous list from Schematic Design).
 - b. New Documents for Design Development:
 - 1. Code Sheet – Site Plan
 - 2. Code Sheet – Floor Plan
 - 3. Preliminary Finish Floor Plan.
 - 4. Preliminary Interior Elevations.
 - 5. Preliminary Exterior & Interior Material Boards.
 - 6. Preliminary Exterior/Interior Material & Finish Schedules.
 - 7. Preliminary Door & Window Elevations & Schedules.
 - 8. Preliminary Door Hardware Schedule.
 - 9. Preliminary Building and Site Signage Coordination.
 - 10. Preliminary Architectural Wall Sections.
 - 11. Preliminary Identification of Architectural Details.
 - 12. Preliminary Mechanical, Electrical, Plumbing Design Plans.
 - 13. Outline Specifications (some items will be integrated into portions listed above).
- 4. Documents by Owner:
 - a. Update Documents from Schematic Design (see previous list).

D. CONSTRUCTION DOCUMENTS

- 1. Primary Objectives:
 - a. Based upon the Owner approved Design Development Drawings, the Construction Documents shall set forth in detail the requirements for construction of the Project.
 - b. Assist the Owner in obtaining approvals of the Drawings and Specifications for Construction by the Agencies having Jurisdiction.
- 2. Milestone for Completion is approval of Documents (Permit Ready) for Construction by the Agencies having Jurisdiction:
 - a. Division of State Architect
 - b. County of Riverside Fire Department (excluding Owner provide Fire Alarm & Sprinkler).
- 3. Deliverables by Architect:
 - a. Updated from Design Development (see previous list).



- b. New for Construction Documents:
 - 1. Architectural Enlarged Floor Plans & Details.
 - 2. Architectural Interior / Accessibility Details.
 - 3. Architectural Building Details.
 - 4. Project Manual Technical Specifications (Except, Civil, Other Consultant, & Contract/Bid Sections by Owner).
- 4. Documents By Owner:
 - a. Updated from Design Development (see previous list).
 - b. New for Owner: Contract & Other Consultant Sections/Specifications of Project Manual.

E. BID

- 1. Primary Objective: Obtaining qualified, responsive and competitive Bids for each aspect of the Work.
- 2. Schedule/Milestones – Per Owner.
- 3. Services by Architect: assist Owner with:
 - a. Bid Conferences.
 - b. Response to RFI's.
 - c. Issuance of Bid Addendum.
- 4. By Owner:
 - a. Review/Negotiation with Bidders.
 - b. Preparation of Contracts for Construction.
 - c. Utilities - update status as pertinent on Items.

F. CONSTRUCTION ADMINISTRATION

- 1. Primary Objective: assist Owner as needed basis with customary review and clarification of the progress of the work.
- 2. Schedule/Milestones – By Owner as GC/CM & Sub-Contractors.
- 3. Services by Architect (related to the Architect's Scope of Work):
 - a. Review/Response to Submittals.
 - b. Periodic Visits to Site for Observation of Progress of the Work.
 - c. Review of RFI's.
 - d. Conduct visits as required by Code.
 - e. Review/Processing of Pay Applications.
 - f. Review of Change Orders.
 - g. Meeting Documentation
 - h. Preparation/Review of As-Built Drawings.
 - i. Project Close-Out:
 - 1. System Training.
 - 2. Maintenance and Operation Manuals.
 - 3. Warranties.
 - 4. As-Builts.



4. By Owner:

- a. Review/processing of Change Orders.
- b. Low-Voltage Systems: IT/Data, Audio-Visual, Security, CCTV, Satellite/Cable, etc.
- c. Surveying for Construction.



January 03, 2017

Lynn Purper, Facilities Development Director
Riverside Community College District
3801 Market Street, 3rd Floor
Riverside, CA 92501

RE: Ben Clark Training Center – Scenario Building

Mrs. Purper

On behalf of Holt Architecture, thank you for the opportunity to help you develop the Ben Clark Training Center's new Scenario Building to further the excellence of your scenario training program.

Based upon our meetings, correspondence, and recent visit to the Banning Detention Facility, I've developed a Preliminary Scope of Services – please refer to the accompanying Documents (I've also included the Revised Preliminary Conceptual Plan for convenience) and the below proposal for Architectural Services.

Compensation:

Based upon the attached Scope of Services, our compensation is on a fixed fee basis, as follows:

▪ Space Programming / Needs Assessment	8,616	
▪ Schematic Design	8,616	
▪ Design Development	17,234	
▪ Construction Documents	25,850	
▪ Bidding / Negotiation Assistance	6,893	
▪ Construction Administration	<u>18,959</u>	
	SUBTOTAL	\$86,168
Reimbursement Allowance (Not to Exceed)	<u>10,340</u>	
	BASE SCOPE TOTAL	\$96,508

Optional Scope + Compensation:

Per your request, we can provide an additional conceptual Space Plan per the sketch provided 12/21/2016 per the following:

▪ Additional Conceptual Plan	1,600	
	OPTIONAL SCOPE TOTAL	\$1,600

If the Scope of Work (in terms of affected building area or site area) increases by more than 10%, the Architect's compensation shall be adjusted accordingly. This proposal is valid for 60 days.

We appreciate the opportunity to be of service to the Riverside Community College District and look forward to a fruitful and productive interaction with you.

Sincerely,
Holt Architecture

Matt Acton LEED® Green Associate™
Lead Designer

Lynn Purper
Riverside Community College District

Agenda Item (VI-B-7)

Meeting	2/21/2017 - 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: Chris Carlson, Chief of Staff & Facilities Development

Attachments:

[February Out of State Travel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: February 21, 2017

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

Retroactive:

- 1) Ms. Virginia Blumenthal, board member, board of trustees, to travel to Washington DC, February 12 through 15, 2017, to attend 2017 Community College National Legislative Summit. Estimated cost: \$2,016.80. Funding source: General funds. (Trustee Blumenthal's time schedule changed allowing her to attend)
- 2) Dr. Bryan Reece, president, president's office, Norco College, to travel to Washington DC, February 12 through 16, 2017, to attend the 2017 Community College National Legislative Summit. Estimated cost: \$3,920.46. Funding source: General funds. (Due to the short notification of the conference upon him taking on his new position, the conference was not able to be added to the January Board report.

Current:

Moreno Valley College

- 1) Ms. Frankie Moore, coordinator, student services, to travel to Washington DC, March 8 through 15, 2017, to accompany five (5) students to the American Student Association of Community Colleges National Student Advocacy Conference. Estimated cost: \$15,827.31. Funding source: Associated Students Moreno Valley College funds.
- 2) Dr. Chris Nollette, professor, public safety education and training, ben clark training center, to travel to Washington DC, March 29 through April 2, 2017, to attend the National Association of Emergency Medical Services Board of Directors Meeting. Estimated cost: \$2,155.20. Funding source: No cost to the district; all expenses paid by the National Association of Emergency Medical Services Educators.

Norco College

- 1) Dr. Greg Aycock, dean, institutional effectiveness, to travel to Washington DC, July 9 through 12, 2017, to attend the Society for College and University Planning 52nd Annual International Conference. Estimated cost: \$3,079.23. Funding source: Student Success Grant funds.
- 2) Dr. Diane Dieckmeyer, vice president, academic affairs, to travel to Washington DC, July 9 through 12, 2017, to attend the Society for College and University Planning, 52nd Annual International Conference. Estimated cost: \$3,078.43. Funding source: General funds.
- 3) Ms. Colleen Molko, associate dean, career and technical education, to travel to Chicago, Illinois, April 3 through 7, 2017, to attend the ProMAT Conference and Annual National Visiting Committee. Estimated cost: \$2,281.45. Funding source: Supply Chain Automation Grant funds.
- 4) Ms. Elena Santa Cruz, grants administration specialist, career and technical education, to travel to Chicago, Illinois, April 3 through 7, 2017, to attend the ProMAT Conference and Annual National Visiting Committee. Estimated cost: \$2,281.45. Funding source: Supply Chain Automation Grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: February 21, 2017

Riverside City College

- 1) Mr. James Ducat, assistant professor, English and media studies, to travel to Newport, Oregon, March 2 through 6, 2017, to attend the 2017 Tin House Winter Workshops. Estimated cost: \$1,789.04. Funding source: Self-funded by the instructor.
- 2) Dr. Dariush Haghghat, professor, political science, to travel to New York, New York, April 8 through 15, 2017, to accompany fourteen (14) students to the Model United Nation Conference. Estimated cost: \$33,610.22. Funding source: Model United Nation funds.
- 3) Dr. Wolde-Ab Isaac, president, president's office, to travel to Washington DC, April 23 through 25, 2017, to attend the Hispanic Association of Colleges and Universities 22nd Annual National Capitol Forum on Hispanic Higher Education Conference. Estimated cost: \$2,826.00. Funding source: General funds.
- 4) Dr. Cynthia Morrill, associate professor, English and media studies, to travel to Chicago, Illinois, March 21 through 27, 2017, to attend the Society for Cinema and Media Studies Conference. Estimated cost: \$1,945.46. Funding source: General funds.

Riverside Community College District

- 1) Mr. Jeff Williamson, statewide director, office of economic development, to travel to Barcelona, Spain, to attend the Mobile World Congress – California State Trade Program. Estimated cost: \$5,839.76. Funding source: Sector Navigator Grant funds.

Agenda Item (VI-B-8-a)

Meeting	2/21/2017 - 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
Melissa Elwood, Controller

Attachments:

[02212017_Surplus Property List](#)

**SURPLUS EQUIPMENT
FEBRUARY 21, 2017**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	MONITOR	E177FP6	CN-OU4931-46633-54Q-OLNL	026572
1	DELL	MONITOR	E177FP6	CN-OU4931-46633-54Q-1W8L	026575
1	DELL	MONITOR	E177FP6	CN-OU4931-46633-54Q-OM2L	026686
1	DELL	MONITOR	E177FP6	CN-OU4931-46633-54Q-OGCL	026641
1	DELL	MONITOR	E177FP6	CN-OU4931-46633-54Q-OLWL	026684
1	DELL	MONITOR	E177FP6	CN-OU4931-46633-54Q-OLWL	026570
1	DELL	MONITOR	E177FP6	CN-OUH572-46633-726-4NLL	NONE
1	DELL	MONITOR	E177FP6	CN-OU4931-46633-54P-139L	030240
1	DELL	MONITOR	E177FP6	CN-OWH318-72872-75M-3GGL	NONE
1	DELL	MONITOR	E177FP6	CN-OU4931-46633-54S-2R1L	030238
1	APPLE	IMAC 20" AIO	A1207	QP7121SGVUW	034079
1	APPLE	IMAC 24" AIO	A1225	QP8130CK2CT	037439
1	APPLE	IMAC 24" AIO	A1225	QP8130DOZCT	037444
1	APPLE	IMAC 24" AIO	A1225	QP8130CXZCT	037438
1	APPLE	IMAC 24" AIO	A1225	QP8130CMZCT	037434
1	APPLE	IMAC 24" AIO	A1225	QP8130CSZCT	037440
1	APPLE	IMAC 24" AIO	A1225	QP8130CUZCT	037433
1	APPLE	IMAC 24" AIO	A1225	SQP8130CHZCT	037449
1	APPLE	IMAC 24" AIO	A1225	SQP8130D1ZCT	037447
1	APPLE	IMAC 24" AIO	A1225	SQP8130NMCT	037446
1	GATEWAY	MONITOR	FPD1730	MUL7007KD010390	025738
1	ASUS	MONITOR	VB171	9BLMTF076883	NONE
1	DELL	MONITOR	E173FPB	CN-OU4931-46633-54S-3E7L	030254
1	DELL	MONITOR	E173FPB	CN-OU4931-46633-54S-2PLL	031231
1	DELL	MONITOR	E173FPB	CN-OU4931-46633-54S-1FVL	030242
1	LENOVO	MONITOR	L1951PWD	V6-W0210	042648
1	DELL	MONITOR	E173FP6	CN-OU4931-46633-531-04WT	026687
1	DELL	MONITOR	E173FP6	CN-OD5428-72872-544-81MS	031019
1	DELL	MONITOR	E173FP6	CN-OU4931-46633-54M-OA7T	026640
1	DELL	MONITOR	E173FP6	CN-OU4931-46633-54Q-OMOL	026645
1	GATEWAY	MONITOR	FPD1730	MULT003F0002104	021795
1	DELL	MONITOR	FPD1730	CN-OU4931-46633-54Q-1WLL	026576
1	HITACHI	MONITOR	T-17SXLG	W643648A0341k0042	035642
1	HP	PRINTER	Q7822A	CNBC67S162	032763
1	XEROX	PRINTER	PHASER-6200	LPH472882	020174
1	PANASONIC	VCR	AG-DV1000P	A2TD00116	019457
1	GATEWAY	MONITOR	FPD1520	KUL5061B0000044	018981
1	3M	OVERHEAD PROJ.	1780	170094127	NONE
1	HP	PRINTER	M1212NF	CNC9B99SFQ	042925
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0307	46331
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0308	46343
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0282	46346
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0291	46410
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0165	46205
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135AOA211K0155	46116
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0151	46108
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0180	46210
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135AOA21K063	46129
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0169	46125

**SURPLUS EQUIPMENT
FEBRUARY 21, 2017**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0272	46502
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0306	46508
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0305	46514
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643038A0A21K0116	46524
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0284	46527
1	NET TV	DTV34XR HDTV COLOR CRT	DTV34XR	2312H5238	20561
1	POLYCOM	VSX7000e VIDEO CONFERENCING SYSTEM	VSX7000e	82061205AE5AB9	NONE
1	LG	MONITOR	M1910A-8M	601KGC01B699	NONE
1	POLYCOM	VORTEX EF2280 ACOUSTIC NOISE CANCELLER	EF2280	D20231000318	NONE
1	CRESTRON	KEYBOARD/MOUSE CONTROLLER	CNMK	1081873	23139
1	VBRICK	ENCODER/DECODER	9140-6200	NONE	21303
1	ENVIVO	DECODER	N/A	NONE	NONE
1	CRESTRON	TOUCH PANEL	TPS-4500	C645008	023037
1	JVC	VCR / DVD	HR-DVS3U	7820248	023040
1	PELICAN	CAMERA QUAD SPLITTER	QUAD 800	NONE	023048
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135AOA21KO168	46133
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135OAO21KO157	46134
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135AOA21KO177	46148
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135AOA21KO149	46154
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135AOA21KOO98	46160
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1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135AOA21KO160	46176
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135AOA21KO139	46184
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0314	46192
1	KODAK	SLIDE PROJECTOR	EKTAPRO 7020	1622897020	23098
1	KODAK	EKTAGRAPHIC AUTO-FOCUS SLIDE PROJECTOR	AF-2	2894748	NONE
1	SHURE	ULXS4 WIRELESS RECEIVER	ULXS4	040607550-04	32674
1	SHURE	ULXS4 WIRELESS RECEIVER	ULXS4	1ID0620521	NONE
1	SONY	VCR	SVT-L400	0011571	NONE
1	KRAMER	VIDEO SCALER	VP-724DS	03040576342	NONE
1	MARANTZ	PROFESSIONAL CASSETTE RECORDER	PMD430	83U500050	NONE
1	DELL	MONITOR	P1786F	CN-0YVGS3-72872-0AM-C9TU	42941
1	HP	PRINTER	C8121A	MY33K31082	NONE
1	GATEWAY	DESKTOP PC	E4000	30253887	21988

**SURPLUS EQUIPMENT
FEBRUARY 21, 2017**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027673	NONE
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0152	46286
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0316	46292
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0181	46302
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0170	46304
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0158	46313
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0315	46314
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0153	46328
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0310	46373
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0162	46361
1	APC	UPS	MATRIX 3000	WM0334130341	NONE
1	APC	UPS	SMT1500	AS1136120178	NONE
1	APC	UPS	SUA2200RM2U	JS0610015419	NONE
1	GATEWAY	DESKTOP PC	GW - E4000	0030336771	021457
1	GATEWAY	DESKTOP PC	GW - E4000	0030253912	022008
1	GATEWAY	DESKTOP PC	GW - E4000	0030253907	022009
1	GATEWAY	DESKTOP PC	GW - E4000	0030255652	022010
1	GATEWAY	DESKTOP PC	GW - E4000	0030253848	022014
1	GATEWAY	DESKTOP PC	GW - E4000	0030254361	022123
1	GATEWAY	DESKTOP PC	GW - E4000	0030254003	022147
1	GATEWAY	DESKTOP PC	GW - E4000	0030129257	022149
1	GATEWAY	DESKTOP PC	GW - E4000	0030231408	022150
1	GATEWAY	DESKTOP PC	GW - E4000	0030242787	022151
1	GATEWAY	DESKTOP PC	GW - E4000	0030265218	022156
1	GATEWAY	DESKTOP PC	GW - E4000	0030265207	022157
1	GATEWAY	DESKTOP PC	GW - E4000	0030265238	022158
1	GATEWAY	DESKTOP PC	GW - E4000	0030265211	022159
1	GATEWAY	DESKTOP PC	GW - E4000	0030265196	022160
1	GATEWAY	DESKTOP PC	GW - E4000	0030265221	022162
1	GATEWAY	DESKTOP PC	GW - E4000	0030265196	022165
1	GATEWAY	DESKTOP PC	GW - E4000	0030265191	022166
1	GATEWAY	DESKTOP PC	GW - E4000	0030265203	022167
1	GATEWAY	DESKTOP PC	GW - E4000	0030265240	022168
1	GATEWAY	DESKTOP PC	GW - E4000	0030265247	022169
1	GATEWAY	DESKTOP PC	GW - E4000	0030265228	022170
1	GATEWAY	DESKTOP PC	GW - E4000	0030265183	022171
1	GATEWAY	DESKTOP PC	GW - E4000	0030265224	022172
1	GATEWAY	DESKTOP PC	GW - E4000	0030265225	022173
1	GATEWAY	DESKTOP PC	GW - E4000	0030265244	022174
1	GATEWAY	DESKTOP PC	GW - E4000	0030265184	022175
1	GATEWAY	DESKTOP PC	GW - E4000	0030265183	022176
1	GATEWAY	DESKTOP PC	GW - E4000	0030265213	022177
1	GATEWAY	DESKTOP PC	GW - E4000	0030265215	022178
1	GATEWAY	DESKTOP PC	GW - E4000	0030265227	022179
1	GATEWAY	DESKTOP PC	GW - E4000	0030265245	022180
1	GATEWAY	DESKTOP PC	GW - E4000	0030265192	022181
1	GATEWAY	DESKTOP PC	GW - E4000	0030231409	022182
1	GATEWAY	DESKTOP PC	GW - E4000	0030265235	022183
1	GATEWAY	DESKTOP PC	GW - E4000	0030129260	022184
1	GATEWAY	DESKTOP PC	GW - E4000	0030260564	022185
1	GATEWAY	DESKTOP PC	GW - E4000	0030265186	022265

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QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	DESKTOP PC	GW - E4000	0030265223	022277
1	GATEWAY	DESKTOP PC	GW - E4000	0030265199	022291
1	GATEWAY	DESKTOP PC	GW - E4000	0030242786	022333
1	GATEWAY	DESKTOP PC	GW - E4000	0030260611	022389
1	GATEWAY	DESKTOP PC	GW - E4000	0030260565	022390
1	GATEWAY	DESKTOP PC	GW - E4000	0030260586	022397
1	GATEWAY	DESKTOP PC	GW - E4000	0030205619	022558
1	GATEWAY	DESKTOP PC	GW - E4000	0030260597	060861
1	GATEWAY	DESKTOP PC	GW - E4000	0030253997	022146
1	DELL	DESKTOP PC	GX280	754Q171	034507
1	GATEWAY	MONITOR	TFT1780PS+	MW76BB0N05325	NONE
1	NEC	MONITOR	LCD1720M-BK	2102046VA	019240
1	GATEWAY	MONITOR	FPD1730	MUL7003DD0027355	NONE
1	GATEWAY	MONITOR	FPD1730	MUL7003DD0027359	NONE
1	AOPEN	MONITOR	F2705	910150233163900829NN08	NONE
1	GATEWAY	MONITOR	FPD1730	QS7330401727	NONE
1	GATEWAY	MONITOR	FPD1730	MUL7003D0032331	021482
1	GATEWAY	MONITOR	FPD1730	QS7330401723	021882
1	GATEWAY	MONITOR	FPD1730	QS7330602404	021885
1	GATEWAY	MONITOR	FPD1730	MUL7003F0001005	021926
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027589	022154
1	GATEWAY	MONITOR	FPD1730	QS7330401733	022187
1	GATEWAY	MONITOR	FPD1730	QS7330600336	022188
1	GATEWAY	MONITOR	FPD1730	QS7330503383	022190
1	GATEWAY	MONITOR	FPD1730	MUL7003D00027626	022192
1	GATEWAY	MONITOR	FPD1730	MUL7003F0002162	022193
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027608	022194
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027596	022195
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027610	022196
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027612	022197
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027330	022199
1	GATEWAY	MONITOR	FPD1730	MUL7003F0004431	022200
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027855	022201
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027681	022202
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027670	022203
1	GATEWAY	MONITOR	FPD1730	QS7330600331	022206
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027849	022207
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027604	022209
1	GATEWAY	MONITOR	FPD1730	MUL7003F0002674	022210
1	GATEWAY	MONITOR	FPD1730	QS7330600340	022211
1	GATEWAY	MONITOR	FPD1730	QS7330600323	022212
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027690	022213
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027622	022214
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027605	022215
1	GATEWAY	MONITOR	FPD1730	QS7330401590	022234
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027875	022242
1	GATEWAY	MONITOR	FPD1730	QS733027886	022252
1	GATEWAY	MONITOR	FPD1730	QS7330600334	022340
1	GATEWAY	MONITOR	FPD1730	MUL7003F0002702	022430
1	GATEWAY	MONITOR	FPD1730	LIC32579369	022598
1	GATEWAY	MONITOR	FPD1730	LIC32580630	022604
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027834	021801
1	GATEWAY	MONITOR	FPD1730	MUL7003F0002740	021818
1	ACER	MONITOR	AL1716F	ETL51085787250422D422C	NONE
1	GATEWAY	MONITOR	FPD1730	MUL7007A0094651	023448
1	VIEWSONIC	MONITOR	VA1916W	QN0080125089	NONE
1	HP	LASERJET PRINTER	C2003A	NONE	007464
1	HP	LASERJET PRINTER	C2037A	USFB180014	NONE
1	HP	LASERJET PRINTER	C3980A	USDC014460	011678
1	HP	LASERJET PRINTER	C3150A	NONE	007721

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QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	HP	LASERJET PRINTER	C3980A	NONE	011676
1	OKIDATA	IMPACT PRINTER	ML395	NONE	008219
1	COMPAQ	DL380 SERVER	COMPAQ DL380	D120FSB1K188	018380
1	COMPAQ	MASKSMART C1500	C1500	DO19CQN1K020	015955
1	HP	INKJET PRINTER	K550	MY73A710XV	NONE
1	GATEWAY	DESKTOP PC	E6610D	0039430680	036612
1	DELL	LAPTOP	LATITUDE D610	CYH6K71	025428
1	KODAK	SCANNER	I40	4609-5991	037578
1	DESTROY IT	SHREDDER	4001	501127	024137
1	DELL	MONITOR	1707FPVT	CN0Y98337161876AACZU	036399
1	XEROX	TYPEWRITER	6010	99C	001409
1	GATEWAY	MONITOR	TFT1780PS	MW663BOH00200	034667
1	INTELLEX	DVR	DV16000	NONE	NONE
1	GATEWAY	MONITOR	TFT1780PS	MW671BON07655	033221
1	GATEWAY	MONITOR	TFT1780PS	MW671BON07667	033228
1	HANNS-G	MONITOR	HSG1022	919GR3NA05233	NONE
1	FELLOWS	SHREDDER	280	000922A10000002563	018382
1	SAMSUNG	MONITOR	9408X	HA19H9NP428248M	034494
1	DELL	MONITOR	1704FPTT	CN0Y42997161854PAQYS	026499
1	DELL	MONITOR	1704FPTT	CN0YA2997161854PANCA	030323
1	DELL	MONITOR	1907FPVT	CN0C553H74445920A938	038619
1	HP	DESKTOP PC	ML115G5	2UX91200JG	NONE
1	GATEWAY	MONITOR	FPD1930	TL719A415006874	021356
1	GATEWAY	MONITOR	TFT1780PS	MW664BOC00830	034666
1	GATEWAY	MONITOR	TFT1780PS	MWD68BON05724	038093
1	VIEWSONIC	MONITOR	VS11868	QRA083321682	038089
1	HP	PRINTER	C4089A	JPCD037651	013170
1	GATEWAY	DESKTOP PC	E6610D	0037248979	032792
1	HP	PRINTER	CB071A	CN81M5P76M	037701
1	KONICA	COPIER	7255	56SE04485	025086
1	HP	PRINTER	C4170A	USGH052908	020379 & 014612
1	HP	PRINTER	Q5607A	CN51AFH0BV	038092
1	SHARP	ELECTRONIC CALCULATING MACHINE W/ TAPE	QS2760A	1D010235	NONE
1	HEDMAN	F&E CHECK PROTECTOR	N/A	NONE	NONE
1	MICROTEK	FLATBED SCANNER	SCANMAKER 6700 MRS-4800FU	W2A1600043	019938
1	APC	UPS	SMART UPS 600	S94011669549	NONE
1	SWINGLINE	ELECTRIC 3-HOLE PUNCH COMMERCIAL	535	NONE	NONE
1	NETGEAR	8-PORT FAST ETHERNET SWITCH 10/100	FS608	FS68238DB167948	NONE
1	HP	RACK MOUNT 2U SERVER	PROLIANT DL380-G7	USE121N1PP	044583
1	HP	FLATBED PHOTO SCANNER	L2698A	CN8BUA501V	NONE
1	TRIPP-LITE	UPS	AGOM5357	9824DY00M735700247	NONE
1	PRIMERA	DISC PUBLISHER	BRAVO II	2040300752	023337
1	GATEWAY	MONITOR	FPD1520	KUL5061B0000033	NONE
1	RICOH	PRINTER	GX5050N	R0978400444	037970
1	DELL	DESKTOP PC	GX280	GG0RJ71	030340
1	MOTION COMPUTING	TABLET PC	T003	00070443-M1400	024920
1	MOTION COMPUTING	M-SERIES KEYBOARD	KB003	1044484100436	NONE
1	MOTION COMPUTING	M-SERIES FLEX DOCK	D001	00069906	NONE

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QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	LOGICRAFT	OPTICAL STORAGE SERVER	LS5500-16-XF-OPTICAL	92664	NONE
1	NEWTEK	VIDEO TOASTER	N/A	NONE	022779
1	DELL	MONITOR	1704FPTT	CN0Y42997161854GAC8V	026482
1	SAMSUNG	MONITOR	170N	NB17HCJX321135Y	023274
1	DELL	MONITOR	1704FPTT	CN0Y42997161854PAQYC	026501
1	NEC	MONITOR	LCD-1720M	2102108VA	019235
1	DELL	MONITOR	1704FPTT	CN0Y42997161854PANOH	030325
1	VIEWSONIC	MONITOR	VLCD523895	A1G031100241	022780
1	TOSHIBA	LAPTOP	1955-S803	Z2016362CU-1	020007
1	DELL	DESKTOP PC	GX-280	9G0RJ71	026539
1	HP	PRINTER	Q5933A	CNG1D26791	026722
1	APPLE	DESKTOP PC	M5183-G4	XB0148Z4J2S	015020
1	BROTHER	SCANNER	9700	NONE	019229
1	GATEWAY	LAPTOP	600YGR	0026895264	019224
1	COMPAQ	LAPTOP	EVO N800V PP2130	5Y2AKSQZY0CL	019944
1	DELL	MONITOR	1704FPTT	CN0Y42997161854PAQYK	026500
1	DELL	DESKTOP PC	GX-280	2G0RJ71	026538
1	DELL	DESKTOP PC	GX-280	4D0RJ71	030342
1	DELL	DESKTOP PC	OPTIPLEX 760	CLKB5J1	040007
1	SONY	TV	KV20FV10	4014857	014780
1	DELL	DESKTOP PC	GX-280	4V5RM71	026530
1	DELL	DESKTOP PC	GX-280	6G0RJ71	026540
1	DELL	DESKTOP PC	GX-280	5G0RJ71	030341
1	DELL	DESKTOP PC	GX-280	DG0RJ71	026541
1	GATEWAY	MONITOR	FPD1570	KUL5033D0017774	019290
1	GATEWAY	DESKTOP PC	E6000	0028110720	019644
1	GATEWAY	MONITOR	FPD1730	MUL7003D0022563	039577
1	DELL	DESKTOP PC	8100	FZN7G01	017304
1	DELL	DESKTOP PC	GX-280	6V5RM71	026534
1	HP	PRINTER	Q5933A	CND1F19615	026721
1	DELL	DESKTOP PC	GX-280	8SPSK71	026514
1	HP	PRINTER	Q5933A	CNG1F26660	026725
1	DELL	DESKTOP PC	GX-280	DT5RM71	026515
1	PANASONIC	TV	PV-DM2093	D31A76516	021405
1	TOSHIBA	LAPTOP	PORTEGE M200	Z4067600H	024805
1	HP	PRINTER	Q5933A	CNB1D02311	024981
1	ZEBRA	PRINTER	P310C	E270875	021369
1	HP	PRINTER	Q7822A	CNHC77B09B	036661
1	HP	PRINTER	Q1322A	CNLBB44817	024944
1	CHALLENGE	PAPER DRILL	EH-3C	005565	017418
1	HP	PRINTER	C6455B	MY0AS1B05W	NONE
1	HP	PRINTER	CR 231-64001	CN24L4CH2M	49760
1	HP	PRINTER	C2037A	USFC299875	NONE
1	BROTHER	FAX	2840	U63274E2J122418	NONE
1	PANASONIC	FAX	KX-FM210	8BAFB134494	NONE
1	HP	PRINTER	C8963A	MY46P2R1FQ	NONE
1	HP	PRINTER	C8970A	MY0CNCK16B	NONE
1	HP	PRINTER	LJ420N	USBXM12979	024546
1	HP	PRINTER	Q2475A	CNBDC42078	025171
1	HP	PRINTER	C7770B	SG08J120ZZ	024240
1	PANASONIC	TV	DV-DM2093	D31A76516	021405
1	HP	PRINTER	CB055A	MY78K1R2HJ	NONE
1	BROTHER	PRINTER	MFC9700	U60073C2J175124	019229
1	JVC	DVD PLAYER	SR-VS30U	06820578	022782
1	JVC	VCR	HR-S4600U	065J0201	015108
1	TAYCO	3-PC DESK L-SHAPE, 7 DRAWER	N/A	NONE	NONE
4	TAYCO	3-PC DESK L-SHAPE, 5 DRAWER	N/A	NONE	NONE

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QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	TAYCO	1-PC DESK, RECTANGLE, 5- DRAWER	N/A	NONE	NONE
3	TAYCO	3-PC DESK, CORNER, 5- DRAWER	N/A	NONE	NONE
6	TAYCO	3-PC DESK, CORNER, 3- DRAWER	N/A	NONE	NONE
1	TAYCO	2-PC DESK, CORNER, 3- DRAWER	N/A	NONE	NONE
2	TAYCO	1-PC DESK, RECTANGLE, 3- DRAWER	N/A	NONE	NONE
12	TAYCO	FILECABINET STEEL, 3- DRAWER, HORIZONTAL	N/A	NONE	NONE
5	HON	FILECABINET STEEL, 4- DRAWER, VERTICAL	N/A	NONE	NONE
2	HON	FILECABINET STEEL, 4- DRAWER, HORIZONTAL	N/A	NONE	NONE
4	HON	FILECABINET WOOD, 2- DRAWER, HORIZONTAL	N/A	NONE	NONE
4	HON	FILECABINET STEEL, 2- DRAWER, VERTICAL	N/A	NONE	NONE
1	HON	FILECABINET WOOD, 2- DRAWER, W/ 3-SHELF STORAGE HUTCH & GLASS DOORS	N/A	NONE	NONE
5	HON	FILECABINET STEEL, 2- DRAWER, VERTICAL, ROLLING	N/A	NONE	NONE
1	HON	FILECABINET STEEL, 2- DRAWER, HORIZONTAL	N/A	NONE	NONE
2	HON	FILECABINET STEEL, 3- DRAWER, VERTICAL	N/A	NONE	NONE
16	HON	FILECABINET STEEL, 3- DRAWER, HORIZONTAL	N/A	NONE	NONE
1	HON	FILECABINET STEEL, 5- DRAWER, VERTICAL	N/A	NONE	NONE
3	HOLGA	FILECABINET STEEL, 5- DRAWER, VERTICAL	N/A	NONE	NONE
2	ARTOPEX	FILECABINET STEEL, 4- DRAWER, VERTICAL	N/A	NONE	NONE
2	ARTOPEX	FILECABINET WOOD, 2- DRAWER, HORIZONTAL	N/A	NONE	NONE
1	ARTOPEX	FILECABINET STEEL, 2- DRAWER, HORIZONTAL	N/A	NONE	NONE
1	GLOBAL	FILECABINET STEEL, 5- DRAWER, VERTICAL	N/A	NONE	NONE
29	VARIOUS	FILECABINET STEEL, 5- DRAWER, VERTICAL	N/A	NONE	NONE
15	VARIOUS	FILECABINET STEEL, 4- DRAWER, VERTICAL	N/A	NONE	NONE
6	VARIOUS	FILECABINET STEEL, 3- DRAWER, VERTICAL	N/A	NONE	NONE
4	OSP	FILECABINET STEEL, 3- DRAWER, HORIZONTAL	N/A	NONE	NONE
1	VARIOUS	FILECABINET WOOD, 2- DRAWER, W/ STORAGE HUTCH	N/A	NONE	NONE
4	VARIOUS	FILECABINET STEEL, 3- DRAWER, HORIZONTAL	N/A	NONE	NONE

**SURPLUS EQUIPMENT
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QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
7	VARIOUS	FILECABINET STEEL, 2-DRAWER, VERTICAL, ROLLING	N/A	NONE	NONE
1	VARIOUS	FILECABINET PLASTIC, 2-DRAWER, VERTICAL, ROLLING	N/A	NONE	NONE
3	VARIOUS	FILECABINET WOOD, 3-DRAWER, VERTICAL, ROLLING	N/A	NONE	NONE
1	VARIOUS	FILECABINET WOOD, 2-DRAWER, VERTICAL, ROLLING	N/A	NONE	NONE
1	VARIOUS	FILECABINET PLASTIC, 1-DRAWER, VERTICAL	N/A	NONE	NONE
5	VARIOUS	FILECABINET STEEL, 2-DRAWER, HORIZONTAL	N/A	NONE	NONE
13	VARIOUS	FILECABINET STEEL, 2-DRAWER, VERTICAL	N/A	NONE	NONE
5	VARIOUS	FILECABINET WOOD, 2-DRAWER, HORIZONTAL	N/A	NONE	NONE
1	HON	BOOKCASE, STEEL, 2-SHELF	N/A	NONE	NONE
1	HON	BOOKCASE, STEEL, 4-SHELF	N/A	NONE	NONE
3	HON	BOOKCASE, STEEL, 5-SHELF	N/A	NONE	NONE
1	VARIOUS	BOOKCASE, STEEL, 2-SHELF	N/A	NONE	NONE
12	VARIOUS	BOOKCASE, WOOD, 2-SHELF	N/A	NONE	NONE
4	VARIOUS	BOOKCASE, STEEL, 3-SHELF	N/A	NONE	NONE
1	VARIOUS	BOOKCASE, WOOD, 3-SHELF	N/A	NONE	NONE
5	VARIOUS	BOOKCASE, WOOD, 4-SHELF	N/A	NONE	NONE
1	VARIOUS	BOOKCASE, STEEL, 5-SHELF	N/A	NONE	NONE
6	VARIOUS	BOOKCASE, WOOD, 5-SHELF	N/A	NONE	NONE
6	VARIOUS	BOOKCASE, WOOD, 6-SHELF	N/A	NONE	NONE
1	VARIOUS	BOOKCASE, WOOD, 10-SHELF	N/A	NONE	NONE
3	VARIOUS	STORAGE SHELF, 4-TIER, STEEL/WOOD	N/A	NONE	NONE
1	VARIOUS	STORAGE COMPARTMENT, WOOD, 4-SHELF DIVIDED	N/A	NONE	NONE
2	VARIOUS	STORAGE CABINET, WOOD, ROLLING, SMALL	N/A	NONE	NONE
1	VARIOUS	STORAGE CABINET, STEEL, ROLLING, SMALL	N/A	NONE	NONE
1	VARIOUS	STORAGE CABINET, STEEL/WOOD TOP, ROLLING, SMALL	N/A	NONE	NONE

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QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	VARIOUS	STORAGE CABINET, STEEL, 2-SHELF, ROLLING	N/A	NONE	NONE
1	VARIOUS	STORAGE CABINET, WOOD (OAK), 1- DRAWER VERTICAL W/ HUTCH	N/A	NONE	NONE
2	ARTOPEX	STORAGE CABINET, STEEL, VERTICAL	N/A	NONE	NONE
1	ARTOPEX	STORAGE CABINET, WOOD, 2-SHELF VERTICAL W/ HUTCH	N/A	NONE	NONE
12	VARIOUS	STORAGE CABINET, STEEL, 2-DOOR, VERTICAL	N/A	NONE	NONE
1	VARIOUS	STORAGE CABINET, STEEL, 2-DOOR, HORIZONTAL	N/A	NONE	NONE
1	VARIOUS	STORAGE CABINET, WOOD, 2-DOOR, VERTICAL	N/A	NONE	NONE
1	NONE	STORAGE CABINET, STEEL, 4-SHELF VERTICAL	N/A	NONE	NONE
1	NONE	PRINTER STAND, WOOD, ROLLING	N/A	NONE	NONE
1	NONE	WOOD STAND, ROLLING, RECTANGLE, LOW	N/A	NONE	NONE
1	ARTOPEX	WOOD STAND, CORNER, 2-SHELF, SEMI-CIRCLE	N/A	NONE	NONE
1	NONE	WOOD STAND, 1- SHELF, ROLLING	N/A	NONE	NONE
2	NONE	WOOD STAND, PEDASTAL, SQUARE, TALL	N/A	NONE	NONE
1	NONE	WOOD STAND, 2- SHELF, ROLLING	N/A	NONE	NONE
1	NONE	STEEL STAND, 1-SHELF, ROLLING	N/A	NONE	NONE
1	NONE	MONITOR STAND, WOOD, DESKTOP	N/A	NONE	NONE
1	ROLODEX	MONITOR STAND, WOOD, DESKTOP W/ ACCESSORY SHELF	N/A	NONE	NONE
4	NONE	GUEST CHAIR, WOOD FRAME, LEATHER CUSHION - RED	N/A	NONE	NONE
9	VARIOUS	GUEST CHAIR, WOOD FRAME, CUSHION - GREEN	N/A	NONE	NONE
4	VARIOUS	GUEST CHAIR, WOOD FRAME, CUSHION - BROWN	N/A	NONE	NONE
3	VARIOUS	GUEST CHAIR, WOOD FRAME, CUSHION - BLUE	N/A	NONE	NONE

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QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
45	VARIOUS	GUEST CHAIR, STEEL FRAME, CUSHION - BLUE	N/A	NONE	NONE
14	VARIOUS	GUEST CHAIR, STEEL FRAME, CUSHION - GREY	N/A	NONE	NONE
4	VARIOUS	GUEST CHAIR, STEEL FRAME, CUSHION - BURGUNDY	N/A	NONE	NONE
13	VARIOUS	GUEST CHAIR, STEEL FRAME, CUSHION - BLACK	N/A	NONE	NONE
2	VARIOUS	DESK CHAIR, LOW-BACK, STEEL/PLASTIC, CUSHION - BLACK	N/A	NONE	NONE
2	VARIOUS	STOOL, LOW-BACK, ROLLING, CUSHION - BLACK	N/A	NONE	NONE
2	VARIOUS	TASK CHAIR, LOW-BACK, ROLLING, CUSHION - BLUE	N/A	NONE	NONE
5	VARIOUS	TASK CHAIR, LOW-BACK, ROLLING, CUSHION - BLACK	N/A	NONE	NONE
1	VARIOUS	TASK CHAIR, LOW-BACK, ROLLING, CUSHION - GREY	N/A	NONE	NONE
22	VARIOUS	TASK CHAIR, LOW-BACK, CHROME FRAME, ROLLING, CUSHION - RED	N/A	NONE	NONE
4	VARIOUS	TASK CHAIR, LOW-BACK, ROLLING, CUSHION - RED	N/A	NONE	NONE
1	VARIOUS	TASK CHAIR, HIGH-BACK, ROLLING, WOOD, CUSHION - RED	N/A	NONE	NONE
1	VARIOUS	TASK CHAIR, HIGH-BACK, ROLLING, CUSHION - RED	N/A	NONE	NONE
1	VARIOUS	TASK CHAIR, HIGH-BACK, ROLLING, CUSHION - PURPLE	N/A	NONE	NONE
1	VARIOUS	TASK CHAIR, HIGH-BACK, ROLLING, CUSHION - GREEN	N/A	NONE	NONE
12	VARIOUS	TASK CHAIR, HIGH-BACK, ROLLING, CUSHION - BLUE	N/A	NONE	NONE
2	VARIOUS	TASK CHAIR, HIGH-BACK, ROLLING, CUSHION - GREY	N/A	NONE	NONE
7	VARIOUS	TASK CHAIR, HIGH-BACK, ROLLING, CUSHION - BLACK	N/A	NONE	NONE
3	VARIOUS	TASK CHAIR, HIGH-BACK, ROLLING, LEATHER CUSHION - BLACK	N/A	NONE	NONE

**SURPLUS EQUIPMENT
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QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
14	VARIOUS	FOLDING CHAIR, CLOTH, PADDED	N/A	NONE	NONE
1	VARIOUS	FOLDING CHAIR, STEEL, VINYL CUSHION - GREY	N/A	NONE	NONE
2	VARIOUS	OFFICE TABLE, WOOD, ROUND	N/A	NONE	NONE
1	VARIOUS	OFFICE TABLE, STEEL/WOOD, ROUND	N/A	NONE	NONE
4	VARIOUS	CONFERENCE TABLE, WOOD, RECTANGLE	N/A	NONE	NONE
2	VARIOUS	CONFERENCE TABLE, CHROME/WOOD, RECTANGLE	N/A	NONE	NONE
1	VARIOUS	CONFERENCE TABLE, WOOD (OAK), OVAL	N/A	NONE	NONE
1	VARIOUS	CONFERENCE TABLE, WOOD (OAK), RECTANGLE	N/A	NONE	NONE
1	HON	CONFERENCE TABLE, WOOD (DARK GREY/CHERRY), OVAL	N/A	NONE	NONE
4	VARIOUS	FOLDING TABLE, STEEL FRAME, RECTANGLE	N/A	NONE	NONE
1	VARIOUS	TABLE, STEEL/WOOD, RECTANGLE W/ DRAWER	N/A	NONE	NONE
4	VARIOUS	TABLE, STEEL/WOOD, RECTANGLE	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD, RECTANGLE W/ DRAWER, SMALL	N/A	NONE	NONE
2	VARIOUS	TABLE, WOOD, SQUARE, SMALL	N/A	NONE	NONE
1	VARIOUS	TABLE, STEEL, SQUARE, ADJUSTABLE HEIGHT, SMALL	N/A	NONE	NONE
1	VARIOUS	END TABLE, WOOD (OAK), RECTANGLE	N/A	NONE	NONE
1	VARIOUS	TABLE, WOOD (OAK), RECTANGLE, NARROW	N/A	NONE	NONE
1	VARIOUS	TABLE LAMP, BRASS/BURGUNDY	N/A	NONE	NONE
1	BUDDY PRODUCTS	DESK ORGANIZER, STEEL	N/A	NONE	NONE
2	VARIOUS	FILE HANGER, STEEL, ROLLING	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD, 3-PC "U" SHAPE W/ 2-DRAWER & HUTCH	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD, 3-PC "U" SHAPE	N/A	NONE	NONE
2	VARIOUS	DESK, WOOD, 3-PC "L"- SHAPE W/ 5-DRAWER	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD, 3-PC "L"- SHAPE W/ 3-DRAWER STEEL FILECABINET	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD, 1-PC "L"- SHAPE W/ 6-DRAWER	N/A	NONE	NONE

**SURPLUS EQUIPMENT
FEBRUARY 21, 2017**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	VARIOUS	DESK, WOOD, 1-PC "L"-SHAPE W/ 8-DRAWER	N/A	NONE	NONE
1	VARIOUS	EXECUTIVE DESK, WOOD (OAK), 9-DRAWER, RECTANGLE	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD (OAK), 2-PC "L"-SHAPE W/ 4-DRAWER	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD (OAK), RECTANGLE, W/ 7-DRAWER	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD, RECTANGLE, W/ 5-DRAWER	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD (OAK), RECTANGLE, W/ 4-DRAWER	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD (OAK), RECTANGLE, W/ 5-DRAWER & HUTCH (2-DOOR)	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD (OAK), RECTANGLE, W/ 5-DRAWER & HUTCH	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD (OAK), RECTANGLE	N/A	NONE	NONE
4	VARIOUS	DESK, WOOD, RECTANGLE	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD, 2-PC CORNER	N/A	NONE	NONE
2	VARIOUS	DESK, WOOD, 2-PC CORNER W/ 2-DRAWER FILECABINET & HUTCH	N/A	NONE	NONE
1	HON	DESK, STEEL/WOOD, 2-DRAWER, RECTANGLE	N/A	NONE	NONE
2	HON	DESK, WOOD, 2-PC CORNER "L"-SHAPE W/ 4-DRAWER	N/A	NONE	NONE
1	HON	DESK, WOOD, 3-PC CORNER W/ HUTCH	N/A	NONE	NONE
1	HON	DESK, STEEL/WOOD, 3-PC "U"-SHAPE W/ 5-DRAWER	N/A	NONE	NONE
2	HON	DESK, WOOD, RECTANGLE, W/ 3-DRAWER	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD, 1-PC CORNER "L"-SHAPE	N/A	NONE	NONE
1	VARIOUS	DESK, STEEL/WOOD, 3-PC CORNER W/ 5-DRAWER & 3 OVERHEAD STORAGE	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD, 6-PC "U" SHAPE W/ 2-DRAWER STEEL FILECABINET	N/A	NONE	NONE
2	ARTOPEX	DESK, WOOD, 2-PC "L"-SHAPE W/ 3-DRAWER	N/A	NONE	NONE
1	ARTOPEX	DESK, WOOD, RECTANGLE	N/A	NONE	NONE

**SURPLUS EQUIPMENT
FEBRUARY 21, 2017**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	ARTOPEX	DESK, WOOD, RECTANGLE W/ 5-DRAWER	N/A	NONE	NONE
3	ARTOPEX	HUTCH, WOOD, 36 INCH	N/A	NONE	NONE
5	ARTOPEX	HUTCH, WOOD CABINETS	N/A	NONE	NONE
1	ARTOPEX	COUNTER, WOOD, END-PIECE, OVAL	N/A	NONE	NONE
1	ARTOPEX	DESK, WOOD, RECTANGLE W/ 2-DRAWER FILECABINET & 2-DOOR HUTCH	N/A	NONE	NONE
1	HON	DESK, STEEL/WOOD, 3-PC CORNER W/ HUTCH	N/A	NONE	NONE
1	VARIOUS	COMPUTER TABLE, STEEL/WOOD, W/ KEYBOARD SHELF, BLACK TOP, ROLLING	N/A	NONE	NONE
1	VARIOUS	COMPUTER TABLE, STEEL/WOOD, W/ HUTCH, WOOD TOP, ROLLING	N/A	NONE	NONE
1	VARIOUS	COUCH, CAMEL BACK, BURGUNDY, 7 FEET	N/A	NONE	NONE
94	VARIOUS	ROLLING COMPUTER CHAIRS	N/A	NONE	NONE
12	NONE	3 DRAWER SILVER/GREY HORIZONTAL WOOD FILING CABINET	N/A	NONE	NONE
16	NONE	3 PIECE SILVER/GREY COERNER DESK WITH FILING/STORAGE ON EACH SIDE	N/A	NONE	NONE
1	NONE	SILVER/GREY RECTANGLE DESK WITH FILING/STORAGE ON EACH SIDE	N/A	NONE	NONE
1	NONE	2 PIECE CORNER SILVER/GREY DESK WITH FILING/STORAGE ON LEFT SIDE	N/A	NONE	NONE
1	NONE	3 PIECE "U" SHAPED SILVER/GREY DESK WITH FILING/STORAGE ON EACH SIDE	N/A	NONE	NONE
1	NONE	VERTICAL 2 DOOR AND 2 DRAWER STORAGE/FILING CABINET	N/A	NONE	NONE
4	NONE	CHERRY WOOD DESK WITH WALL HUTCH AND SIDE/FILING STORAGE ON EACH SIDE	N/A	NONE	NONE
4	NONE	3 DRAWER HORIZONTAL DARK GREY METAL FILING CABINETS	N/A	NONE	NONE

**SURPLUS EQUIPMENT
FEBRUARY 21, 2017**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
2	NONE	3 DRAWER HORIZONTAL OFF WHITE FILING CABINETS	N/A	NONE	NONE
19	NONE	3 DRAWER HORIZONTAL LIGHT TAN METAL FILING CABINETS	N/A	NONE	NONE
8	NONE	4 DRAWER VERTICAL CRÈME METAL FILING CABINETS	N/A	NONE	NONE
14	NONE	5 DRAWER VERTICAL LIGHT TAN METAL FILING CABINETS	N/A	NONE	NONE
6	NONE	4 DRAWER HORIZONTAL GREY METAL FILING CABINETS	N/A	NONE	NONE
3	NONE	5 DRAWER VERTICAL OFF WHITE METAL FILING CABINET	N/A	NONE	NONE
11	NONE	2 DRAWER VERTICAL LIGHT TAN METAL FILING CABINET	N/A	NONE	NONE
7	NONE	4 DRAWER VERTICAL BROWN METAL FILING CABINET	N/A	NONE	NONE
13	NONE	4 DRAWER VERTICAL LIGHT GREY METAL FILING CABINET	N/A	NONE	NONE
1	NONE	5 DRAWER VERTICAL GREY METAL FILING CABINET	N/A	NONE	NONE
2	NONE	4 DRAWER VERTICAL TAN METAL FILING CABINET	N/A	NONE	NONE
1	NONE	5 DRAWER VERTICAL BLACK METAL FILING CABINET	N/A	NONE	NONE
2	NONE	5 DRAWER VERTICAL BROWN METAL FILING CABINET	N/A	NONE	NONE
4	NONE	3 DRAWER VERTICAL METAL FILING CABINETS	N/A	NONE	NONE
1	NONE	3 DRAWER VERTICAL CRÈME METAL FILING CABINET	N/A	NONE	NONE
3	NONE	2 DRAWER VERTICAL LIGHT GREY METAL FILING CABINET	N/A	NONE	NONE
1	NONE	3 DRAWER HORIZONTAL CRÈME METAL WITH WOOD TOP FILING CABINET	N/A	NONE	NONE
2	NONE	2 DRAWER VERTICAL BLACK METAL FILING CABINET	N/A	NONE	NONE

**SURPLUS EQUIPMENT
FEBRUARY 21, 2017**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	NONE	3 DRAWER VERTICAL BLACK METAL FILING CABINET	N/A	NONE	NONE
1	NONE	2 DRAWER HORIZONTAL BLACK METAL FILING CABINET	N/A	NONE	NONE
2	NONE	2 DRAWER HORIZONTAL GREY METAL FILING CABINET	N/A	NONE	NONE
1	NONE	2 DRAWER VERTICAL GREY METAL FILING CABINET	N/A	NONE	NONE
2	NONE	4 DRAWER HORIZONTAL TAN METAL FILING CABINET	N/A	NONE	NONE
10	NONE	2 SHELF WHITE BOOKCASE	N/A	NONE	NONE
2	NONE	5 SHELF CHERRY WOOD BOOKCASE	N/A	NONE	NONE
2	NONE	4 SHELF CHERRY WOOD BOOKCASE	N/A	NONE	NONE
1	NONE	3 SHELF CHERRY WOOD BOOKCASE	N/A	NONE	NONE
11	NONE	5 SHELF WOOD BOOKCASE	N/A	NONE	NONE
1	NONE	12 SHELF METAL PAPER SHELF CASE	N/A	NONE	NONE
1	NONE	3 SHELF METAL LIGHT TAN BOOKCASE	N/A	NONE	NONE
1	NONE	2 SHELF BLACK BOOKCASE	N/A	NONE	NONE
4	NONE	3 SHELF WOOD BOOKCASE	N/A	NONE	NONE
1	NONE	14 SHELF WOOD WALL BOOKCASE	N/A	NONE	NONE
3	NONE	4 SHELF METAL TAN BOOKCASE	N/A	NONE	NONE
3	NONE	3 SHELF WOOD BOOKCASE WITH GLASS DOORS	N/A	NONE	NONE
1	NONE	5 SHELF BLACK BOOKCASE	N/A	NONE	NONE
3	NONE	5 SHELF CHERRY WOOD BOOKCASE	N/A	NONE	NONE
3	NONE	5 SHELF BLACK METAL BOOKCASE	N/A	NONE	NONE
3	NONE	4 WOOD SHELF WITH METAL FRAME SHELVING UNITS	N/A	NONE	NONE
4	NONE	6 SHELF WOOD BOOKCASE	N/A	NONE	NONE
3	NONE	6 SHELF CHERRY WOOD BOOKCASE	N/A	NONE	NONE
2	NONE	2 SHELF CHERRY WOOD BOOKCASE	N/A	NONE	NONE
1	NONE	3 SHELF WHITE BOOKCASE	N/A	NONE	NONE
2	NONE	2 SHELF BOOKCASE TOP WITH DOOR CABINET BOTTOM	N/A	NONE	NONE

**SURPLUS EQUIPMENT
FEBRUARY 21, 2017**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	NONE	6 SHELF TOP WITH DRAWER AND 2 DOOR BOOTOM CABNIET HUTCH	N/A	NONE	NONE
14	NONE	5 SHELF CHERRY WOOD SQUARE BOOKCASE	N/A	NONE	NONE
2	NONE	2 SHELF TOP WITH 2 DOOR CABNEIT BOOTOM CHERRY WOOD HUTCH	N/A	NONE	NONE
1	NONE	4 SHELF WOOD BOOKCASE	N/A	NONE	NONE
1	NONE	3 SHELF BLACK BOOKCASE	N/A	NONE	NONE
8	NONE	WOOD FRAME BROWN CUSHION CHAIRS	N/A	NONE	NONE
24	NONE	WOOD FRAME BLUE CUSHION CHAIR	N/A	NONE	NONE
10	NONE	WOOD FRAME GREEN CUSHION CHAIR	N/A	NONE	NONE
10	NONE	CIRCLE WOOD TABLE	N/A	NONE	NONE
40	NONE	METAL FRAME BLUE CUSHION CHAIRS	N/A	NONE	NONE
4	NONE	OVAL CHERRY WOOD CONFRENCE ROOM TABLES	N/A	NONE	NONE
5	NONE	RECTQANGLE WOOD TOP CONFERENCE ROOM TABLES	N/A	NONE	NONE
14	NONE	BLACK METAL FRAME CHAIRS WITH BLACK CUSHIONS	N/A	NONE	NONE
1	NONE	OVAL WOOD CONFRENCE ROOM TABLE	N/A	NONE	NONE
1	NONE	WOOD RECTANGE TWO DRAWER CABINET	N/A	NONE	NONE
1	NONE	SINGLE SQUARE METAL FRAME BLACK TOP COMPUTER DESK	N/A	NONE	NONE
1	NONE	CHERRY WOOD SQUARE END TABLE	N/A	NONE	NONE
5	NONE	2 DRAWER HORIZONTAL CHERRY WOOD FILING CABINET	N/A	NONE	NONE
1	NONE	VERTICAL BLACK METAL CABINET WITH WOOD TOP	N/A	NONE	NONE
1	NONE	SINGLE SQUARE TAN WOOD COMPUTER DESK	N/A	NONE	NONE
1	NONE	3 DRAWER VERTICAL CHERRY WOOD FILING/STOAREG CABINET	N/A	NONE	NONE
1	NONE	SINGLE SHELF WOOD TABLE ON ROLLERS	N/A	NONE	NONE

**SURPLUS EQUIPMENT
FEBRUARY 21, 2017**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
3	NONE	6 FT RECTANGLE PLASTIC FOLDING TABLE	N/A	NONE	NONE
14	NONE	METAL FRAM CUSHIONED FOLDING CHAIR	N/A	NONE	NONE
2	NONE	SILVER METAL FRAME CHAIRS WITH BLUE CUSHION	N/A	NONE	NONE
2	NONE	WOOD HORIZONTAL FILING CABINET	N/A	NONE	NONE
7	NONE	TALL METAL LIGHT TAN 2 DOOR STORAGE CABINET	N/A	NONE	NONE
1	NONE	METAL GREY 2 DOOR STORAGE CABINET	N/A	NONE	NONE
1	NONE	SHORT METAL LIGHT TAN 2 DOOR STORAGE CABINET	N/A	NONE	NONE
1	NONE	TALL METAL BLACK 2 DOOR STORAGE CABINET	N/A	NONE	NONE
5	NONE	2 PIECE RECTANGLE "L" SHAPE CHERRY WOOD COMPUTER DESK	N/A	NONE	NONE
2	NONE	2 PIECE RECTANGLE "L" SHAPE CHERRY WOOD WITH BLACK SIDES COMPUTER DESK	N/A	NONE	NONE
13	NONE	2 PIECE "L" SHAPED CHERRY WOOD COMPUTER DESK WITH WALL HUTCH	N/A	NONE	NONE
1	NONE	SINGLE RECTANGLE LIGHT TAN METAL FRAME DESK WITH WOOD TOP	N/A	NONE	NONE
2	NONE	2 PIECE "L" SHAPED COMPUTER DESK CHERRY WOOD TOP WITH GREY SIDES AND FILING STORAGE ON EACH SIDE	N/A	NONE	NONE
1	NONE	NARROW RECTANGLE METAL FRAME WOOD FOLDING TABLE	N/A	NONE	NONE
1	NONE	SINGLE RECTANGLE WOOD TOP AND METAL BLACK FRAME COMPUTER TABLE	N/A	NONE	NONE
2	NONE	SINGLE RECTANGLE WOOD COMPUTER DESK WITH STORAGE DRAWERS ON EACH SIDE AND GLASS TOP	N/A	NONE	NONE

**SURPLUS EQUIPMENT
FEBRUARY 21, 2017**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	NONE	2 PIECE "L" SHAPPED WOOD COMPUTER DESK WITH STORAGE ON EACH SIDE	N/A	NONE	NONE
2	NONE	SINGLE RECTANGLE WOOD COMPUTER DESK WITH WALL HUTCH AND STORAGE ON EACH SIDE	N/A	NONE	NONE
1	NONE	VERTICAL TABLE WITH SINGLE DRAWER AND STORAGE SPACE ON WHEELS	N/A	NONE	NONE
5	NONE	BLACK METAL FRAME WITH RED CUSHION CHAIR	N/A	NONE	NONE
1	NONE	RECTANGLE DARK WOOD COFFE TABLE	N/A	NONE	NONE
2	NONE	SINGLE LEATHER BLACK CUSHION CHAIR	N/A	NONE	NONE
1	NONE	3 PIECE "U" SHAPPED BLACK METAL FRAME AND GREY TOB COMPUTER DESK WITH WALL HUTCH	N/A	NONE	NONE
1	NONE	SINGLE METAL FRAME WOOD TOP TABLE WITH FOLD DOWN SIDES	N/A	NONE	NONE
1	NONE	2 DRAWER VERTICAL GREY FILING CABINET	N/A	NONE	NONE
3	NONE	RECTANGLE WOOD COMPUTER DESK WITH STORAGE ON EACH SIDE	N/A	NONE	NONE
1	NONE	RECTANGLE BLACK FRAME WOOD TOP TABLE	N/A	NONE	NONE
3	NONE	RECTANGLE CHERRY WOOD COMPUTER DESK WITH STORAGE ON EACH SIDE	N/A	NONE	NONE
3	NONE	2 PIECE "L" SHAPPED CHERRY WOOD TOP AND METAL BLACK FRAME COMPUTER TABLE WITH WALL HUTCH AND STORAGE ON EACH SIDE	N/A	NONE	NONE
2	NONE	TALL FLOOR LAMP LIGHTS	N/A	NONE	NONE
2	NONE	COAT RACK	N/A	NONE	NONE
2	NONE	SQUARE WOOD COFFE TABLE	N/A	NONE	NONE
1	NONE	PLASTIC GREY SINGLE DRAWER FILING CABINET WITH STORAGE	N/A	NONE	NONE
2	NONE	2 DRAWER VERTICAL WOOD FILING CABINET	N/A	NONE	NONE

**SURPLUS EQUIPMENT
FEBRUARY 21, 2017**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	NONE	MULTI-PATTERN PRINT COUCH	N/A	NONE	NONE
1	NONE	5 PIECE "U" SHAPPED OFF WHITE AND WOOD COMPUTER DESK WITH COUNTER	N/A	NONE	NONE
1	NONE	RECTANGLE GREY TOP AND BLACK FRAME TABLE	N/A	NONE	NONE
1	NONE	RECTANGLE CHERRY WOOD TOP QAND SILVER METAL FRAME TABLE	N/A	NONE	NONE
4	NONE	WOOD FRAME AND RED LEATHER CHAIR	N/A	NONE	NONE
1	NONE	SQUARE WOOD 3 DRAWER AND STORAGE TABLE	N/A	NONE	NONE
1	NONE	SINGLE RECTANGLE WOOD COMPUTER DESKW TIH STORGAE ON EACH SIDE	N/A	NONE	NONE
1	NONE	2 DOOR WOOD STORAGE CABINET	N/A	NONE	NONE
1	NONE	2 DRAWER HORIZONTAL CHERRY WOOD AND GREY FILING CABINET	N/A	NONE	NONE
1	NONE	8FT WOOD AND METAL FRAME FOLDING TABLE	N/A	NONE	NONE
1	NONE	SHORT 2 DOOR BLACK METAL STORAGE CABINET ON WHEELS	N/A	NONE	NONE
1	NONE	SHORT 2 DOOR SILVER STORAGE CABINET ON WHEELS	N/A	NONE	NONE
2	NONE	BLACK FOLDING CHAIR WITH GREY CUSHION	N/A	NONE	NONE
1	NONE	2 SHELF CHERRY WOOD STORAGE ON WHEELS	N/A	NONE	NONE
1	NONE	BLACK LEATHER COUCH	N/A	NONE	NONE
1	NONE	3 PIECE "U" SHAPPED LIGHT WOOD TOP AND CHERRY WOOD SIDES COMPUTER DESK WITH WAL HUTCH AND STORAGE ON EACH SIDE	N/A	NONE	NONE
1	NONE	2 DOOR CHERRY WOOD FILING CABINET WITH 2 GLASS DOOR CABINET ON TOP	N/A	NONE	NONE
1	NONE	BLACK METAL FRAME CHAIR WITH TEAL CUSHION	N/A	NONE	NONE

**SURPLUS EQUIPMENT
FEBRUARY 21, 2017**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	NONE	SINGLE RECTANGLE CHERRY WOOD COMPUTER DESK WITH PULL OUT KEYBOARD HOLDER	N/A	NONE	NONE
3	NONE	SINGLE RECTANGLE CHERRY WOOD COMPUTER DESK WITH STORAGE ON EACH SIDE	N/A	NONE	NONE
1	NONE	6 PIECE "U" SHAPPED CHERRY WOOD WITH LIGHT WOOD TOP AND WALL HUTCH WITH STORAGE ON EACH SIDE	N/A	NONE	NONE
1	NONE	2 DRAWER HORIZONTAL CHERRY WOOD AND LIGHT WOOD TOP FILING CABINET	N/A	NONE	NONE
2	NONE	2 DRAWER WOOD HORIZONTAL FILING CABINET	N/A	NONE	NONE
3	NONE	2 DOOR METAL OFF WHITE STORAGE CABINET WITH 2 DRAWER FILING ON BOTTOM	N/A	NONE	NONE
1	NONE	SINGLE RECTANGLE CHERRY WOOD DESK WITH SOTRAGE ON ONE SIDE	N/A	NONE	NONE
1	NONE	3 PIECE "L" SHAPPED WOOD TOP AND BLACK MEATAL FRAME COMPUTER DEK WITH STORAGE ON EACH SIDE	N/A	NONE	NONE
2	NONE	SILVER METAL FRAME WITH BLACK CUSHIOON CHAIR	N/A	NONE	NONE
5	NONE	BURGUNDY LEATHER CHAIR	N/A	NONE	NONE
7	NONE	BLACK FRAME CHAIR WITH GREY CUSHION	N/A	NONE	NONE
1	NONE	3 PIECE "U" SHAPPED CHERRY WOOD COMPUTER DESK WITH WALL HUTCH AND STORAGE ON EACH SIDE	N/A	NONE	NONE
1	NONE	RECTANGLE BLACK METAL FRAME COMPUTER DESK WITH WOOD TOP	N/A	NONE	NONE

**SURPLUS EQUIPMENT
FEBRUARY 21, 2017**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
2	NONE	2 PIECE "L" SHAPPED COMPUTER DESK WITH WALL HUTCH AND SIDE STORAGE WITH GLASS DOORS.	N/A	NONE	NONE
1	NONE	2 PIECE "L" SHAPPED CHERRY WOOD COMPUTER DESK WITH GLASS TOP	N/A	NONE	NONE
1	NONE	TEAL COUCH	N/A	NONE	NONE
1	NONE	RECTANGLE WOOD TOP TABLE WITH SILVER METAL FRAME	N/A	NONE	NONE
1	NONE	TALL 2 DOOR BLACK METAL STORAGE CABINET	N/A	NONE	NONE
1	NONE	6 FT RECTANGLE BLACK FOLDING TABLE	N/A	NONE	NONE
1	NONE	2 DRAWER CHERRY WOOD HORIZONTAL FILING CABINET WITH 2 SHELF HUTCH ON TOP	N/A	NONE	NONE
1	NONE	SILVER/BLACK END TABLE	N/A	NONE	NONE
1	NONE	RECTANGLE WOOD COMPUTER DESK WITH STORAGE ON ONE SIDE AND PULL OUT KEYBOARD SHELF	N/A	NONE	NONE
1	NONE	2 PIECE CHEEY WOOD "L" SHAPPED COMPUTER DESK WITH STORAGE ON EACH SIDE AND GLASS TOP	N/A	NONE	NONE
3	NONE	2 DRAWER CHERRY WOOD VERTICAL FILING CABINET	N/A	NONE	NONE
2	NONE	RECTANGLE BLACK COMPUTER DESK WITH SINGLE DRAWER AND PULL OUT KEYBOARD TRAY	N/A	NONE	NONE
1	NONE	RECTANGLE CHERRY WOOD COMPUTER DESK WITH GLASS TOP	N/A	NONE	NONE
2	NONE	SQUARE BLACK WOOD TOP METAL FRAME END TABLES	N/A	NONE	NONE

Agenda Item (VI-B-8-b)

Meeting	2/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
Subject	Notices of Completion
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees 1) accept the projects listed on the attachment as complete, and 2) approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).

Background Narrative:

Facilities & Facilities Planning & Development staff reports that the projects listed on the attachment are now complete.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Beth Gomez, Vice President, Business Services, Norco College
Majd Askar, Director of Business Services

Attachments:

[02212017_Notices of Completion](#)

COMPLETED PROJECTS

February 21, 2017

Project

CAADO – P2 Constuction – Sheet Metal

Air Conditioning Unit Replacement at Norco College

Contractor

Letner Roofing, Co.

AMP Mechanical, Inc.

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

Name **Aaron S. Brown**
Business and Financial Services
Street Address **3801 Market Street**
City & State **Riverside, CA 92501**

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 3801 Market Street, Riverside, CA 92501
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 02/21/2017. The work done was:
Culinary Arts Academy & District Offices-P2 Construction - Sheet Metal DSA #04-112789
- The name of the contractor, if any, for such work of improvement was _____
Letner Roofing Co.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 3890 University Ave, Riverside, CA 92501
(If no street address has been officially assigned, insert "none")

Dated: 02/21/2017

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.
(*President of,* *Manager of,* *A partner of,* *Owner of,* etc.)
I declare under penalty of perjury that the foregoing is true and correct.

Executed on February 22, 20 17, at Riverside, California.
(Date of signature) (City where signed)

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

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

Name **Aaron S. Brown**
Business and Financial Services
Street Address **3801 Market Street**
City & State **Riverside, CA 92501**

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- The full address of the owner is 3801 Market Street, Riverside, CA 92501
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 02/21/2017. The work done was:
Air Conditioning Unit Replacement at Norco College
- The name of the contractor, if any, for such work of improvement was _____
AMP Mechanical, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Norco, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 02/21/2017

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown, the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on February 22, 20 17, at Riverside, California.

(Date of signature)

(City where signed)

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

Agenda Item (VII-A)

Meeting 2/21/2017 - Regular

Agenda Item Consent Agenda Information (VII-A)

Subject CCFS-311Q – Quarterly Financial Status Report for the 2nd Quarter Ended December 31, 2016

College/District District

Information Only

Background Narrative:

See the attached CCFS-311Q – Quarterly Financial Status Report for the 2nd Quarter ended December 31, 2016.

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

Attachments:

[02212017_ CCFS-311Q Financial Status Report \(2nd Quarter\)](#)

CCFS-311Q – Quarterly Financial Status Report Background Narrative December 31, 2016

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: 2016-2017

Quarter Ended: (Q2) Dec 31, 2016

District: (960) RIVERSIDE

Your Quarterly Data is ready for certification.
Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name: Aaron S. Brown

CBO Phone: Use format 999-555-1212
951-222-8789

CBO Signature: *Maria On* on behalf of Aaron Brown
Date Signed: 2/14/17

District Contact Person

Name: Melissa Elwood

Title: Controller

Telephone: Use format 999-555-1212
951-222-8041

Chief Executive Officer Name: Dr. Michael Burke

Fax: Use format 999-555-1212
951-222-8021

CEO Signature: *[Signature]*
Date Signed: 2-14-17

E-Mail: melissa.elwood@rccd.edu

On behalf of Michael L. Burke

Electronic Cert Date:

Certify This Quarter

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:
Christine Atalig (916)327-5772 atalig@cccco.edu or Tracy Britten (916)324-9794 tbritten@cccco.edu

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

CHANGE THE PERIOD

Fiscal Year: 2016-2017

Quarter Ended: (Q2) Dec 31, 2016

District: (960) RIVERSIDE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	142,471,581	152,045,454	186,539,851	177,626,245
A.2	Other Financing Sources (Object 8900)	-1,360,199	-734,910	-1,980,844	-1,192,211
A.3	Total Unrestricted Revenue (A.1 + A.2)	141,111,382	151,310,544	184,559,007	176,434,034
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	137,015,538	147,166,125	161,174,821	199,004,963
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,288,493	1,626,406	1,500,045	2,862,955
B.3	Total Unrestricted Expenditures (B.1 + B.2)	140,304,031	148,792,531	162,674,866	201,867,918
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	807,351	2,518,013	21,884,141	-25,433,884
D.	Fund Balance, Beginning	10,926,707	11,734,058	14,252,071	36,136,212
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	10,926,707	11,734,058	14,252,071	36,136,212
E.	Fund Balance, Ending (C. + D.2)	11,734,058	14,252,071	36,136,212	10,702,328
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	8.4%	9.6%	22.2%	5.3%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	26,400	27,660	28,682	29,501
-----	--	--------	--------	--------	--------

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

	Description	As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-2017
H.1	Cash, excluding borrowed funds		29,070,727	44,748,981	65,403,055
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	21,891,055	29,070,727	44,748,981	65,403,055

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	177,626,245	177,626,245	83,978,924	47.3%
I.2	Other Financing Sources (Object 8900)	-1,192,211	-1,192,211	-487,370	40.9%
I.3	Total Unrestricted Revenue (I.1 + I.2)	176,434,034	176,434,034	83,491,554	47.3%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	199,057,873	199,004,963	75,241,106	37.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,810,045	2,862,955	2,720,023	95%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	201,867,918	201,867,918	77,961,129	38.6%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-25,433,884	-25,433,884	5,530,425	
L.	Adjusted Fund Balance, Beginning	36,136,212	36,136,212	36,136,212	
L.1	Fund Balance, Ending (C. + L.2)	10,702,328	10,702,328	41,666,637	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	5.3%	5.3%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
			Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
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? **NO**
This year? **NO**
Next year? **NO**

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL FUND REVENUE AND EXPENDITURE REPORT
FOR THE PERIOD ENDED December 31, 2016**

Cash Position - Unrestricted and Restricted

	YTD Activity
Beginning Cash, July 1, 2016	\$ 56,086,735
Net Change in Accounts Receivables	9,520,228
Net Change in Accounts Payables	(22,151,183)
Revenue and Other Financial Sources	119,239,985
Expenditures and Other Outgo	(97,292,710)
Ending Cash, December 31, 2016	<u>\$ 65,403,055</u>

Budget and Actual Activity - Unrestricted

	Adopted Budget	Revised Budget	YTD Activity
Revenues			
Federal	\$ 196,606	\$ 196,606	\$ 14,074
State	123,591,138	123,591,138	63,263,392
Local	53,838,501	53,838,501	20,701,458
Total Revenues	<u>177,626,245</u>	<u>177,626,245</u>	<u>83,978,924</u>
Other Financing Sources	<u>(1,192,211)</u>	<u>(1,192,211)</u>	<u>(487,370)</u>
Total Revenues	<u>176,434,034</u>	<u>176,434,034</u>	<u>83,491,554</u>
Expenditures			
Academic Salaries	\$ 76,460,042	\$ 76,374,301	\$ 32,233,358
Classified Salaries	33,604,181	33,564,408	15,148,832
Employee Benefits	46,833,444	46,829,302	19,146,675
Materials & Supplies	2,462,270	2,499,406	709,322
Services	38,537,195	38,352,243	7,511,499
Capital Outlay	1,160,741	1,385,303	491,419
Total Expenditures	<u>199,057,873</u>	<u>199,004,963</u>	<u>75,241,106</u>
Other Outgo - Objects	<u>2,810,045</u>	<u>2,862,955</u>	<u>2,720,023</u>
Total Expenditures and Other Outgo	<u>201,867,918</u>	<u>201,867,918</u>	<u>77,961,129</u>
Revenues Over (Under)			
Expenditures	\$ (25,433,884)	\$ (25,433,884)	\$ 5,530,425
Beginning Fund Balances	<u>36,136,212</u>	<u>36,136,212</u>	<u>36,136,212</u>
Ending Fund Balances	<u>\$ 10,702,328</u>	<u>\$ 10,702,328</u>	<u>\$ 41,666,637</u>
Contingency			
Unrestricted	\$ 9,802,328	\$ 9,802,328	\$ 40,766,637
Reserve	<u>900,000</u>	<u>900,000</u>	<u>900,000</u>
Total Contingency/Reserve	<u>\$ 10,702,328</u>	<u>\$ 10,702,328</u>	<u>\$ 41,666,637</u>

Agenda Item (VII-B)

Meeting 2/21/2017 - Regular
Agenda Item Consent Agenda Information (VII-B)
Subject Monthly Financial Report for Month Ending – January 31, 2017
College/District District
Information Only

Background Narrative:

See the attached monthly Financial Report for the period July 1, 2016 through January 31, 2017.

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

Attachments:

[02212017_Financial Report for July 2016 -Jan 2017](#)

MONTHLY FINANCIAL REPORT
JULY 1, 2016 – JANUARY 31, 2017

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2017**

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 7/1/15 to 6/30/16	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 184,678,639	\$ 175,382,613	\$ 175,382,613	\$ 106,392,707
Inter/Intrafund Transfer from				
Customized Solutions (Resource 1170)	5,232	0	0	0
District Bookstore (Resource 1110)	309,232	1,051,333	1,051,333	525,666
Total Revenues	\$ 184,993,103	\$ 176,433,946	\$ 176,433,946	\$ 106,918,373
Expenditures				
Academic Salaries	\$ 72,273,764	\$ 76,443,923	\$ 76,271,639	\$ 38,997,531
Classified Salaries	29,965,557	33,172,373	32,922,247	17,514,045
Employee Benefits	38,759,827	46,643,305	46,638,974	22,621,114
Materials & Supplies	1,791,958	2,404,807	2,467,232	839,098
Services	15,921,286	37,310,848	37,270,804	8,696,276
Capital Outlay	1,171,694	1,157,241	1,508,691	519,667
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	590,024	665,157	665,157	332,579
Center for Social Justice and Civil Liberties (Resource 1120)	149,847	168,706	168,706	84,353
Federal Work Study (Resource 1190)	312,250	348,265	348,265	65,984
Student Financial Assist (Resource 1190)	935,159	14,341	14,341	14,341
Veteran Services (Resource 1190)	2,493	4,842	4,842	4,842
Interfund Transfer to:				
Resource 4130	1,270,000	2,630,000	2,630,000	2,630,000
Total Expenditures	\$ 163,143,860	\$ 200,963,808	\$ 200,910,898	\$ 92,319,829
Revenues Over (Under) Expenditures	\$ 21,849,243	\$ (24,529,862)	\$ (24,476,952)	\$ 14,598,545
Beginning Fund Balance	14,667,941	36,517,184	36,517,184	36,517,184
Ending Fund Balance	\$ 36,517,184	\$ 11,987,322	\$ 12,040,232	\$ 51,115,729
Ending Cash Balance				\$ 53,269,924

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2017**

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>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,713,282	\$ 2,896,177	\$ 2,896,177	\$ 1,581,018
Expenditures				
Classified Salaries	\$ 1,651,936	\$ 1,548,043	\$ 1,548,043	\$ 916,922
Employee Benefits	618,606	566,546	566,546	288,114
Materials & Supplies	32,642	48,846	48,846	19,074
Services	706,917	851,183	851,183	395,638
Capital Outlay	120,262	219,340	219,340	80,232
Total Expenditures	\$ 3,130,363	\$ 3,233,958	\$ 3,233,958	\$ 1,699,979
Revenues Over (Under) Expenditures	\$ (417,082)	\$ (337,781)	\$ (337,781)	\$ (118,961)
Beginning Fund Balance	(36,982)	(454,063)	(454,063)	(454,063)
Ending Fund Balance	\$ (454,063)	\$ (791,844)	\$ (791,844)	\$ (573,025)
Ending Cash Balance				\$ (511,699)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2017**

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>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,517,810	\$ 1,480,500	\$ 1,480,500	\$ 756,677
Expenditures				
Academic Salaries	\$ 444,802	\$ 470,668	\$ 470,668	\$ 258,776
Classified Salaries	537,324	671,314	671,314	284,014
Employee Benefits	287,558	280,816	280,816	138,411
Materials & Supplies	72,637	115,030	135,030	58,505
Services	218,918	314,405	264,405	149,298
Capital Outlay	28,192	53,266	83,266	5,010
Total Expenditures	\$ 1,589,430	\$ 1,905,499	\$ 1,905,499	\$ 894,014
Revenues Over (Under) Expenditures	\$ (71,620)	\$ (424,999)	\$ (424,999)	\$ (137,336)
Beginning Fund Balance	2,189,378	2,117,758	2,117,758	2,117,758
Ending Fund Balance	\$ 2,117,758	\$ 1,692,759	\$ 1,692,759	\$ 1,980,421
Ending Cash Balance				\$ 1,915,241

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2017**

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>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 128,035	\$ 130,006	\$ 130,006	\$ 91,206
Expenditures				
Academic Salaries	\$ 2,674	\$ 0	\$ 0	\$ 515
Classified Salaries	103,119	103,798	103,798	64,647
Employee Benefits	27,008	26,891	26,891	8,522
Materials & Supplies	3,155	3,300	3,300	0
Services	42,177	42,716	42,716	16,926
Total Expenditures	\$ 178,133	\$ 176,705	\$ 176,705	\$ 90,611
Revenues Over (Under) Expenditures	\$ (50,098)	\$ (46,699)	\$ (46,699)	\$ 596
Beginning Fund Balance	(236,942)	(287,040)	(287,040)	(287,040)
Ending Fund Balance	\$ (287,040)	\$ (333,739)	\$ (333,739)	\$ (286,444)
Ending Cash Balance				\$ (281,102)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2017**

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>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 299,587	\$ 248,240	\$ 248,240	\$ 157,658
Intrafund Transfer from Performance Riverside (Resource 1090)	<u>275,000</u>	<u>275,000</u>	<u>275,000</u>	<u>137,500</u>
Total Revenues	<u>\$ 574,587</u>	<u>\$ 523,240</u>	<u>\$ 523,240</u>	<u>\$ 295,158</u>
Expenditures				
Academic Salaries	\$ 9,969	\$ 16,119	\$ 7,688	\$ 8,942
Classified Salaries	183,010	175,274	175,274	96,804
Employee Benefits	81,878	83,832	82,608	40,992
Materials & Supplies	20,513	24,013	22,013	1,893
Services	<u>190,261</u>	<u>198,450</u>	<u>210,105</u>	<u>173,737</u>
Total Expenditures	<u>\$ 485,630</u>	<u>\$ 497,688</u>	<u>\$ 497,688</u>	<u>\$ 322,369</u>
Revenues Over (Under) Expenditures	\$ 88,957	\$ 25,552	\$ 25,552	\$ (27,210)
Beginning Fund Balance	<u>(806,432)</u>	<u>(717,476)</u>	<u>(717,476)</u>	<u>(717,476)</u>
Ending Fund Balance	<u>\$ (717,476)</u>	<u>\$ (691,924)</u>	<u>\$ (691,924)</u>	<u>\$ (744,686)</u>
Ending Cash Balance				<u>\$ (731,801)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2017**

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 <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,106,055	\$ 1,101,270	\$ 1,101,270	\$ 500,343
Expenditures				
Services	\$ 43,600	\$ 43,600	\$ 43,600	\$ 21,800
Interfund Transfer to				
Food Services (Resource 3200)	155,045	105,045	105,045	52,523
Riverside - Early Childhood Services (Resource 3300)	75,000	75,000	75,000	37,500
Intrafund Transfer to				
Performance Riverside (Resource 1090)	275,000	275,000	275,000	137,500
General Operating (Resource 1000)	309,232	1,051,333	1,051,333	525,666
Total Expenditures	\$ 857,877	\$ 1,549,978	\$ 1,549,978	\$ 774,989
Revenues Over (Under) Expenditures	\$ 248,178	\$ (448,708)	\$ (448,708)	\$ (274,646)
Beginning Fund Balance	208,317	456,496	456,496	456,496
Ending Fund Balance	\$ 456,496	\$ 7,788	\$ 7,788	\$ 181,850
Ending Cash Balance				\$ 181,850

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2017**

Center for Social Justice and Civil Liberties is used to record the revenues and expenditures associated with operating the museum, archive, and educational center.

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

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 25,408	\$ 25,400	\$ 25,400	\$ 24
Intrafund Transfer from General Operating (Resource 1000)	<u>149,847</u>	<u>168,706</u>	<u>168,706</u>	<u>84,353</u>
Total Revenues	<u>\$ 175,255</u>	<u>\$ 194,106</u>	<u>\$ 194,106</u>	<u>\$ 84,377</u>
Expenditures				
Classified Salaries	\$ 57,746	\$ 89,436	\$ 43,504	\$ 0
Employee Benefits	34,397	60,424	39,167	0
Materials & Supplies	1,161	1,350	3,350	2,446
Services	72,106	50,849	116,038	70,939
Capital Outlay	<u>2,178</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 167,589</u>	<u>\$ 202,059</u>	<u>\$ 202,059</u>	<u>\$ 73,385</u>
Revenues Over (Under) Expenditures	\$ 7,667	\$ (7,953)	\$ (7,953)	\$ 10,991
Beginning Fund Balance	<u>5,468</u>	<u>13,134</u>	<u>13,134</u>	<u>13,134</u>
Ending Fund Balance	<u>\$ 13,134</u>	<u>\$ 5,181</u>	<u>\$ 5,181</u>	<u>\$ 24,126</u>
Ending Cash Balance				<u>\$ 24,894</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2017**

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 <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 336,463	\$ 773,216	\$ 773,216	\$ 41,859
Expenditures				
Academic Salaries	\$ 27,361	\$ 0	\$ 0	\$ 0
Classified Salaries	147,643	152,736	152,736	89,096
Employee Benefits	82,611	79,416	79,416	37,958
Materials & Supplies	3,593	30,150	30,150	851
Services	322,162	941,581	941,581	296,797
Capital Outlay	0	3,500	3,500	0
Intrafund Transfer For:				
General Fund (Resource 1000)	5,232	0	0	0
Total Expenditures	\$ 588,602	\$ 1,207,383	\$ 1,207,383	\$ 424,701
Revenues Over (Under) Expenditures	\$ (252,139)	\$ (434,167)	\$ (434,167)	\$ (382,842)
Beginning Fund Balance	419,187	167,047	167,047	167,047
Ending Fund Balance	\$ 167,047	\$ (267,120)	\$ (267,120)	\$ (215,794)
Ending Cash Balance				\$ (299,760)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,900,184	\$ 1,889,750	\$ 1,889,750	\$ 1,113,269
Expenditures				
Services	\$ 399,386	\$ 567,283	\$ 567,283	\$ 165,396
Capital Outlay	6,292,424	3,307,759	3,307,759	205,689
Total Expenditures	\$ 6,691,810	\$ 3,875,042	\$ 3,875,042	\$ 371,085
Revenues Over (Under) Expenditures	\$ (4,791,626)	\$ (1,985,292)	\$ (1,985,292)	\$ 742,184
Beginning Fund Balance	9,478,952	4,687,326	4,687,326	4,687,326
Ending Fund Balance	\$ 4,687,326	\$ 2,702,034	\$ 2,702,034	\$ 5,429,511
Ending Cash Balance				\$ 5,451,976

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
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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 <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 38,680,461	\$ 66,181,065	\$ 79,304,784	\$ 35,740,432
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	590,024	665,157	665,157	332,579
For Federal Work Study	312,250	348,265	348,265	65,984
For Student Financial Assistance	935,159	14,341	14,341	14,341
For Veteran Services	2,493	4,842	4,842	4,842
Total Revenues	<u>\$ 40,520,387</u>	<u>\$ 67,213,670</u>	<u>\$ 80,337,389</u>	<u>\$ 36,158,177</u>
Expenditures				
Academic Salaries	\$ 5,711,215	\$ 5,723,575	\$ 7,745,554	\$ 3,514,004
Classified Salaries	12,024,211	13,445,870	15,398,069	7,332,238
Employee Benefits	5,518,636	7,336,824	8,593,675	2,995,013
Materials & Supplies	1,986,137	8,161,523	8,340,188	663,930
Services	10,493,423	26,100,298	32,933,742	3,776,841
Capital Outlay	3,438,172	5,003,132	5,874,801	867,940
Student Grants (Financial, Book, Meal, Transportation)	1,348,594	1,442,448	1,451,360	553,373
Total Expenditures	<u>\$ 40,520,387</u>	<u>\$ 67,213,670</u>	<u>\$ 80,337,389</u>	<u>\$ 19,703,339</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 16,454,839
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>\$ 16,454,839</u>
Ending Cash Balance				<u>\$ 15,381,018</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2017**

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

Fund 32, Resource 3200 - Food Services

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 2,882,332	\$ 2,991,142	\$ 2,991,142	\$ 1,481,837
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>155,045</u>	<u>105,045</u>	<u>105,045</u>	<u>52,523</u>
Total Revenues	<u>\$ 3,037,377</u>	<u>\$ 3,096,187</u>	<u>\$ 3,096,187</u>	<u>\$ 1,534,360</u>
Expenditures				
Classified Salaries	\$ 996,803	\$ 1,079,578	\$ 1,079,578	\$ 591,553
Employee Benefits	327,407	415,765	415,765	190,049
Materials & Supplies	1,255,366	1,283,711	1,283,711	656,803
Services	228,461	226,450	226,450	110,397
Capital Outlay	<u>16,462</u>	<u>36,809</u>	<u>36,809</u>	<u>12,530</u>
Total Expenditures	<u>\$ 2,824,499</u>	<u>\$ 3,042,313</u>	<u>\$ 3,042,313</u>	<u>\$ 1,561,333</u>
Revenues Over (Under) Expenditures	\$ 212,878	\$ 53,874	\$ 53,874	\$ (26,973)
Beginning Fund Balance	<u>773,365</u>	<u>986,243</u>	<u>986,243</u>	<u>986,243</u>
Ending Fund Balance	<u>\$ 986,243</u>	<u>\$ 1,040,117</u>	<u>\$ 1,040,117</u>	<u>\$ 959,270</u>
Ending Cash Balance				<u>\$ 954,278</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2017**

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>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,354,718	\$ 1,344,975	\$ 1,344,975	\$ 703,619
Interfund Transfer from Contractor-Operated Bookstore (Resource 1110)	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>37,500</u>
Total Revenues	<u>\$ 1,429,718</u>	<u>\$ 1,419,975</u>	<u>\$ 1,419,975</u>	<u>\$ 741,119</u>
Expenditures				
Academic Salaries	\$ 635,449	\$ 696,611	\$ 696,611	\$ 304,634
Classified Salaries	279,469	390,388	390,388	221,527
Employee Benefits	160,760	255,089	255,089	67,478
Materials & Supplies	44,624	55,411	55,411	14,625
Services	63,052	66,569	66,569	25,890
Capital Outlay	<u>48,801</u>	<u>40,000</u>	<u>40,000</u>	<u>360</u>
Total Expenditures	<u>\$ 1,232,156</u>	<u>\$ 1,504,068</u>	<u>\$ 1,504,068</u>	<u>\$ 634,514</u>
Revenues Over (Under) Expenditures	\$ 197,562	\$ (84,093)	\$ (84,093)	\$ 106,604
Beginning Fund Balance	<u>601,631</u>	<u>799,193</u>	<u>799,193</u>	<u>799,193</u>
Ending Fund Balance	<u>\$ 799,193</u>	<u>\$ 715,100</u>	<u>\$ 715,100</u>	<u>\$ 905,797</u>
Ending Cash Balance				<u>\$ 917,034</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2017**

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 4390).

Fund 41, Resource 4100 - State Construction & Scheduled Maintenance

	Prior Year Actuals 7/1/15 to 6/30/16	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,285,244	\$ 7,736,992	\$ 7,611,024	\$ 6,059,057
Interfund Transfer from General Obligation Bond Funded Projects (Resource 4390)	20,950	0	0	0
Total Revenues	<u>\$ 2,306,194</u>	<u>\$ 7,736,992</u>	<u>\$ 7,611,024</u>	<u>\$ 6,059,057</u>
Expenditures				
Classified Salaries	\$ 597	\$ 0	\$ 0	\$ 0
Employee Benefits	57	0	0	0
Services	6,707	0	0	15,904
Capital Outlay	2,266,785	7,736,992	7,611,024	843,028
Total Expenditures	<u>\$ 2,274,147</u>	<u>\$ 7,736,992</u>	<u>\$ 7,611,024</u>	<u>\$ 858,932</u>
Revenues Over (Under) Expenditures	\$ 32,048	\$ 0	\$ 0	\$ 5,200,125
Beginning Fund Balance	12,422	44,470	44,470	44,470
Ending Fund Balance	<u>\$ 44,470</u>	<u>\$ 44,470</u>	<u>\$ 44,470</u>	<u>\$ 5,244,595</u>
Ending Cash Balance				<u>\$ 5,188,425</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2017**

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>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 10,556	\$ 10,000	\$ 10,000	\$ 9,963
Inter/Intrafund Transfer from General Operating (Resource 1000)	<u>1,270,000</u>	<u>2,630,000</u>	<u>2,630,000</u>	<u>2,630,000</u>
Total Revenues	<u>\$ 1,280,556</u>	<u>\$ 2,640,000</u>	<u>\$ 2,640,000</u>	<u>\$ 2,639,963</u>
Expenditures				
Capital Outlay	<u>\$ 9,400,891</u>	<u>\$ 2,849,109</u>	<u>\$ 2,849,109</u>	<u>\$ 722,184</u>
Total Expenditures	<u>\$ 9,400,891</u>	<u>\$ 2,849,109</u>	<u>\$ 2,849,109</u>	<u>\$ 722,184</u>
Revenues Over (Under) Expenditures	\$ (8,120,335)	\$ (209,109)	\$ (209,109)	\$ 1,917,779
Beginning Fund Balance	<u>8,510,141</u>	<u>389,806</u>	<u>389,806</u>	<u>389,806</u>
Ending Fund Balance	<u>\$ 389,806</u>	<u>\$ 180,697</u>	<u>\$ 180,697</u>	<u>\$ 2,307,585</u>
Ending Cash Balance				<u>\$ 2,817,917</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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General Obligation Series 2015E Capital Appreciation Bonds were established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

Fund 43, Resource 4390 - GO Bond Series 2015E Capital Appreciation Bonds

	Prior Year Actuals 7/1/15 to 6/30/16	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 49,515	\$ 130,000	\$ 130,000	\$ 23,056
Proceeds from General Obligation Bond Series 2015E	44,817,527	0	0	0
Total Revenues	\$ 44,867,042	\$ 130,000	\$ 130,000	\$ 23,056
Expenditures				
Classified Salaries	\$ 403,434	\$ 741,939	\$ 741,939	\$ 172,738
Employee Benefits	187,774	377,672	377,672	64,839
Materials & Supplies	1,531	0	1,530	1,533
Services	188,517	252,728	252,728	66,036
Capital Outlay	34,901,350	21,090,284	21,088,754	852,419
Total Expenditures	\$ 35,682,605	\$ 22,462,623	\$ 22,462,623	\$ 1,157,565
Revenues Over (Under) Expenditures	\$ 9,184,437	\$ (22,332,623)	\$ (22,332,623)	\$ (1,134,509)
Beginning Fund Balance	945,022	10,129,460	10,129,460	10,129,460
Ending Fund Balance	\$ 10,129,460	\$ (12,203,163)	\$ (12,203,163)	\$ 8,994,951
Ending Cash Balance				\$ 10,193,525

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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 FOR THE PERIOD ENDED JANUARY 31, 2017**

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 7/1/15 to 6/30/16	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 7,358,980	\$ 9,498,791	\$ 9,498,791	\$ 5,507,582
Expenditures				
Classified Salaries	\$ 79,697	\$ 109,341	\$ 109,341	\$ 63,260
Employee Benefits	35,774	40,390	40,390	21,956
Services	5,574,042	8,599,069	8,599,069	3,745,660
Total Expenditures	\$ 5,689,513	\$ 8,748,800	\$ 8,748,800	\$ 3,830,876
Revenues Over (Under) Expenditures	\$ 1,669,467	\$ 749,991	\$ 749,991	\$ 1,676,706
Beginning Fund Balance	(1,080,107)	589,360	589,360	589,360
Ending Fund Balance	\$ 589,360	\$ 1,339,351	\$ 1,339,351	\$ 2,266,066
Ending Cash Balance				\$ 2,781,806

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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>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,465,755	\$ 706,887	\$ 706,887	\$ 388,260
Expenditures				
Classified Salaries	\$ 238,229	\$ 430,643	\$ 430,643	\$ 140,950
Employee Benefits	89,196	222,306	222,306	49,699
Materials & Supplies	5,804	24,179	24,179	3,660
Services	1,691,343	1,938,445	1,938,445	903,810
Capital Outlay	0	20,025	20,025	9,622
Total Expenditures	\$ 2,024,572	\$ 2,635,598	\$ 2,635,598	\$ 1,107,741
Revenues Over (Under) Expenditures	\$ (558,817)	\$ (1,928,711)	\$ (1,928,711)	\$ (719,481)
Beginning Fund Balance	3,907,285	3,348,468	3,348,468	3,348,468
Ending Fund Balance	\$ 3,348,468	\$ 1,419,757	\$ 1,419,757	\$ 2,628,987
Ending Cash Balance				\$ 5,038,777

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,041,047	\$ 1,383,294	\$ 1,383,294	\$ 456,677
Expenditures				
Academic Salaries	\$ 0	\$ 895	\$ 895	\$ 0
Classified Salaries	91,627	181,920	181,920	54,162
Employee Benefits	32,579	97,733	97,733	19,117
Materials & Supplies	4,391	3,490	3,490	92
Services	954,866	1,736,982	1,736,982	1,010,305
Capital Outlay	2,678	6,500	6,500	0
Total Expenditures	\$ 1,086,140	\$ 2,027,520	\$ 2,027,520	\$ 1,083,676
Revenues Over (Under) Expenditures	\$ 954,906	\$ (644,226)	\$ (644,226)	\$ (626,999)
Beginning Fund Balance	288,426	1,243,332	1,243,332	1,243,332
Ending Fund Balance	\$ 1,243,332	\$ 599,106	\$ 599,106	\$ 616,333
Ending Cash Balance				\$ 1,133,948

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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Internal Services Fund - OPEB Liability is used to account for the funds accumulated to address future retiree health benefits that are transferred to an irrevocable trust established with CalPERS - California Employees' Retiree Benefit Trust (CERBT).

Fund 69, Resource 6900 - Internal Services Fund - OPEB Liability

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 325,339	\$ 372,070	\$ 372,070	\$ 153,601
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 325,339	\$ 372,070	\$ 372,070	\$ 153,601
Beginning Fund Balance	0	325,339	325,339	325,339
Ending Fund Balance	\$ 325,339	\$ 697,409	\$ 697,409	\$ 478,939
Ending Cash Balance				\$ 478,939

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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>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 914,339	\$ 1,044,353	\$ 1,044,353	\$ 505,667
Expenditures				
Materials & Supplies	\$ 976,818	\$ 1,270,015	\$ 1,270,015	\$ 470,104
Total Expenditures	\$ 976,818	\$ 1,270,015	\$ 1,270,015	\$ 470,104
Revenues Over (Under) Expenditures	\$ (62,479)	\$ (225,662)	\$ (225,662)	\$ 35,563
Beginning Fund Balance	1,315,480	1,253,002	1,253,002	1,253,002
Ending Fund Balance	\$ 1,253,002	\$ 1,027,340	\$ 1,027,340	\$ 1,288,565
ASRCCD Trust Fund Ending Balance				\$ 1,257,761
Ending Cash Balance				\$ 2,529,627

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

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

Student Financial Aid

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 54,127,415	\$ 73,015,000	\$ 73,015,000	\$ 27,881,917
Expenditures				
Other				
Scholarships and Grant Reimbursements	\$ 54,122,866	\$ 73,015,000	\$ 73,015,000	\$ 26,690,537
Total Expenditures	\$ 54,122,866	\$ 73,015,000	\$ 73,015,000	\$ 26,690,537
Revenues Over (Under) Expenditures	\$ 4,550	\$ 0	\$ 0	\$ 1,191,380
Beginning Fund Balance	46,605	51,155	51,155	51,155
Ending Fund Balance	\$ 51,155	\$ 51,155	\$ 51,155	\$ 1,242,535
Ending Cash Balance				\$ 1,470,543

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8	\$ 8	\$ 8	\$ 4
Expenditures				
Services	\$ 71	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 71	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ (63)	\$ 8	\$ 8	\$ 4
Beginning Fund Balance	<u>16,237</u>	<u>16,174</u>	<u>16,174</u>	<u>16,174</u>
Ending Fund Balance	<u>\$ 16,174</u>	<u>\$ 16,182</u>	<u>\$ 16,182</u>	<u>\$ 16,178</u>
Ending Cash Balance				<u>\$ 16,178</u>

Agenda Item (VIII-B-1)

Meeting	2/21/2017 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-1)
Subject	Accreditation Midterm Report for Moreno Valley College
College/District	Moreno Valley
Funding	
Recommended Action	Recommend reviewing and accepting Moreno Valley College's Accreditation Midterm Report.

Background Narrative:

Institutions are required to submit to the Accrediting Commission for Community and Junior Colleges (ACCJC) a Midterm report midway between comprehensive evaluation visits. The report describes the progress and or resolution of recommendations made by the commission and the institution's self-identified actionable improvement plans along with an analysis of data trends. The college has completed its analysis of its plans and progress through an inclusive process that involved students, faculty, staff and administrators in preparation of its Midterm Report.

Prepared By: Irving Hendrick, Interim President, Moreno Valley College
Robin Steinback, VP, Academic Affairs

Attachments:

[MVC Midterm Report](#)

Moreno Valley College

Midterm Report



**MORENO
VALLEY
COLLEGE**

Submitted by:
Moreno Valley College
16130 Lasselle Street
Moreno Valley, CA 92551

Submitted to:
Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

Submitted March 15, 2017

Midterm Report

Certification of Accreditation Midterm Report, March 13, 2017

To: Accrediting Commission for Junior and Community Colleges,
Western Association for Schools and Colleges

From: Irving Hendrick, Interim President
Moreno Valley College
16130 Lasselle Street
Moreno Valley, CA 92551

We certify that there was broad participation and review by the Moreno Valley College community and believe this Report accurately reflects the nature and substance of this institution.

Signatures:

Virginia Blumenthal, President, Board of Trustees, Riverside Community College District

Michael L. Burke, Ph.D., Chancellor Riverside Community College District

Irving Hendrick, Ed.D., Interim President (CEO)

Robin L. Steinback, Ph.D., Vice President of Academic Affairs, Accreditation Liaison Officer

LaTonya Parker, President, Academic Senate

Andrew Graham, Vice President, California School Employees Association, Moreno Valley College

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Report Preparation and Timeline

In May 2016, Moreno Valley College's Strategic Planning Council was approved by the College President to serve as the College's Accreditation Steering Committee.

In March 2016, Moreno Valley College's Accreditation Liaison Officer (ALO) learned that the Faculty Accreditation Writer had been selected for a Study Abroad teaching assignment and began a search for a new editor. The search was unsuccessful, so on August 1, 2016, the Dean of Instruction assumed the role of editor under the direction of the Dean of Institutional Effectiveness. The ALO, Dean of Institutional Effectiveness (IE), editor, and Interim College President developed the [timeline below](#) on August 15, 2016.

Campus Communication: To ensure the entire campus community be informed of the Accreditation reporting process, introduction to reporting expectations for Midterm and Follow-up reports were presented as College Accreditation Forums. The first of three College forums was held on September 30. The second College forum was held November 4. A final College forum was conducted on February 10, 2017, which was attended by faculty, staff, managers, and students.

Report Drafts: An initial draft was prepared on September 22, 2016, and shared with College leadership. The Dean of Institutional Effectiveness presented a status update to the Strategic Planning Council on September 22 and to the President's Cabinet on September 27. An updated draft was published on the College's accreditation website on October 24. Updates to the President's Cabinet and Strategic Planning Council continued on October 25 and 27, respectively. The third (final) draft was published on the College's accreditation website on November 10.

Report Review & Approval: The President's Cabinet reviewed the document on November 15, followed by presentations at Strategic Planning Council (November 17, December 15, and January 27, 2017,) Academic Senate (November 21 and December 5,) the Associated Students of Moreno Valley College (November 21,) the Riverside Community College District (RCCD) Strategic Planning Council (January 27, 2017,) the RCCD Chancellor's Cabinet on January 30, 2017, and finally the Board of Trustees for final approval on February 21, 2017.

Response to the Commission's Recommendations

At the Accrediting Commission for Community and Junior Colleges (ACCJC) meeting held January 6-8, 2016, the Commission reviewed the Institutional Follow-Up report submitted in October 2015. The Commission found that Moreno Valley College had resolved deficiencies in District Recommendations 1 and 2 and College Recommendations 1, 2, 3, and 5 from the spring 2014 comprehensive evaluation. These findings were based on the October 2015 Follow-Up report, the previous Comprehensive Institutional Evaluation Report, with corresponding evidence, and the results of the ACCJC team visit on November 4-5, 2015. The Commission also found the College had addressed recommendation 6 to increase institutional effectiveness. The Commission required the College to submit a Follow-Up report regarding College Recommendation 4, which is due on March 15, 2017.

Moreno Valley College has taken sufficient steps to be in compliance to meet and address all College recommendations. This report provides updates on the recommendations that were previously addressed and provides evidence that the College has sustained and integrated processes regarding the two District and five College recommendations.

District Recommendations

District Recommendation 1

In order to meet standards, compile the various completed elements of technology planning into an integrated, comprehensive district technology plan that is accessible and transparent, including a disaster recovery plan and a plan to refresh aging and outdated technologies. Ensure that the district technology plan is based on input from the colleges and is in alignment with college planning processes. (Standards I.B.6 and III.C.2)

This recommendation was addressed satisfactorily in the October 2015 Follow-Up Report.

The Information Technology Strategic Council ([ITSC](#)), which consists of co-chairs of the college technology advisory groups and District Information Technology Services personnel, continues to meet on a monthly basis to discuss district-wide technology needs, including the status of the [District Technology Plan](#) and objectives for the current academic year. By the time of the Follow-Up Report, the ITSC had begun the process to work with each college's vice president of business services and the Vice Chancellor of Business and Financial Services to determine a financial sustainability strategy as the District and colleges implemented their technology plans.

At the beginning of fall 2016, the ITSC was in process of assessing the status of 2015-2016 academic year objectives (derived in large part from outstanding [IT Audit](#) concerns). At their September 2016 meeting, the Council compiled and prioritized a list of 2016-2017 objectives based on outstanding 2015-2016 objectives in addition to new items brought forward from the colleges' and District's technology plans for 2016-2017 (e.g., see MVC's minutes from the Technology Resources Advisory Group meeting from [November 3, 2015](#).)

Progress towards a more comprehensive disaster recovery plan continues (District Technology Continuity Plan, Appendix 3 of the District Technology Plan). One element of the Technology Continuity Plan has been completed, namely establishing network redundancies between college and district locations, ensuring that locations are connected to each other in more than one way in case of outage at any single site. Work on this alternate routing network has been completed at Norco College and continues at Riverside City College. Implementation of a second district-wide internet connection at Moreno Valley College was completed January 2017, providing additional access as well as increased capacity to the entire District. Professional services are being contracted to address this issue (see Network Bandwidth Status on page 3 of [ITSC's October 19, 2016 minutes](#).) In addition, data are being refreshed and updated between college sites on a nightly basis. Also, faculty and staff email has been migrated to Microsoft Office 365 to improve access and availability across the District and colleges.

Moving forward, the colleges' vice presidents for business services and the Vice Chancellor for Business and Financial Services continue to refine a financial sustainability strategy for technology replacement and enhancements.

District Recommendation 2

In order to meet standards, implement a plan to fund contributions to the District's other post-employment benefits (OPEB) obligation. (Standard III.D.3.c)

This recommendation was addressed satisfactorily in the October 2015 Follow-Up Report.

To address the Commission's recommendation regarding OPEB liability, a funding plan was developed. The plan consists of the following:

1. Effective July 1, 2015, establish an irrevocable trust to pay current retiree health costs and to accumulate funds for future costs to offset the OPEB liability;
2. Develop a rate to apply to every dollar of payroll, in all resources that have payroll, to cover the annual current cost ("pay-as-you-go") plus a minimum of \$250,000 annually to begin providing for future retiree health costs, including application of the rate to grant and categorical programs in accordance with the federal government's (i.e., the Office of Management and Budget's) [OMB Circular A-21](#) and the State Chancellor's Accounting Advisory, Governmental Accounting Board Statement No. 45—Accounting and Financial Reporting by Employers for Post-Employment Benefits Other than Pensions, and Governmental Accounting Standards Board [GASB 45](#);
3. Contribute investment earnings over time to the reduction of the outstanding OPEB liability, so that the total amount of District set aside and funds accumulated to pay for future retiree health costs will be limited to a maximum of 50% of the outstanding OPEB liability;
4. At least annually, transfer all funds provided by the retiree healthcare rate to the irrevocable trust;
5. Pay all retiree healthcare costs out of the irrevocable trust.

This proposal, discussed with the District Budget Advisory Council (DBAC) on [January 23, 2015](#) and on [February 27, 2015](#), was also vetted through each of the colleges' shared governance processes and reviewed by both the District Strategic Planning Council ([January 30, 2015 and March 13, 2015](#)) and the Chancellor's Cabinet (March 30, 2015). The final proposal was presented and discussed at the Trustees' [April 7, 2015 Resource Subcommittee meeting](#). The Board approved the proposal at its [April 21, 2015 meeting](#).

The District continues to implement its funding plan to ensure a reduction of its OPEB liability. An OPEB Committee was formed, with membership consisting of the Vice Chancellor of Business and Financial Services, a Faculty Association representative, a management representative, a Classified School Employees Association representative, and a community member. At the committee's initial meeting on January 6, 2016, the group chose an asset-allocation strategy for a \$250,000 investment per fiscal year. The committee recommended a moderately conservative plan with medium risk (Strategy 2) within the

CalPERS OPEB irrevocable trust. On September 12, 2016, the District OPEB Committee reviewed the trust's performance and set future meeting dates for a minimum of two times a year.

College Recommendations

College Recommendation 1

In order to meet the Standards, the team recommends that the College further articulate its goals and objectives in measurable terms, and assess progress toward achieving its goals systematically and on a regular cycle (Standards I.B.2, I.B.3).

This recommendation was addressed satisfactorily in the October 2015 Follow-Up Report.

Moreno Valley College has sustained its efforts to create goals, objectives, and strategies in measurable terms and continues to systematically assess progress towards achieving goals. The College produced three overarching plans since the Visiting Team's recommendation in 2014: the [2015-2018 Integrated Strategic Plan](#), the [Student Success and Support Programs Plan](#) and the [Student Equity Plan](#). Each of these documents identifies specific goals, strategies to achieve the goals, timelines for completion, and responsible parties.

The College has begun assessing its completion of the goals and objectives contained in its 2015-2018 Integrated Strategic Plan (ISP.) This assessment effort is led by a dedicated task force created by SPC as described in the next paragraph. Objectives that are identified in Integrated Strategic Plan are submitted by the appropriate subcommittee of the Strategic Planning Council (SPC) and forwarded to the SPC for submission to the College President. For example, analysis of the scope of work and the tasks identified in the ISP suggested benefits of consolidating the overlapping functions in Basic Skills, Student Support Services and Programs, and Student Equity committees. Therefore, SPC approved creating a joint committee, called the Student Success and Equity Committee, in its [March 2016 meeting](#) (and later approved by Academic Senate in [April 2016](#)) that would provide oversight and direction to these program areas and associated initiatives, while allowing the college to better align resources to support these collective efforts. Even though a joint committee has been created, each of these groups continues their individual annual program evaluation.

The SSSP, the Student Equity, and the Basic Skills plans require mandatory annual updates to the California Community Colleges Chancellor's Office. The College's responses for these annual updates describe the completion status of each objective and summarize the outcomes, progress and continues growth to attain the objectives. Other goals and objectives contained in College plans, such as the Integrated Strategic Plan are evaluated systematically. For example, during an SPC retreat in August 2016, a task force was formed to evaluate the degree to which the College had accomplished its strategic planning goals and strategies. The task force has reported its preliminary findings to SPC in October 2016 (see [minutes](#)) and recommended to prioritize the assessment of ISP through a qualitative approach. By implementing the use of focus groups as primary method, will enable the college community to engage in transparent and authentic conversations about ISP goals and action plans. The objectives are to (a) assess college movement towards meeting its goals and objectives detailed in the ISP, (b) detail accomplishment of action items and report progress,

completion, or efforts in planning, and (c) identify where ISP may be modified to ensure it is current, and reflective of student and college needs. These focus group sessions will help the College better understand and communicate the completion status of the 2015-2018 Integrated Strategic Plan strategies and goals.

To ensure broad communication of the College's progress towards institutional goals, information is communicated using several modalities. In addition to dialogue occurring in shared governance committees such as SPC and Academic Senate meetings, the College also holds public forums. In June 2015, the College held a [Budget forum](#) to review goals, funding priorities, and the outcomes of having an Integrated Resource and Planning Allocation tool.

The Mission and Institutional Effectiveness subcommittee agreed to assess a previously approved systematic process to ensure that the assessment of institutional goals occur on a regular and consistent basis. In [December 2015](#), the subcommittee began discussing the evaluation of College processes. The subcommittee reviewed and discussed models for Continuous Improvement Process and Flow such as the "Inventory of Continuous Improvement Processes." The subcommittee is continuing this work during the 2016-2017 academic year (see [minutes from October 6, 2016](#)).

The College has also improved its process for measuring and documenting the achievement of goals by integrating data and objectives into the Instructional and Student Services Annual Program Review (APR) process through a web-based platform, TracDat. The College has improved its integration of data into the APR process to facilitate analysis about objectives included in the College's Student Equity Plan and in the College's Institution Set Standards. To ensure the data are accessible in a visual analysis-ready format, the College has purchased a data visualization tool, Action Point. This purchase was made in response to [feedback from focus groups](#) consisting of the primary authors of the instructional Annual Program Reviews. Action Point is scheduled to be implemented in spring 2017 and it interfaces with our existing Annual Program Review Process in TracDat. The interface available function enables the systems to triangulate data, produce reports with most updated and available data. These will inevitably support the goal of engaging in data-driven decision making processes to support student equity and success rates.

To assess progress towards achieving goals, several data-related prompts are included in APRs. Examples include: student success and retention rates overall and also disaggregated into rates for students enrolled in transfer courses, CTE programs, and for students enrolled in Basic Skills courses; course success rates aggregated by discipline; and course success rates disaggregated by gender and ethnicity (see, for example, the [spring 2016 Music Annual Program Review](#)). APRs also include analysis from long-term College data trends from the Community College Survey of Student Engagement (CCSSE) and institutional set standards and goals. Program Review authors now must respond to several questions based on these data trends and on the institution standards included in the APRs. The College established a four-year rotation cycle for the analysis of institution set standards and goals and plans to rotate the Program Review questions each year. In 2016, the questions focused on degree and certificate completion and successful course completion rates in English as a Second

Language, Basic Skills, and Career and Technical Education courses. Data from the previous five years were provided to program review authors to contextualize trend data in the direction, or possible modifications, made to program of study.

Conclusion

Starting in May 2017, the College will publish the results of a comprehensive assessment of its progress towards accomplishing the one-year goals identified in the Institution Set Standards, one year after the goals were adopted by the Board of Trustees. The Institution Set Standards were approved by the College Strategic Planning Council [in March 2016](#) and by the [Board of Trustees in May 2016](#). Program Reviews will continue to serve an essential role in annual assessment.

College Recommendation 2

In order to meet the Standards, the team recommends that the College assess its planning and program review processes to ensure an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation (Standards I.B.6, I.B.7, III.A.6, III.B.2.b, III.B.6, III.B.7, III.C.2, III.D.4).

This recommendation was addressed satisfactorily in the October 2015 Follow-Up Report.

The College has sustained the practices previously outlined in the October 2015 Follow-Up Report related to assessing its planning, program review processes, and with integrating an evaluative processes to planning and resource allocation activities.

Assess planning and program review processes; ensure ongoing systematic evaluation cycle

The College continues to assess and make revisions to the Program Review planning processes. In 2015-16, notable improvements in quality of analysis of the provided data were made in the Program Review processes in Academic Affairs and in Student Services. Both areas continue to use TracDat software to create, edit, and update Program Reviews. Specific examples of sustained improvement in the Program Review and planning processes follow.

Student Services

In order to ensure widespread participation in developing resource allocation priorities, in accordance with the College planning [process](#), Student Services has institutionalized a Student Services Council to bolster its planning, resource allocation, and program review processes. Specifically, the Council prioritizes annual program review non-personnel requests, provides suggestions and input on personnel/hiring needs, and provides a venue for information sharing to promote effective communication across the Student Services Division. The Council is composed of the Vice President and three of each: students, staff, managers, and faculty. The Council began meeting in 2016, and in addition to reviewing data on overall student progress, also review and rank resource allocation requests.

In 2015-16, Student Services selected an administrative lead to volunteer to serve as the area's Program Review Coordinator. The coordinator assists authors of Program Reviews and shares informal feedback from authors about how to improve the Program Review document and process. One outcome of the student services Program Review Coordinator is the development of the [Program Review Matrix](#), which allows student services departments to assess the development of the mission and vision for each student services area. This process also helps to ensure efforts are aligned and integrated with the institution's mission and vision. The coordinator will work with the Office of Institutional Effectiveness to continue to improve overall outcomes and processes of evaluation.

Student Services also hosts various meetings and trainings throughout the year that focus on the development and assessment of student learning outcomes and the evaluation of goals, priorities, and the program review process. In August 2015, the Student Services Division hosted an off-campus Student Services [retreat](#) titled, "Assessing, Building & Implementing:

Enhancing the Student Experience at MVC.” Over 60 faculty, staff, administrators (from student services and instruction), and students attended the retreat. The objectives were to: 1) examine what we do through a wider lens and a different perspective than how we currently operate; 2) reflect, assess, and redefine our processes by identifying new possibilities and opportunities to enhance student success; and 3) gain a better understanding of ourselves, individually and collectively, to improve student success outcomes.

In addition, in August 2016, the Student Services Division held an off-campus [retreat](#) for student services managers. All nine student services managers attended this retreat. The objectives were to: 1) develop the mission and values for Student Services and align them with institutional mission; 2) develop individual and departmental goals to align with the institutional goals; 3) examine what we do through a wider lens and different perspective than how we currently operate; 4) reflect, assess, and redefine processes by identifying new opportunities to enhance student success. The outcomes of these on-going meetings and retreats allows the Student Services Division to assess its planning and program review processes to ensure an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation continue to strengthen its support of student success across the campus community.

Academic Affairs

In 2014-15, the College consolidated the functions of providing peer review of submitted Annual and Comprehensive (four-year) Program Reviews and evaluating the Program Review process into one committee, the Instructional Program Review Committee (IPRC; see item V.e in the [September 22, 2014, Academic Senate minutes](#)). The IPRC adopted a department-representation structure similar to the Academic Senate and associated subcommittees to ensure diverse academic representation is engaged. In 2015-16, the IPRC focused its fall efforts primarily upon reviewing the Comprehensive Program Reviews and the Program Review processes (see 2015 [checklist](#), [review form](#), [resource request form](#), [training manual](#), and minutes from [September 15, 2015](#)) and to assist with the Annual Program Reviews (APRs.) In spring 2016, IPRC reviewed APRs. Currently, during fall semesters, the IPRC reviews and provides feedback for all four-year Program Review, in support of the goal to approve and publish the Program Reviews. Forms (e.g., [checklist](#); [feedback](#)) were updated in fall 2016 based on assessment of the 2015-16 feedback process. During spring semesters, the IPRC conducts internal training and evaluation to provide assistance to programs that are beginning to write their Annual and Comprehensive Program Reviews.

Based on focus group [feedback](#) and on recommendations from the IPRC during regular meetings in 2015-16, the College improved how data are provided in Program Reviews. The Annual Program Review (APR) forms now include data and discussion questions related to Institutional Effectiveness goals and standards. Data were embedded into instructional APRs in TracDat and will be further strengthened through Action Point – a data visualization package – when it is implemented in spring 2017.

In May 2016, the Academic Affairs administrative team continues to offer administrative peer review and feedback sessions for program review drafts. These sessions occur during regularly scheduled Academic Affairs cabinet meetings.

Similarly, in spring 2016, the Vice President of Business Services and the business managers met to prioritize the Business Services priorities from Annual Program Reviews, and this list was forwarded to president's cabinet for consideration.

Integrated planning, resource allocation, implementation, and re-evaluation

The College continues to use integrated planning processes and allocating resources, as documented in the College's Integrated Resource and Planning Allocation (IRPA) document. IRPA was developed in 2014-15 as a means to collect all resource requests, view requests ranked priorities by department/program and associated planning council, provide rationale of said requests to Student Learning Outcomes and Service Area Outcomes. Other components of Program Review, strategic planning, and align these to available College funds. In 2015-16, approved funding decisions for (e.g., equipment, hiring additional personnel) continued to be based on priorities identified in IRPA after being prioritized by the appropriate planning councils. All of this is consistent with the College's resource allocation [process](#) was endorsed by the Academic Senate and Strategic Planning Council, and approved by the College President for implementation.

The College continues to evaluate and improve the IRPA document and associated processes as well as the communications associated with it. For example, in the Strategic Planning Council's Resources Subcommittee meeting on October 19, 2016, the Subcommittee discussed the requests and allocation processes, probed how the College can improve communication about allocation decisions, reviewed the IRPA document and how it may be improved. Of particular concern to the committee was the number of pending requests (614) in IRPA, the costs of these requests (\$22.7 million,) and the possibility that some of the requests may be duplicated efforts or no longer a need for the college.

Additional examples of integrated planning, resource allocation, implementation, and re-evaluation are described in detail in the Student Success and Support Program (SSSP) [plan](#) and Student Equity plan responses in the response to College Recommendation 6 below.

During the College's evaluation and assessment of the Integrated Strategic Plan, several participating members noticed much overlap between work performed by the Basic Skills Committee, the Student Equity Committee, and the SSSP workgroups. All three groups had overlapping goals, well-aligned strategies, but different committee composition. As a result, the College implemented a cooperative and collaborative single-committee structure to integrate the work. The first meeting of the Student Success and Equity Committee was held on October 4, 2016.

The College also continues to evaluate its planning documents. Some College plans, such as the SSSP plan, the Student Equity plan, and the Basic Skills plan require mandatory annual updates to the California Community Colleges Chancellor's Office. Other College plans, such as the Integrated Strategic Plan (ISP) are evaluated systematically. In fall 2016, the

Strategic Planning Council began its mid-term review of the 2015-18 Integrated Strategic Plan. An ISP Task Force was formed during an SPC retreat on [August 26, 2016](#). This task force provided feedback to SPC throughout the fall semester and in the January 2017 SPC retreat. (See, for example, [SPC's October 27, 2016 agenda](#).)

To ensure continuous improvement and processes are intricately connected to ongoing College practices, SPC holds bi-annual retreats since 2014, to review all College Plans included in the Integrated Strategic Plan. We also hold several administrative retreats to ensure data-driven conversations inform our decision making processes.

Conclusion

The College holds an ongoing process to assess its planning and program review processes. The College also has sustained its integrated planning and resource allocation processes as a formal mechanism to review its processes and tangible documents utilized to support assessment, evaluation, documentation, and systemic ways to continue strengthening authenticity towards continuous improvement.

College Recommendation 3

In order to meet the Standards, the team recommends that the College regularly assess learning outcomes for all courses and programs and include analysis of learning outcomes results in institutional planning processes (Standard II.A.2.e, II.A.2.f, II.A.2.a, II.A.2.b; II.A.2.e. II.A.2.f.).

This recommendation was addressed satisfactorily in the October 2015 Follow-Up Report.

The College continues to follow through on its assessment plans and actions described in the October 2015 Follow-Up report. As of January 6, 2017, the College increased the number of courses with ongoing Student Learning Outcome assessment to 91%, 458 of 504 active courses, in CurricUNET. Additionally, of the College’s 2552 SLO statements in active courses, 2114 (83%) have been assessed as part of an ongoing cycle. The College has also significantly increased the number of courses that have fully assessed all SLOs, as shown in Table 1.

Table 1: Status of SLO’s for Moreno Valley College

Report	2015 Annual report	2015 Follow-Up report	2016 Annual report	2017 Midterm report*
Courses with <u>some</u> SLOs assessed	65%	79%	89%	91%
Courses with <u>all</u> SLOs assessed		43%		77%

**Data for 2017 Midterm report based on assessment results reported on January 6, 2017. Additional assessment reports for courses offered in fall 2016 expected by February 28, 2017.*

In the 2015 Follow-Up report, the College reported that most of the classes without assessment were taught exclusively by part-time faculty. One strategy that likely resulted in increased assessment reporting is that in 2015, the Riverside Community College District and the RCCD Faculty Association ratified a new contract that included compensation for part-time faculty for completing assessment reports. (See [Agreement between RCCD and RCCD Faculty Association CCA/CTA/NEA](#) Article X.J.5, pages 24-25.) Additionally, the hiring of full-time tenure track faculty in the Administration of Justice program and the Fire Technology programs at the Ben Clark Training Center also resulted in the support to increase SLO assessments in areas that historically experienced few assessment reports. The College also began a directed information campaign of emails, phone calls, and in-person visits to increase assessment activities. A final key ingredient is the inclusion of mandatory SLO assessment dialog in the Annual Program Review process and the integration of resource allocation to Program Review requests directly informed by assessment plans and reported outcomes.

To improve efforts with Program Learning Outcomes assessment, the College has nearly completed its mapping between the learning outcomes in the Areas of Emphasis associate

degrees and courses comprising those degrees (see pages 35-39 of the [2016-17 College Catalog](#) and maps available in TracDat.)

In the October 2015 Follow-Up report, the College committed to completing, as part of its comprehensive (four-year) program review process, maps linking Program Learning Outcomes to courses and associated Student Learning Outcomes to facilitate assessing PLOs. Faculty are to determine if PLO topics are introduced, developed, or mastered. Since then, three programs undergoing comprehensive program review have completed (Math and Music) or nearly completed (Communication Studies) PLO maps for ADTs. The remaining ADTs are still scheduled to complete this mapping as part of their next comprehensive program review.

Student Services continues to regularly assess learning outcomes for all programs as part of the annual program review process. A detailed assessment [process](#) for student services is used and reviewed annually. The process includes the development of action plans and an assessment results to improve outcomes. This is part of the continuous cycle of collecting assessment results, evaluating the results, using the evaluations to identify actions that improve on-going outcomes for each student services area.

Conclusion

The College has sustained its previously reported efforts to increase assessment reporting, narrative-writing, and dialog in support of student learning. As a result, all recently offered and active courses should have completed assessment by the end of fall 2016 and report by February 28, 2017. The College has proceeded to meet this recommendation, and made significant progress with its plans to assess all Program Learning Outcomes.

College Recommendation 4

In order to meet the Standard, the team recommends that course outlines of record for CTE courses be made current and a process be developed to ensure a continuous cycle of review for relevance, appropriateness, and currency (Standard II.A.2.e).

Standard II.A.2.e (2002 standards) states that “The Institutional evaluates all courses and programs through an ongoing systematic review of their relevance, appropriateness, achievement of learning outcomes, currency, and future needs and plans.”

The College has made significant progress updating CTE course outlines of records since the 2015 Follow-Up report submitted in October 2015 and has institutionalized a process whereby CTE course outlines of record (CORs) are reviewed every two years. This additional work was the result of a planned restoration to a two-CTE dean structure, which became effective in April 2015. The two CTE deans have been working with and leading the faculty in making current all CTE Course Outlines of Record.

The two CTE deans communicated the need and expectation to update all CTE course outlines with College faculty in a variety of forums: department meetings, discipline meetings, shared governance committee meetings (e.g., Academic Senate, Strategic Planning Council, Academic Planning Council, Curriculum Committee), and working individually with discipline experts.

To ensure ongoing systematic review of course relevance, appropriateness, achievement of learning outcomes, currency, and future needs and plans of CTE programs, several disciplines (e.g., Fire Technology, Administration of Justice, Dental Hygiene,) rely upon Advisory Committees to review course outlines (for example, see highlighted sections from the Dental Assisting program’s [October 2015](#), [May 2016](#), and [October 2016](#) minutes and Dental Hygiene’s minutes of [May 16, 2016](#).) The college expanded this process by forming an Advisory Committee for the Business Information Technology Services programs. This advisory committee conducted its first meeting on [November 16, 2016](#) and is participating in curriculum review processes with our CTE deans and college faculty. Similarly, as recommended by the Inland Healthcare Occupations Coalition, the College’s Health, Human, and Public Services department now has the Riverside Regional Nexus serve as its Advisory Committee, and this group will provide guidance and recommendations for future updates to CORs (see the Riverside Regional Health Professions Nexus minutes from [August 2016](#).) As a result, all CTE programs now have Advisory Committees that actively review course outlines.

The College has developed a process to ensure a continuous two-year cycle of review for all active CTE courses, to validate pre-requisites, ensure relevance, appropriateness, and currency. To accomplish this, all CTE courses are monitored in a single tracking spreadsheet ([November 8, 2016](#); [February 1, 2017](#).) The spreadsheet is updated periodically and shared with the Academic Administrators (e.g., the Vice President of Academic Affairs and the CTE

deans) and CTE faculty, frequently in department meetings. As part of this process, the College classified 199 CTE courses that were not offered since summer 2014 as “inactive” in the tracking spreadsheet. This review of course status has enabled administrators, faculty, and staff to deactivate or delete courses through the curriculum process that are no longer deemed relevant or appropriate. The College expects all deactivations and deletions to be completed by April 2017. The college has already deactivated, excluded, or deleted 52 CTE courses from the College catalog. When a Course Outline of Record is updated, the spreadsheet is updated to reflect that the next course review has been scheduled two years after the most recent update. This new cross-referencing, cross-tabulation process and frequent updates provided to faculty will result in all courses being identified for review well in advance of the two-year cyclical review deadlines.

In the College’s October 2015 ACCJC Follow Up Report, the College reported that 193 of the existing 422 active CTE courses had been updated within two years (i.e., since January 2014) through a major course outline modification, deletions, or through exclusions from the catalog; five courses were also added to the catalog in that timespan. Additionally, the College reported that 258 CORs had been updated within the previous four years.

Between October 2015 and the publication of the 2016-17 College catalog, the College added 24 CTE courses to the college catalog. Between October 2015 and November 8, 2016, the College made significant progress on reviewing and updating existing CTE CORs. As part of this review, the College has labeled 199 CTE courses as “inactive” in internal tracking documents when the course has been approved by the college curriculum committee to be removed from the curriculum or when the course has not been offered since summer 2014. As shown in Table below, currently, there are 247 active CTE courses, 105 of which have current CORs and an additional 85 of which currently (as of February 1, 2017) have revised CORs in the review process. Furthermore, 29 courses are in progress of being deleted and three are in progress of being deactivated. Only 25 active courses remain with overdue course outlines, and several of these courses are shared by other colleges in the Riverside Community College District. These shared courses require input from faculty at either Norco College or Riverside City College. In these cases, the departments at the colleges have worked collaboratively to develop a review process to update the course outlines (see Computer Information Systems / Computer Applications Technology [process](#) and [minutes](#).) Details about COR status disaggregated by department and further by discipline are available in the tracking spreadsheet.

Table 2 – Course Outline of Record (COR) status for Moreno Valley College

Number of active courses with current CORs	Number of active courses with a pending COR update	Number of active courses in progress for deletion	Number of active courses in progress for deactivation	Number of active courses with overdue CORs	Total number of active courses
105 (42.5%)	85 (34.4%)	29 (11.7%)	3 (1.2%)	25 (10.1%)	247

NOTE: The data in the table above are accurate as of February 1, 2017

As the College transitioned from CurricUNET version 2.0 to CurricUNET META, electronically submitted curriculum updates were suspended by the College from June 9, 2016 through October 3, 2016. During this time, no curriculum updates could be submitted. The Curriculum Committee conducted trainings for its members on October 11 and November 22, 2016, to aid faculty with the new system. With the restoration of the online curriculum system, all three CTE departments have restarted course outline updates; significant work is underway during fall 2016 in these areas.

Conclusion

The College has implemented a process to update all Course Outlines of Record for CTE courses on an ongoing basis and is adhering to this progress. Significant work has been accomplished since the October 2015 Follow-Up Report to update all outdated CTE Course Outlines of Record.

College Recommendation 5

In order to meet the standards, the team recommends that the College develop long-term financial plans that take into account enrollment management plans, capital replacement schedules, human resources staffing plans, and existing facilities and technology master plans, and consider these when making short-term financial and programmatic decisions (III.A.2, III.B.2.a, III.C.2, III.D.1.a, III.D.1.c).

This recommendation was addressed satisfactorily in the October 2015 Follow-Up Report.

The College continues to integrate long-term financial plans, including capital replacement, human resources staffing plans, and technology plans when making short-term and programmatic decisions. Two primary documents show the links between short-term objectives and long-term goals: the [2015-18 Integrated Strategic Plan](#) and the Integrated Resource and Planning Allocation (IRPA) document. Other examples include: Technology Planning, the District Budget Allocation Model and College responses to it, the Center Status application for Ben Clark Training Center (BCTC), and the Facilities Master Plan. Further examples related to the Student Support Services and Programs (SSSP) plan, the Student Equity plan, and links with the Basic Skills plan are described in the response to College Recommendation 6.

Financial Resources and Integrated Resource and Planning Allocation (IRPA)

The College's general fund budget is the product of the incremental budgeting approach used by the District, which is common among California community college districts. The College's allocation of resources from the District is based on the RCCD's Budget Allocation Model (BAM.) However, the allocation of new and the reallocation of existing resources are generally guided by the College's Integrated Resources and Planning Allocation (IRPA) process. Resources for facilities development are allocated in accordance with the College's [Comprehensive Master Plan](#) and the Riverside Community College District Capital Improvement Plan. The IRPA process is graphically represented in a [flowchart](#). College leadership makes resource allocation decisions that are largely informed by input and recommendations from program reviews and shared governance processes and committees, including the Academic Senate and the Strategic Planning Council. Other important considerations include: College strategic goals and objectives, institutional priorities, and resource restrictions based on the type and purpose for the funding (e.g., funding for faculty salary and benefits, grant funding, funding to address Americans with Disability Act facilities issues, and bond funds for facilities development projects.)

Through the IRPA process, the College seeks to align resources with strategic institutional priorities, integrate planning and resource allocation, facilitate data driven decision making, and support our culture of shared governance. The IRPA process has been in place at the College for the past two years. With IRPA, resource requests are input by faculty and staff via [an online form](#) using the TracDat software used to author Program Reviews. The resource requests are downloaded on a spreadsheet (Annual Program Review Resource Request

Report) by the Manager of Technology Support Services and emailed to the Business Services department. The resource requests are added to the Integrated Resource and Planning Allocation (IRPA) report. The IRPA report is provided to each College division (i.e., Academic Affairs, Business Services, and Student Services.) The IRPA report is updated by each division to reflect changes in priorities, completed purchases, and staffing. The IRPA report is used in the College's budget development process where resource needs are prioritized based on the Integrated Strategic Plan and institutional objectives.

For example, in 2015-16, funding for part-time and overload faculty expenses was increased by 7% to address the increase in state funded FTES. The amount of increased funding for each college is based on the District's Budget Allocation Model that takes into account student enrollments, full-time faculty staffing level, and college specific instructional efficiency factors. Using the IRPA process, a number of funding requests were approved (see [IRPA funded table](#)).

While MVC's IRPA process represents significant progress towards the College's efforts to institutionalize requirements, further improvements and refinements to this process are warranted and continue to be undertaken. IRPA process improvement efforts that have been implemented and/or are being explored include:

- Detailed [instructions](#) were provided for the users that included details of the request, funding sources, prioritization information and strategic planning goals.
- Training sessions on the Eform process were provided on July 23, 2015 and December 14, 2015.
- A full-time Financial and Technical Analyst was hired on June 23, 2016, to help update the list with completed purchases and with organizing the data.
- Periodic updates on the IRPA reporting process have been provided to the Strategic Planning Council's Resource Subcommittee.
- More specific decision criteria are being explored to enhance transparency.
- Efforts to improve IRPA request tracking, management and dispensation are in progress.

Staffing plan

The College's Strategic Planning Council adopted a [Staffing Plan](#) in [November 24, 2015](#). This document identified a need to "continue to make advancement towards meeting or exceeding the 50% Law and 75/25 ratio targets." Accordingly, during 2015-16, the College used the General Fund to hire 5 new full-time faculty positions and replace 14 existing full-time faculty positions that became vacant during the academic year, many as a result of a districtwide retirement incentive option. In addition, several categorically funded faculty positions were filled in support of SSSP and Student Equity goals.

The decision to hire the above positions followed the [Position Prioritization Process](#) adopted and implemented in 2014. The College has continued to follow the same hiring and prioritization processes described in the 2015 Follow-Up report.

Additionally, the College has sustained recommendations from the Staffing Plan by continuing with specific professional development training opportunities focused on comparative experiences and perceptions of students and employees. For examples, the Diversity Committee hosted its second annual Diversity Summit on November 18, 2016. The [assessment of the first summit](#), using pre- and post-surveys, showed general satisfaction and a desire for continued dialog. This summit, along with related (and sustained) [Ally](#) trainings, follow recommendations from the Diversity Committee (see minutes from [February 2016](#).) The Diversity Committee is also preparing an updated campus climate survey and/or student satisfaction survey to reassess the concerns raised in previous surveys and for which the above planned activities were designed to address.

Physical Resources and Facilities planning

The College has sustained its short-term and long-term facilities planning. Several upgrades and improvements have been implemented since the 2015 Follow-Up report. The upgrades below are consistent with the [2014-19 Scheduled Maintenance five-year plan](#), the updated [2016-2021 Scheduled Maintenance five-year plan](#), and the College's [2015 Comprehensive Master Plan](#).

Landscape improvements

The College has embraced its location in a desert region of the Inland Empire. Accordingly, the College has selected a native plant palette to use throughout campus. Non-native plant materials have been and will continue to be replaced by native desert landscape materials. This also helps support the College's goal of being water-wise; the plant replacement has created water consumption savings that meet city and state regulations.

The College has also improved the feel of the campus based on results from consecutive annual facilities satisfaction surveys. In the 2014 College facilities survey, landscaping was the highest identified concern. After the improvements made in 2014-15, landscaping became the lowest concern in the 2015 survey.

Reallocation of spaces

In support of the Comprehensive Master Plan, the SSSP plan, and the Student Equity plan, several offices have been relocated so that they may expand services. The Veteran's Resource center, previously located in an office on the third floor of the library, has been relocated to Parkside Complex 13 and expanded its services in fall 2016. In spring 2017, several other changes will be made including:

- The College will open a Welcome Center that includes services for DREAM students. The center will be located at an accessible location on the College at ground level, in support of the Student Equity plan;
- The EOPS and Guardian Scholars (formerly Foster Youth) programs will be re-located and co-located into Humanities 113 after previously occupying two single and separate small offices, in support of the Student Equity plan;
- Outreach Office employees and student ambassadors will be relocated near the First Year Experience Program Office, in support of Student Equity strategies; and

- A faculty member's office was relocated into the Dean of Instruction office when this faculty member became project director for the Basic Skills Student Outcomes Transformation grant and when support staff were moved into the Dean of Instruction Office.

Scheduled maintenance and campus equipment upgrades

Several scheduled maintenance and campus equipment projects were completed in 2015-16 and early 2016-17, including:

- Replacement of heating, ventilation, and air conditioning (HVAC) units in several rooms;
- Converting outdoor lighting from conventional to LED energy-efficient lighting, in support of sustainability initiatives in the Comprehensive Master Plan;
- Replacement of old (end-of-life) water backflow devices, creating new redundant water pathways in the campus water flow system in support of the Comprehensive Master Plan;
- Servicing and replacing high voltage electrical transformers and associated equipment in support of the Comprehensive Master Plan;
- Completing the flood prevention project for the first floor of the Humanities building to address previous flooding problems;
- Building and operating a new Network Operations Center, in support of the Comprehensive Master Plan;
- Repairing the College's main entrance stairway's cracked and chipped concrete;
- Installing safety railings in front of the Student Services and Library buildings; and
- Installing new exterior signage on the Student Academic Services building to support College branding and wayfinding on campus.

The College is proceeding with several short-term and long-term facilities projects, including:

- Hired an architectural firm to design the remodel project for the Student Services building, consolidating student services from many campus office areas into one area to better serve students, as identified in the Comprehensive Master Plan;
- Replacing aged automatic sliding doors to increase accessibility and improve compliance with Americans with Disabilities Act requirements;
- Continue replacing HVAC units in campus rooms/buildings;
- Replacing aged fire alarm system in Student Services and Library buildings;
- Replacing intrusion alarms throughout campus and installing cameras;
- Entering the final stages of Braille replacement signage across campus in support of the Student Equity plan; and
- Entering into agreement with an architectural firm for the design of a MVC-specific building at the Ben Clark Training Center in support of the Comprehensive Master Plan.

Center Status for Ben Clark Training Center

Consistent with the College Comprehensive Master Plan, on June 30, 2015, the District submitted on behalf of the College an Updated Letter of Intent for the Ben Clark Training Center to be considered as a comprehensive College Center ([Letter of Intent, BCTC, updated June 2015](#)). In support of the goals outlined in the center status application, the College developed a [general education offering plan](#) spanning each primary (semester) terms from spring 2015 through spring 2023. The College has also expanded the offerings of Public Safety Education and Training (PSET) programs in fire and advanced officer training in support of the College mission's to offer comprehensive programs leading to post-education employment opportunities.

To help inform the community of the expanded offerings and in support of goals and strategies identified in the Student Equity plan, on May 18, 2016, the College hired an outreach specialist to work at BCTC to market and expand enrollment in BCTC PSET departmental programs.

Technology planning

In support of the College's [technology visioning sessions](#), the College's [Technology Plan](#), and [District Strategic Technology Plan](#), in July 2014, MVC approved the restructuring of the technology groups at MVC in multiple phases. The main goal of the restructuring was to provide better support and services to all end-users at MVC providing administrative, academic, and student service support. The first change, effective July 2014, was to bring the audio/visual support (known then as "Instructional Media Center" or IMC) and the Technology Support Services (TSS) groups under the leadership of one manager, rather than two different managers. In July 2015, Moreno Valley College (and the two other RCCD colleges) decentralized the Microcomputer Support staff from the District to the colleges as shown in the [June 16, 2015 Board of Trustees minutes](#) Agenda item IV-F, page 59-66.

The District and colleges work together cooperatively, primarily through the District IT Strategic Council ([ITSC](#)), and have sustained centralized support for network operations, phones, Datatel/programmers group, and the business analysts. ITSC includes broad representation from faculty, staff, and administrators and meets monthly with representatives from each college and the District.

The College's Technology Support Services offices continue to implement strategies contained in the College Technology Plan and documents these improvements in the Appendix (starting on page 19) of the [Technology Plan](#).

Examples of using recent short-term resource allocations to address long-term technology needs follow.

College computer replacements/updates

As of summer 2016, six classroom and library-use computer labs and the Assessment Center for the main campus and at BCTC have received computer upgrades with the latest processors, ample memory, and spacious hard drives. Additionally, new instructor-use computers were installed in all classrooms. All faculty office computers that were more than

five years old have been replaced. These replacements were made based on the College Technology Plan's recommendation for a computer refresh cycle every five years.

Classroom and conference room audio/visual upgrades

During the summer 2016, all classrooms and all but two conference/meeting rooms, have new document cameras.

These purchases, like other technology purchases, were made based on feedback from the MVC Technology Surveys ([2015](#); [2016](#)). These surveys have been completed every spring and are revised based on feedback to TSS.

Additionally, eighteen classrooms received audio/visual upgrades which include an updated sound system, larger projection screens, and a push-button panel to control the system. Starting in fall 2016, one third of the College's classrooms have current A/V upgrades. During 2016-17, the second of three cycles of upgrades is planned and the third update cycle, resulting in all classrooms having modern equipment is planned for 2017-18.

Other technology upgrades include: new computer servers for computer labs, two refreshed mobile laptop carts in a classroom and the STEM Center, 60 new iPads for the First Year Experience program and 30 new iPads for the Music program, installing a new video conferencing system in a conference room and adding videoconference capabilities to a Library room.

Conclusion

The College continues to use long-term financial plans when making short-term financial and programmatic decisions as part of its integrated planning and resource allocation processes.

College Recommendation 6

In order to increase effectiveness, the team recommends that the College analyze available data for all programs and integrate this analysis into their program review and systematic planning cycle to ensure that all students receive equitable services (Standards II.B.1, II.B.3)

This recommendation was addressed satisfactorily in the October 2015 Follow-Up Report.

Moreno Valley College has sustained its efforts to analyze available data for all programs, continues to integrate the analyses into program review, and ensures students receive equitable services. Much of this ongoing work relates to the strategies and goals identified in the Student Success and Support Programs (SSSP) plan and the Student Equity Plan.

Student Success and Support Programs Plan and Implementation

When the College leadership developed the [Student Equity Plan](#) and the [Student Success and Support Programs Plan](#) (SSSP plan) in 2014-15, a number of participatory groups were formed to review available data to help develop strategies to address the improvement areas. For the SSSP plan, several workgroups were formed (see [minutes from June 24, 2015](#) SSSP meeting) around the contents of the SSSP plan: budget, orientation, counseling, data, follow-up at risk, and assessment. At the end of spring 2015, workgroups presented accomplishments and recommendations to be used in the next SSSP plan.

Based on the orientation workgroups' recommendations for the SSSP plan, the College began offering a Transition to Success (T2S) program in summer 2015 for first-time college students entering in fall 2015. Integral to this program was an in-person college orientation; previously college orientations for the general student population were only offered through web-based online portal. Additionally, in support of the College's strategic plan to provide all students with a comprehensive student education plan (SEP) prior to their third semester, the program included group-led educational planning workshops. In 2013-14, there were 2,177 completed SEPs. The College simultaneously began an information campaign in 2015 by sending emails, voicemails, and hard-copy letters to students needing to complete their comprehensive education plans, as recommended by the data workgroup. The number of students who completed T2S orientations resulted in 419 students completing abbreviated SEPs, orientation, and registering for classes. Additionally, 119 students completed assessments for math, English, and reading. As a result of the number of orientations and assessments, students' experiences with the peer mentoring, and the number of students who subsequently completed comprehensive SEPs, the College repeated the T2S program in summer 2016. Both iterations of T2S served approximately the same number of students and achieved similar outcomes (e.g., 391 abbreviated SEPs in 2016). Based on feedback from the summer 2015 T2S program, the summer 2016 T2S program added a concluding activity that resulted in students scheduling appointments with counselors to develop their comprehensive SEPs during the fall 2016 semester.

On December 2, 2016, Moreno Valley College collaborated with the five continuation high schools in its two feeder districts to offer additional Transition to Success programs. For our local continuation school, high school graduation takes place at the end of the fall semester, rather than at the end of the spring semester. Consequently, a different outreach and matriculation calendar strategy was implemented. During three visits to the high schools, MVC Outreach and Assessment staff offered an application workshop, an orientation and pre-assessment workshop, and an assessment test. Afterwards, the high schools brought the students to MVC, where they experienced: (a) an extended orientation presentation, (b) worked closely with counselors to complete student educational planning, (c) attended workshops on completing comprehensive student educational planning, (d) degree and certificate completion, transfer, and career exploration, and (e) became more familiar with the College. They also had opportunities to attend presentations from Financial Aid and the College's instructional programs to assist students in choosing a major. All students were invited back to campus in January 2017 where they were paired with MVC-student peer leaders and a Counselor to assist them in choosing classes and navigating the course registration system.

A related SSSP strategy was to offer information sessions for new students and their immediate families, especially as an overwhelming number of students are first in their families to pursue a postsecondary education. Thus, the College hosted a Student Welcome Day on August 27, 2016, the Saturday prior to the fall 2016 semester. A similar day was hosted at the Ben Clark Training Center for September 27, 2016. In 2015, the New Student Welcome Day event was held on a Friday and was only for new students and their families. The changes were made based on comparisons with other colleges' practices and also to better accommodate our students' and families' work schedules.

As recommended by the Orientation workgroup of the SSSP and documented in the 2014-15 SSSP plan, several modifications are planned for the College online orientation process. The new online orientation will be more engaging and interactive to include assessments to gauge student learning and college understanding. For example, the orientation workgroup has rewritten a new orientation with voice overlay. The College also purchased the COMEVO application using SSSP funds to support this goal, and is currently working to merge the new orientation materials with the improved visual aids available through COMEVO. COMEVO is a cloud-based software service to support interactive online orientation processes.

As recommended by the Counseling workgroup of the SSSP (documented in the 2014-15 SSSP plan) several recommendations from 2014-15 were completed in 2015-16 including: (1) hiring two additional full-time counselors, (2) hiring a full-time Career Transfer Counselor-Coordinator, (3) purchasing "Prep-talk" software to reduce no-show rates for online counseling appointments, (4) hiring a part-time counselor for students attending at the Ben Clark Training Center, and (5) initial implementation of online student educational planning tools.

In fall 2016, in response to recommendations from the follow-up at risk SSSP workgroup, the College began offering stand-alone counselor-led financial aid [workshops](#) to inform more

students about opportunities for financial assistance. The first workshops were October 13, October 27, and November 17, 2016. These workshop presentations were thoughtful and purposefully aligned with College deadlines to calculate satisfactory academic progress, and one goal of the workshops is to prevent students from losing financial aid. These workshops were fiscally supported by SSSP funding.

Overall, the College continues to assess and use data to generate and implement strategies and goals in the SSSP plan.

Student Equity Plan and Implementation

The College's Student Equity Plan and its goals were developed based upon data, including indices of disproportionate impact. The college conducted careful and thorough analyses of disaggregated student groups' outcomes in a variety of metrics (i.e., access, course completion, ESL and Basic Skills completion, degree and certificate completion, and transfer.) A summary of the analyses appears in the table on page 16 of the Student Equity Plan. For example, African American/Black students were found to have disproportionately negative outcomes in eight of the thirteen indicators: access (for the Public Safety Education and Training Courses), overall course completion, transfer course completion, ESL/Basic Skills completion, remedial English, remedial math, persistence, and completing 30+ units. The executive summary of the Student Equity plan (pages 8-15) includes a detailed narrative of the strategies developed to respond to the disproportionate outcomes, including several examples below.

In late 2016, the College hired a Dean of Grants and Equity Initiatives to provide guidance and coordination of the plethora of strategies and efforts to support student equity. With the addition of this new position, Student Services will complete a management reorganization.

First Year Experience

A research- and evidence-based strategy was to develop and implement a First Year Experience (FYE) program to reduce equity gaps in ESL, Basic Skills Completion, and Transfer. The College committed to implementing an FYE program in fall 2016 and therefore hired an FYE director in July 2016.

Based on students' initial placement results in math and English, the College's FYE development team implemented a free two-week Summer Bridge program for recent high school graduates in June 2016 as the first FYE activity. The Summer Bridge program included daily workshops to help students advance in English and Math. The premise of the FYE Summer Bridge program is to help students transition into college experiences, to build a sense of community, to strengthen student connections, and to increase social integration, the College included a counseling/guidance component in the Summer Bridge.

As proposed in the College's Integrated Strategic Plan, the College also began using the Multiple Measures Assessment Project (MMAP) criteria to assess and place the FYE Summer Bridge students into math, English, and reading courses. This served as a pilot for using MMAP for all new students starting in spring 2017. As a result of both MMAP and the FYE Summer Bridge workshops, nearly all of the 81 FYE students were able to begin the fall

2016 semester in higher English and math courses than they would have if they had enrolled one year prior. A comprehensive [assessment and review](#) of the FYE Summer Bridge program was conducted and data will be used to improve the program for summer 2017.

In the fall 2016 term, 77 students continued in the FYE program. These students are required to be enrolled full-time (enrolled in at least 12 units) and to enroll in English, math, and Guidance 48 *College Success Strategies* sections. Students are also required to attend success workshops and four-year college or university tours. Students are encouraged to participate in activities associated with the College's *One Book One College* program with the goal of improving literacy, engagement with critical texts, specifically with a social and racial justice lens. FYE students also receive periodic contact from peer mentors throughout the semester. In spring 2017, FYE students will continue English and math sequences, consistent with the goals outlined in the Student Equity plan whereby students complete English and math in the first year. Based on strategies identified in the Student Equity plan, in summer 2017, the College is exploring adding to the Summer Bridge Program a *Career Exploration and Life Planning* (Guidance 47) course subsequent to a dual-enrollment *Introduction to College* courses taught at local high schools.

UMOJA program

Another critical recommendation in the Student Equity plan is to increase course completion and transfer rates of African American students. One opportunity was by implementing focused strategies to increase the enrollment and support of the College's UMOJA program, which has a proven history of higher course completion rates for African-American students. In order to grow the program, a full-time dedicated counselor was hired in 2014-15. As a result of the counselor's recruitment efforts, the program student enrollment has increased approximately 150% (from 157 to 393 students) between 2013-14 and 2015-16; enrollment in 2016-17 is similar to 2015-16. To increase students' connection with the College, the UMOJA program has added several required activities including: 25-50 hours of community service, mandatory workshop attendance, and multiple mandatory counselor meetings each semester. The program also offers multiple mentor opportunities and networking components. As a result, the number of program graduates increased.

Improving services to veteran students

Several categories (e.g., access, ESL/Basic Skills Completion, Transfer) in the Student Equity plan show disproportionate impact on veterans. Accordingly, the College committed to improving service to veterans. One key component of the plan was relocating the office that provides service to Veterans to a larger and more visible location. In fall 2016, the College opened the Veteran's Resource Center in a dedicated-use facility in Parkside Complex 13. In early 2016, the College also began hosting orientations specifically for veterans. In summer 2016, the College piloted a set of joint and collaborative counseling sessions with the Disability Support Services (DSS) office targeted to veterans also enrolled in the DSS program.

Enhancing services to students struggling with emotional trauma

In fall of 2015, based on increased student usage of existing services and in support of goals and major developments identified in [program review](#), the [Student Health and Psychological Services](#) program at the College expanded its support of mental wellness resources for students. The program established ongoing [Seeking Success](#) six weekly workshops. The workshops promote emotional wellness and are designed to assist students who have experienced a distressing event. The workshops are led by trained, certified individuals who helped students learn new healthy coping skills, strategies improving self-esteem, and decreasing anxiety. The College continues to offer one-on-one therapeutic counseling sessions as more students access the service. The College also has a Behavioral Intervention Resource Team ([BIRT](#)) that meets monthly to address behavioral issues students face before they become problematic.

Improving services to Foster Youth

Foster Youth students, also called Guardian Scholars, encounter disproportionate impact in three categories: overall course completion, transfer course completion, and ESL/Basic Skills completion. To improve services to Guardian Scholars and increase the likelihood of their course completion, the College has developed a “One Stop” center. Previously, Foster Youth services were provided by a person in a single office located in the Computer Lab and STEM Center. By early 2017, the One Stop was co-located with the Extended Opportunity Programs and Services (EOPS) program into a larger and more visible location in the Humanities building. Combining these programs into one facility allows for Guardian Scholars to receive wraparound support from the EOPS program. This co-location of these two services mirrors efforts underway throughout the state. In fall 2015, the College also hired a full-time employee dedicated to support Guardian Scholars who has begun hosting orientations specifically for Guardian Scholars. The College also received a grant that provides financial assistance directly to Guardian Scholars in support of their education.

Supporting African American and other Men of Color

Based on disproportionate impact data that show that African American men are impacted in several equity categories, the College hosted a conference in spring 2016 dedicated to improving student success. Approximately 100 students attended. Based on pre- and post-conference assessments that measured learning outcomes and solicited feedback, the College chose to continue offering such all-day workshops. On October 21, 2016, the College hosted a second [conference](#), open to all students but with targeted recruiting towards groups identified in the Student Equity Plan, which included topics such as “how to stay focused,” “avoiding distractions,” “developing a positive mindset,” and “taking responsibility for your success.” These efforts enhance College discourse and opportunity to recentralize its commitment to student equity, centered in an unapologetic agenda to address social and racial disparities evidenced in student outcomes. MVC is committed to not only use data to centralize these conversations, but to also engage in immediate programmatic action to ensure students witness institutional commitment to their overall experience and success.

Improving services to students with disabilities

Analysis of the data in the Student Equity plan showed that students with disabilities were disproportionately impacted in several categories. Accordingly, the College has implemented or begun implementing several strategies to address these challenges. For example, the College is in the process of building a bridge program for high school students with disabilities who transition to Moreno Valley College. One component of this bridge program is enrolling in a *College Success Strategies* course, which was offered for the first time in fall 2016 and is being offered again in spring 2017.

The College has also increased collaboration with local high schools. The Disability Support Services (DSS) program expanded outreach to local high schools, including visiting and making presentations to students and classes that support high school students with disabilities. Starting in spring 2017, the College will begin offering workshops for parents of students with disabilities. The College also formed an advisory group with local high schools, which began meeting once each semester starting in fall 2016.

The College has continued to offer academic success workshops that began in 2015-16. Students with disabilities are also encouraged by the DSS program employees to attend academic workshops not offered specifically by DSS. Other College programs also have been working with DSS to improve service to students. For example, employees from the newly formed Academic Support program and the faculty coordinator of the Writing and Reading Center both reached out to the DSS program to explore opportunities to provide additional academic support for students with disabilities.

Early Alert

The College identified that enhancing Early Alert processes to increase referrals to available support services as one strategy to increase course completion rates, particularly for students enrolled in Basic Skills and ESL courses. In the past several years, the College has continued to sustain its strong Early Alert faculty response rate of 55-60%. Student follow-up has also improved; of the approximately 2000-2500 referrals each term, half of the approximately 500 referred students meet with counselors; one-third of the 900-1300 students referred to meet with instructors pass their course; and 10-20% of students who were referred to tutoring met with tutors. The College is exploring ways to increase successful student outcomes. Starting in fall 2016, students who received Early Alerts will be sent a [survey](#) to help the College improve the Early Alert process.

BCTC and CTE program access and marketing

The Student Equity plan identified several groups at the Ben Clark Training Center (BCTC) experiencing disproportionately less access to BCTC's programs: veterans, students with disabilities, women, African-Americans, Asians, and low income students. On May 18, 2016, the College hired an outreach specialist to work at BCTC to market and expand enrollment in BCTC Public Safety Education and Training (PSET) departmental programs. The impact of the new outreach efforts will be assessed in the Annual Program Review process.

The Student Equity plan also identified several groups for other CTE programs, on the main campus, that had disproportionately less access to programs. Most of these disproportionately impacted groups are identical to groups that have long been recognized in the College's CTE Perkins plans as being disproportionately impacted, such as displaced homemakers, Foster Youth, male students in traditionally female programs, and female students in traditionally male programs. Informal conversations with community members who are working in related fields informed the Dean of Instruction, CTE, that there is low awareness of the existence of the College and its CTE programs among some key stakeholders. Thus, the College's 2015-16 Perkins plan funded recruitment efforts to improve access for these students. An independent contractor was hired in spring 2016 to raise community awareness of the College, CTE programs and targeted groups to address access gaps. Further, tangible outreach efforts, such as Pandora Radio broadcasting, printed material and literature to reflect new programs, major revisions and updates to the College website and creation of new web portals for division and student organization, help to address opportunities to inform communities at large about opportunities at MVC.

Additional College resources have supported the development of new programs needed by the community served by Moreno Valley College. As reported in the 2015 Follow-Up report, the College received a \$10,000 Healthcare Workforce Initiative mini-grant to create a Healthcare Information Technician program. The College also reported that it has received a California Career Pathways Trust grant to write this program's curriculum. In fall 2016, the College also received an Hispanic Serving Institution Title III federally funded STEM grant, a portion of which will be used to create the associate degree and to purchase the equipment needed for this new program. The College has also previously received multiple grants and is using some of its funding from the CTE Strong Workforce Initiative to support the development of a cybersecurity program, including the hiring of a categorically-funded full-time faculty member to teach, assess, and improve the program.

Other data-informed College improvements

Student Services at the Ben Clark Training Center

The College assessed services offered at the Ben Clark Training Center (BCTC) and expanded them to meet current needs. The College had employed only two full-time student service technicians for years to support enrollment services. The College now has expanded staff support, including hiring a dedicated part-time counselor at BCTC who primarily handles enrollment for Public Safety Education and Training (PSET) courses and provides counseling support for PSET programs. In fall 2016, the College began exploring converting this counseling position to full-time. In addition, the College hired a full-time enrollment services assistant and a part-time enrollment services assistant specializing in assessment to support student services at BCTC.

Other student services (e.g., Veterans programs, financial aid, Health Services) are made available at BCTC when requested or as needed. Increasing program enrollment is one component of the College's 2015 Comprehensive Master Plan and is integral for achieving

Center status for BCTC; as enrollment continues to grow, student support services will be assessed through the College's ongoing Program Review process.

Library

The College's library continues to collect and analyze data regularly to improve service to students. Services are primarily assessed through the use of satisfaction surveys. Surveys were conducted in 2010, 2011, 2013, 2014, and 2016; each survey sampled students, faculty, staff, and the community. Results are posted on a [college library survey website](#). Additional library usage statistics are also [published](#). These data have been used to inform Annual and Administrative Program Reviews and were included in the College's planning process. Outcomes of the data-informed planning processes include recently increased ongoing and one-time funding for library materials, increased library hours to support students, the hiring of an additional library staff member, and new student-use computers that were purchased as part of the five-year campus refresh cycle and to expand computer access for students.

Evening support

Based on the College's self-assessment of how well services match the student population's needs. In summer 2015, MVC began offering evening weekday Student Services support in Admissions and Records, Counseling, Financial Aid, Disability Support Services, and Assessment. Student Health and Psychological Services extended its services for mental health counseling sessions to two evenings a week, as needed. The College also extended its library evening hours and opened earlier each weekday based on student surveys. The College also recently began offering administrative support at night Monday through Thursday.

Other data-informed plans

After submitting 2015 Follow-Up report, two new data-informed plans, the Human Resources Staffing Plan and Five-Year Scheduled Maintenance Plan were [endorsed by SPC in November 2015](#), and approved by the College President for implementation.

Conclusion

The College continues to analyze collected data in Program Review and other College planning documents. The data and their analysis have been and continue to be used to inform integrated planning allocations that result in equitably provided student services.

Data Trend Analysis

Moreno Valley College continues to improve its approach to strengthen data-driven dialogue and decision-making processes. As a direct mechanism, the Office of Institutional Effectiveness (OIE) provides longitudinal data and key trend analyses to the College community. The OIE shares with the College community several trend data sets, including degree/certificate completion, success rates, enrollment growth by race/ethnicity and key variables, student aspirations and educational goals, included below. While some of these data presentations are provided in meeting or conference settings, one-on-one data reports, requests from faculty and staff are also provided upon request. Individual meetings are also led by the Dean of Institutional Effectiveness, to ensure understanding of data trends speak directly to data-driven decision-making processes. Working with the OIE helps ensure that decision-making protocols are based on real-time data used and interpreted consistently across the College.

Annual Reports

Moreno Valley College has submitted annual reports and annual fiscal reports in a timely manner to the ACCJC. Table A provides individual data reported in annual reports over the last three years (2014-2016). The variables selected for this table are the responses to selected questions related to: (a) General Information, (b) Student Achievement Data, and (c) Student Learning Outcomes and Assessment. Longitudinal analyses and narrative follow below.

Table 1 - Moreno Valley College Longitudinal Data Analyses (Annual Reports to ACCJC 2014-2016)

	2014 Report	2015 Report	2016 Report
<i>General Information</i>			
Total unduplicated headcount enrollment	8,480 (Fall 2013) 9,040 (Fall 2012) 9,994 (Fall 2011)	8,845 (Fall 2014) 8,480 (Fall 2013) 9,040 (Fall 2012)	8,911 (Fall 2015) 8,845 (Fall 2014) 8,480 (Fall 2013)
Total unduplicated headcount enrollment in degree applicable credit courses	7,938 (Fall 2013)	8,269 (Fall 2014)	8,327 (Fall 2015)
Distance Ed (DE) courses	38 (Fall 2013) 35 (Fall 2012) 32 (Fall 2011)	39 (Fall 2014) 38 (Fall 2013) 35 (Fall 2012)	41 (Fall 2015) 40 (Fall 2014) 38 (Fall 2013)
<i>Student Achievement Data</i>			
Successful student course completion rate for the Fall semester	69.5% (Fall 2013)	68.4% (Fall 2014)	67.8% (Fall 2015)
Number of students who received a certificate or degree during the academic year	568 (2012-13)	547 (2013-14)	598 (2014-15)
Number of students who received a degree during the academic year	389 (2012-13)	381 (2013-14)	385 (2014-15)

	2014 Report	2015 Report	2016 Report
Number of students who received a certificate during the academic year	264 (2012-13)	234 (2013-14)	281 (2014-15)
Number of students who transferred to four-year colleges/universities	328	354	625
Number of CTE certificates and degrees	53	64	35
<i>Student Learning Outcomes and Assessment</i>			
Total number of college courses	554	515	475
Number of college courses with ongoing assessment of learning outcomes (percentage of total)	377 (68.1%)	335 (65.0%)	422 (88.8%)
Number of student and learning support activities with ongoing assessment (percentage of total)	28 (100%)	14 (63.6%)	21 (91.3%)
Number of GE courses	145	150	201
Percentage of GE courses with ongoing assessment	79.0%	72.0%	78.1%
Do your Institution's GE outcomes include all areas identified in the Accreditation Standards?	Yes	Yes	Yes

General Information: The analyses over the last three years continue to provide useful data points when assessing College practices. These data show the Moreno Valley College headcount remains stable at 9,000 students. Distance Education course variety has also remained essentially unchanged over the last three years, offering an average of 40 courses. However, based on the Distance Education plan (in preparation,) distance education course offerings are expected to grow in the short term.

Student Achievement Data: Student course completion rate for the fall terms remain consistent over the last three years, averaging 70%. MVC increased by 10% the number of students who received a certificate or degree in all College programs 2015-2016 compared to 2013-14; similarly MVC increased by 20% the number of students who received a certificate in the same time span. While the college increased certificate and degree completion overall, CTE certificates and degrees decreased as some program reductions occurred, such as in the Physician Assistant program.

The transfer volume for MVC continues to increase each year. For example, between the most recent years (2015 Report and 2016 Report), the number of students who transferred to four-year colleges/universities increased by 77% (n=271). As MVC considers that 70% of entering students aspire to transfer to a four-year college/university, the College expects to sustain its positive growth in transfer volume. Further, while transfer volume helps to understand how many students transfer onto a four-year institution, it does not account for how long it took a student to transfer. The OIE is committed to control for aspirational goal, to assess and operationalize a transfer rate for the college. The transfer rate will help measure

how the college support students' time to transfer, and will holistically help us understand systemic way to enhance transfer outcomes.

Student Learning Outcomes and Assessment: The total number of courses offered over the last four years have been consistent. The small variance between the years resulted from program modifications. The number of courses with ongoing assessment of learning outcomes experienced significant gains, as described in detail above in College Recommendation 3. Likewise, the number of student and learning support activities with ongoing assessment increased from 14 to 21 in the academic year of 2015-2016. Additionally, the number of General Education courses increased by 51 courses in the last year, and continuing the ongoing increase over the last few years. Similarly, the College continues its assessment of all institutional outcomes.

Annual Fiscal Report

Category	Reporting year		
	2014	2015	2016
<u>General Fund Performance</u>			
Revenues	\$173,624,650	\$187,612,346	\$231,385,925
Expenditures	\$171,718,114	\$184,045,827	\$214,777,450
Expenditures for Salaries and Benefits	\$140,833,151	\$149,031,896	\$168,553,852
Surplus/Deficit	\$1,906,536	\$3,566,519	\$16,608,475
Surplus/Deficit as % Revenues (Net Operating Revenue Ratio)	1.10%	1.90%	7.18%
Reserve (Primary Reserve Ratio)	\$ 22,322,370	\$ 25,888,891	\$ 42,500,368
<p>Analysis of the data: Apportionment revenues have increased significantly during the past several years primarily due to increased FTES funding. In addition, the District received a large influx of ongoing revenues in the form of Full-Time Faculty Hiring and a Base Increase. In fiscal 2016, the District received \$15 million of State Mandated Block Grant funding that was set-aside for use in future years, thus increasing the ending reserve. The unrestricted general fund reserve is an increasing percentage of the total reserve balance in fiscal 2016, primarily due to the aforementioned State Mandated Block Grant, but also due to expenditures in excess of \$5 million on the new Henry S. Coil Sr. and Edna Coil School for the Arts Building.</p>			

Other Post Employment Benefits

Actuarial Accrued Liability (AAL) for OPEB	\$24,161,707	\$24,161,707	\$25,347,991
Funded Ratio (Actuarial Value of plan Assets/AAL)	0%	0%	1.42%
Annual Required Contribution (ARC)	\$3,041,672	\$3,041,672	\$3,147,095
Amount of Contribution to ARC	\$1,159,902	\$1,203,398	\$1,856,990

Analysis of the data: An updated GASB 45 Actuarial Valuation Report was obtained in September 2015. The District adopted an OPEB funding plan in fiscal 2016, utilizing an irrevocable trust held with CalPERS California Employer's Retirement Benefit Trust (CERBT). Minimum annual contributions of \$250,000 to the irrevocable trust began in mid-fiscal 2016.

<u>Enrollment</u>			
Actual Full Time Equivalent Enrollment (FTES)	26,400	27,660	28,682
Analysis of the data: Total FTES has steadily increased in reaction to community demand and increased State funding levels.			
<u>Financial Aid</u>			
USDE official cohort Student Loan Default Rate (FSLD - 3 year rate)	15.7%	15.2%	8.1%
Analysis of the data: The current official Cohort Default Rate for the most recent cohort default year 2013 is 9.8%, decreasing from 14.1% reported during the 2 previous cohort default years. Moreno Valley College has instituted loan default management processes through various channels to help lower this default rate over the past few years. During attendance, students complete loan counseling upon requesting a loan, and upon exit from the institution. After leaving the institution, MVC conducts loan delinquency management communications to students through 3 rd party services provided by NorthStar Default Management Resources as well as through internal office procedures done by MVC financial aid staff. Students delinquent on student loan payments receive communication in paper, electronic and via phone from both parties to assist in finding a suitable repayment option and avoid default. These activities have allowed our college to lower our rate below the national average of 11.3%. Continued activities will allow MVC to remain well below the cap of 30%, as projected for the new 2 cohort default years.			

Institutional Effectiveness, Framework of Indicators (IEPI) Goals and Status

Background on Moreno Valley College Institution-Set Standards

The United States Department of Education Code of Federal Regulations, Title 34 (USDE CFR 34), subpart B, Chapter VI, part 602.16-602.21 pertains to accrediting agencies' required standards for postsecondary education. With respect to student achievement, accrediting agencies must demonstrate that accredited colleges have standards addressing success in relation to the institution's mission; including consideration of course completion, state licensing examinations, and job placement rates. In addition, the California Community College Chancellor's Office framework of indicators required standards for successful course completion to be implemented by June 2015.

In alignment with USDE CFR 34, Moreno Valley College developed recommendations for potential standards and goals based on a set of key indicators. The institution-set standards are benchmarks in areas of student achievement that the college hopes not to fall below. Institution-set goals are benchmarks to which the college will aspire in key areas of student achievement. Although the establishment of goals is not externally mandated, it is consistent with a pattern of continuous quality improvement at the College and demonstrates the College's intent to improve in areas of student achievement. The College standards and goals were developed in two phases: phase 1, begun in October 2013, included developing institution-set standards for key areas of student achievement. Phase 2 included developing standards for licensure pass rates and job placement rates for certain CTE programs, developing a standard for ESL (successful course completion), and creating goals for all the standards developed. The standards and goals developed for phase 2 were approved by MVC governing bodies in spring 2014. The Key Indicators for MVC are:

- Successful Course Completion Rates for transfer, credit-degree applicable, career and technical education (CTE), remedial education, and English as a Second Language and overall successful course completion
- Fall-to-Fall persistence and Fall-to-Spring persistence
- Number of A.A./A.S. degrees awarded
- Number of Certificates awarded
- Certification exams/licensure pass rates for CTE programs in: Dental Assistant, Dental Hygiene, EMT/Paramedic, and Physician Assistant
- Job placement rates for CTE programs listed above

Monitoring Progress & Trend Analyses on Institution-Set Standards

In the Accrediting Commission for Community and Junior Colleges standards, adopted in 2014, Standard I.B.4 requires colleges not only establish standards, but to continue ongoing assessment of these to fully understand how well the college is complying to these standards, and that to ensure said information is publically available. To comply with these standards, information on MVC's performance indicators are presented for the most recent three years (2013-2014, 2014-2015- and 2015-2016) to provide a longitudinal trend data analyses.

Table 2 - Moreno Valley College, IEPI Successful Course Completion 2013-2016

Successful Course Completion	Institution-Set Standard	Institution-Set Goal	OUTCOMES	2013-2014	2014-2015	2015-2016
Overall	73.3%	75.3% (+2.0%)		71.9%	70.5%	71.1%
Transfer courses	71.2%	73.2% (+2.0%)		72.6%	71.6%	71.8%
Credit - Degree applicable courses	74.3%	76.3% (+2.0%)		73.0%	71.7%	72.1%
Career/Technical Education courses	83.8%	85.8% (+2.0%)		78.3%	78.5%	80.0%
Remedial Education courses	63.9%	65.9% (+2.0%)		64.1%	61.5%	63.2%
ESL	69.2%	71.2% (+2.0)		74.8%	70.8%	76.9%
<i>Source: MIS referential files</i>			Met Standard but not Goal	Meet both Standard and Goal		

When assessing course completion rates by the Institution-Set Standards and Goals, we note MVC meets its Standards with Transfer course completion rates. The established Standard is 71.2% and Goal is 73.2%. For the last three academic years, MVC students are completing and the College is meeting the Institutional-Set Standards. English as a Second Language (ESL) students are also experiencing successful course completion, by meeting both Institution-Set Standards and Goal. Remedial education and other indicators (Overall, Credit-Degree, and CTE) have not met Standard and Goal outcomes.

Table 3 - Moreno Valley College Persistence Rates

Fall to Spring Persistence Rates	Beginning Term	N	Ending Term	N	Persistence Rate	(60.3%) Standard	(63.3%) Goal
Fall 2013 and Spring 2014	Fall 2013	6,968	Spring 2014	4,472	64.2%	<i>Exceeds</i>	<i>Exceeds</i>
Fall 2014 and Spring 2015	Fall 2014	7,445	Spring 2015	4,733	63.6%	<i>Exceeds</i>	<i>Exceeds</i>
Fall 2015 to Spring 2016	Fall 2015	7,521	Spring 2016	4,683	62.3%	<i>Exceeds</i>	<i>Not Met</i>
Fall to Fall Persistence Rates	Beginning Term	N	Ending Term	N	Persistence Rate	(41.8%) Standard	(46.8%) Goal
Fall 2012 and Fall 2013	Fall 2012	6,604	Fall 2013	2,955	44.7%	<i>Exceeds</i>	<i>Not Met</i>
Fall 2013 and Fall 2014	Fall 2013	6,968	Fall 2014	3,263	46.8%	<i>Exceeds</i>	<i>Exceeds</i>
Fall 2014 and Fall 2015	Fall 2014	7,445	Fall 2015	3,393	45.6%	<i>Exceeds</i>	<i>Not Met</i>

Note: Fall 2016 is unavailable through MIS, so we currently cannot develop Fall 2015 to Fall 2016 persistence numbers.

Note: BCTC courses (needed for CTE awards) and GE courses offered at BCTC are not included in the numbers for this table.

BCTC= Ben Clark Training Center

For the three year analyses, Table 3 presents persistence data between 2013 through 2016. MVC exceeds both the Institution-Set Standard and Goal in the Fall-to-Spring and Fall-to-Fall persistence rates. The only exceptions are related to the Fall 2015 persistence rates. Nonetheless, consistent persistence rates in meeting the standards indicate reflect the institutional effort to support student persistence towards completion. However, while we celebrate these data, we also note MVC loses 40% of its students from Fall to Spring, and more than half of students between Fall to Fall. Thus, while these data prove helpful to understand incremental progress, the College continues dialogue to engage and retain equitable amount of students through these term transitions.

Table 4 - Moreno Valley College - Awards by Academic Year

	2013-2014	2014-2015	2015-2016	Standard	Goal
Number of students who received a degree in the academic year:	381	385	432	485	582
Number of students who received a certificate in the academic year:	234	281	246	526	552
Number of students (unduplicated) who received a certificate or degree in the academic year:	547	598	628	Standard and Goal not established for this metric	

Source: MIS Referential files

Note: Criteria recommended by ACCJC were used to develop these numbers

Note: All the numbers provided are unduplicated.

Moreno Valley College continues to increase the number of student who receive an award, whether a degree or certificate in their field of study. Table 4 notes the total number of awards, by categories, for the last three academic years. The number of unduplicated students who received a certificate or degree increased every year, reaching 628 in 2015-2016.

Likewise, the college increased the number of unduplicated students who received a degree, by 51 students between 2013-2014 and 2015-2016. While there was a temporary 20% increase in students earning a certificate in 2014-15, between 2013-2014 and 2015-16 there was a small increase of 12 students earning certificates.

The College began a process during the Strategic Planning Council retreat on January 27, 2017, to determine steps that should be taken when standards are not met, including possibly to reassess and triangulate student outcomes to student aspirations to ensure adequate standards and goal meet student needs.

Table 5 - MVC Transfer Volume 2013-2016

Number of students that transferred to a 4-year institution from MVC by academic year	Standard	Goal	2013-2014	2014-2015	2015-2016
Note: These outputs are based on the transfer volume criteria: A. Students must have completed at least 12 units in the district (RCCD) B. A student is assigned to a respective college (and receives credit for a student) based on where a student completed the greatest number of units.	488	527 (+8.0%)	354	625	626
Met Both Standard & Goal					

Table 5 highlight the Transfer Volume over the last three years. Over the last two years, MVC meets both its Institution-Set Standard and Institution-Set Goal, exceeding both by over 100 transfer students. While MVC is working to provide cohort analyses of transfer

rates, versus volume, these data indicate an increasing number of students are meeting their educational aspiration to transfer onto a four-year institution.

Status of Actionable Improvement Plans

In the College’s 2014 Self Evaluation Report, fifteen Actionable Improvement Plans (AIPs) were self-identified by the College. Each AIP is listed in the table below with the page number from the 2014 Self Evaluation Report where the AIP was identified, the 2002 ACCJC Accreditation standard affiliated with the AIP, with the College’s current self-evaluation of the AIP, the current status, the party tasked with this Plan in the College governance and planning process, and supporting evidence related to the current status.

#	Actionable Improvement Plan (AIP) (pages from 2014 Self Evaluation Report)	Status	Responsible Parties	Documentation/ Evidence
1	The Institutional Mission and Effectiveness Committee will establish a plan for the regular review of the mission statement and will bring the plan to the Strategic Planning Council, the Academic Senate, and the President’s Cabinet for approval. (pages 86-88)	Complete	Standard I	See Standard I minutes from Dec 5, 2013 : mission to be reviewed every five years. Last update: December 2013
2	The college will establish a planning document reflecting timelines, progress, assignments and evaluations (pages 97-98)	Complete College revised its Integrated Strategic Plan (ISP) SPC annually evaluates progress towards ISP goals and objectives	Strategic Planning Council (SPC)	Integrated Strategic Plan 2015-18 Minutes from SPC fall 2016 retreat , Assessment developed by SPC ISP Task Force

#	Actionable Improvement Plan (AIP) (pages from 2014 Self Evaluation Report)	Status	Responsible Parties	Documentation/ Evidence
3	The College will put into place regular evaluations of governance structures, program review processes, and planning documents that have been incorporated into SPC subcommittee bylaws. (pages 98- 104)	Complete Standard IV evaluates governance structures, several groups evaluate program review processes, Standard I evaluates planning.	Governance structures: Standard IV Program Review: Standard I; Academic Senate; Instructional Program Review Committee; Student Services Council	Governance handbook ; (see page 8 regarding developing committee evaluation form) IPRC forms reviewed by Senate in May 2016
4	In the revised program review process, there will be feedback mechanisms so that units will understand which requests have been granted, which have not, and why. Part of this process will involve alternative plans and will serve as documentation that a request has been made but not granted if funds are not available. This documentation will be helpful in the next round of prioritization for requests made in program review. (page 104-106)	Ongoing.	Instructional Program Review Committee; Student Services Council; Standard III Resources committee	College Budget forum June 2 2015 ; See also “Financial Resources” section in response to College Recommendation 5 in the 2017 Midterm Report
5	A process for systematic evaluation of program review and planning will be devised using more direct assessment methods, when possible. (pages 107- 108)	Complete See response to College Recommendation 2 in the 2017 Midterm Report	Standard I; Academic Senate; Instructional Program Review Committee; Student Services Council	See response to College Recommendation 2 in the 2017 Midterm Report

#	Actionable Improvement Plan (AIP) (pages from 2014 Self Evaluation Report)	Status	Responsible Parties	Documentation/ Evidence
6	The Institutional Mission and Effectiveness subcommittee of the Strategic Planning Council and the Moreno Valley Assessment Committee along with the Governance Subcommittee will lead the development and implementation of processes which include accountability and timelines to regularly review and measure the effectiveness of program review and planning and develop action plans based on outcomes of evaluations. (pages 108-110)	Complete See response to College Recommendation 2 in the 2017 Midterm Report	Standard I; Standard IV; Academic Senate; Associated Students of MVC; Instructional Program Review Committee; Assessment Committee; Classified School Employees Association; Student Services Council	See response to College Recommendation 2 in the 2017 Midterm Report; Standard I and Standard IV subcommittees agreed Standard I would review these processes
7	The planning structure for implementing program reviews will be finalized and put into place. (pages 125- 127)	Complete See response to College Recommendation 2 in the 2017 Midterm Report	Standard I; Academic Senate; Instructional Program Review Committee; Student Services Council	See response to College Recommendation 2 in the 2017 Midterm Report
8	Curriculum Committee will review contract and community education courses. (Pages 127-130)	College is not offering contract or community education courses. A process is in place for the curriculum committee to review, if courses were offered.	Academic Senate; Curriculum; Faculty Association	

#	Actionable Improvement Plan (AIP) (pages from 2014 Self Evaluation Report)	Status	Responsible Parties	Documentation/ Evidence
9	Develop a means for the periodic evaluation of GE (General Education) and AOE (Area of Emphasis) programs and a process for revising AOE degrees when necessary. (Pages 130-132)	Ongoing	Curriculum Committee; Instructional Program Review Committee; Assessment Committee	Special projects were assigned to map AOE PLOs to course SLOs in fall 2015. Maps between GE/Program Learning Outcomes are available in TracDat and are reviewed in Comprehensive Instructional Program Reviews
10	While the catalog does meet this standard, as an Hispanic serving institution, the College will be moving towards translating more of its College policies into Spanish. (pages 161-162)	Ongoing	Associated Students of MVC; Curriculum; College and District Academic Affairs area (e.g., catalog); Student Services (e.g., Welcome/DREAM center publications)	College catalog has Commitment to Nondiscrimination Board Policy & Administrative Procedure in Spanish
11	Now, with the availability of an institutional researcher, a specific research plan for student services programs will be developed to facilitate appropriate research to respond to student needs. (page 163-164)	This AIP is no longer needed	Student Equity; Student Success and Equity; Student Services and Support Programs; Student Services Council	Student Services research is now conducted for specific plans or projects (e.g., Student Equity, workshop assessments)

#	Actionable Improvement Plan (AIP) (pages from 2014 Self Evaluation Report)	Status	Responsible Parties	Documentation/ Evidence
12	As budget permits, the College will continue to increase the full-time to part-time faculty ratio and increase the number of staff and managers, hiring two full-time faculty and two additional staff (custodians) during the 2013-14 academic year. (pages 209-211)	Ongoing	Academic Planning Council (APC); Academic Senate; Human Resources Advisory Group; President's Cabinet	List of positions hired since 2014; APC faculty prioritization data/rubric
13	Based on feedback provided from various workshops and seminars provided to employees to identify professional development opportunities. Reestablish sabbaticals as funding allows. (pages 218-219)	Sabbaticals have been restored Professional development assessment is ongoing by the responsible parties	Professional Growth and Sabbatical Leave Committee Faculty Development Committee; Human Resources Advisory Group (HRAG); Classified School Employees Association; Management Leadership Association; President's Cabinet	Sabbatical re-instituted in 2016-17 (see p. 69 June 21, 2016 Board of Trustees agenda); HRAG conducted two professional development surveys, in 2014 and 2016. Summary of feedback from fall 2016 FLEX day events (days 1 , 2 , and 3) Survey results from New Full-Time Faculty Orientation 2015; CSEA bi-annual retreat agendas

#	Actionable Improvement Plan (AIP) (pages from 2014 Self Evaluation Report)	Status	Responsible Parties	Documentation/ Evidence
14	Implement the remaining IT audit recommendations. (pages 257-259)	Complete. The audit recommendations have been addressed. The College Technology plan includes recommendations for cyclical updates and equipment refresh.	Technology Support Services; Technology Resource Advisory Group; District IT Strategic Council	College Technology Plan appendix starting on page 19 shows completed projects
15	The Standard IV subcommittee will adopt, as a component of its responsibilities, the regular evaluation of College governance processes. With the approval of all governance bodies, this committee, along with the Academic Senate and CSEA input, will compose a Participatory and Planning Handbook. This handbook will detail charges (including products for which the committee is responsible) and maintain timelines for all planning processes and budget development. (pages 304-305)	Complete Governance handbook created Evaluation is ongoing and the handbook, a “living document,” will be updated as needed when changes come through SPC and Academic Senate. An evaluation occurred during fall 2016 by Standard IV.	Standard IV; SPC; Academic Senate; CSEA	Governance handbook SPC approved in December 2014, reviewed Sep 2015, June 2016., Nov 2016. Academic Senate Dec 1, 2014, agenda and November 21, 2016. “information item” that no update was needed to the governance handbook, Academic Senate June 6, 2016 minutes

Appendix A – Evidence

Report Preparation and Timeline

- TL 1. Midterm report preparation [timeline](#)

District Recommendation 1

- DR 1-1. Information Technology Strategic Council ([ITSC](#)) website
- DR 1-2. [District Technology Plan](#)
- DR 1-3. [IT Audit](#)
- DR 1-4. Technology Resources Advisory Group minutes from [November 3, 2015](#)
- DR 1-5. Network Bandwidth Status on page 3 of [ITSC's October 19, 2016 minutes](#)

District Recommendation 2

- DR 2-1. Federal government's [OMB Circular A-21](#)
- DR 2-2. State Chancellor's Accounting Advisory, Governmental Accounting Board Statement No. 45 [GASB 45](#)
- DR 2-3. District Budget Advisory Council minutes from [January 23, 2015](#)
- DR 2-4. District Budget Advisory Council minutes from [February 27, 2015](#)
- DR 2-5. District Strategic Council minutes from [January 30, 2015 and March 13, 2015](#)
- DR 2-6. Board of Trustees Resources Subcommittee [April 7, 2015 meeting](#)
- DR 2-7. Board of Trustees approval of OPEB proposal during [April 21, 2015 meeting](#)
(see pages 384-386)

College Recommendation 1

- CR 1-1. [2015-2018 Integrated Strategic Plan](#)
- CR 1-2. [Student Success and Support Programs Plan](#)
- CR 1-3. [Student Equity Plan](#)
- CR 1-4. SPC's [March 2016 meeting](#)
- CR 1-5. Academic Senate's minutes from [April 2016](#)
- CR 1-6. [SPC August 26, 2016 minutes](#)
- CR 1-7. SPC October 27, 2016 [minutes](#)
- CR 1-8. College [Budget forum](#) in June 2015
- CR 1-9. Standard I's minutes from [December 2015](#)
- CR 1-10. Standard I's [minutes from October 6, 2016](#)
- CR 1-11. [Feedback from focus groups](#) regarding data in Annual Program Reviews
- CR 1-12. [Spring 2016 Music Annual Program Review](#)
- CR 1-13. Strategic Planning Council minutes from [March 2016](#)
- CR 1-14. Board of Trustees minutes from [May 2016](#).

College Recommendation 2

- CR 2-1. College planning [process](#)
- CR 2-2. Student services [Program Review Matrix](#)
- CR 2-3. Student services [retreat](#) agenda in August 2015
- CR 2-4. Student services [retreat](#) agenda in August 2016
- CR 2-5. Instructional Program Review Committee creation/consolidation from previous committees – see item V.e in the [September 22, 2014, Academic Senate minutes](#)
- CR 2-6. Instructional Program Review Committee’s 2015 [checklist](#), [review form](#), [resource request form](#), [training manual](#), and minutes from [September 15, 2015](#)
- CR 2-7. Instructional Program Review Committee’s 2016 [checklist](#); [feedback](#)
- CR 2-8. Focus group [feedback](#) on Program Review
- CR 2-9. College’s adopted resource allocation [process](#)
- CR 2-10. Student Success and Support Program (SSSP) [plan](#)
- CR 2-11. SPC minutes from retreat on [August 26, 2016](#)
- CR 2-12. [SPC’s October 27, 2016 agenda](#)

College Recommendation 3

- CR 3-1. See [Agreement between RCCD and RCCD Faculty Association CCA/CTA/NEA Article X.J.5](#), pages 24-25
- CR 3-2. See pages 35-39 of the [2016-17 College Catalog](#)
- CR 3-3. Assessment [process](#) for student services

College Recommendation 4

- CR 4-1. Dental Assisting advisory committee minutes: [October 2015](#), [May 2016](#), and [October 2016](#)
- CR 4-2. Dental Hygiene advisory committee minutes of [May 16, 2016](#)
- CR 4-3. Business Information Technology Services advisory committee minutes from [November 16, 2016](#)
- CR 4-4. Riverside Regional Health Professions Nexus minutes from [August 2016](#).
- CR 4-5. CTE Course Outline of Records single tracking spreadsheet ([November 8, 2016](#); [February 1, 2017](#).)
- CR 4-6. Computer Information Systems / Computer Applications Technology course outline updating [process](#) and meeting [minutes](#).)

College Recommendation 5

- CR 5-1. [2015-18 Integrated Strategic Plan](#)
- CR 5-2. [2015 Comprehensive Master Plan](#)
- CR 5-3. IRPA process [flowchart](#)
- CR 5-4. Resource requests [online form](#)
- CR 5-5. [IRPA funded table](#)
- CR 5-6. [Instructions](#) for the resource request online form

- CR 5-7. [Staffing Plan](#)
- CR 5-8. Strategic Planning Council minutes [November 24, 2015](#)
- CR 5-9. [Position Prioritization Process](#)
- CR 5-10. Diversity Summit on November 18, 2016 [assessment](#)
- CR 5-11. [Ally](#) trainings webpage
- CR 5-12. Diversity Committee minutes from [February 2016](#)
- CR 5-13. [2014-19 Scheduled Maintenance five-year plan](#)
- CR 5-14. [2016-2021 Scheduled Maintenance five-year plan](#)
- CR 5-15. [2015 Comprehensive Master Plan.](#)
- CR 5-16. Ben Clark Training Center [Letter of Intent, BCTC, updated June 2015](#)
- CR 5-17. BCTC [general education offering plan](#)
- CR 5-18. College's [technology visioning sessions](#)
- CR 5-19. College's [Technology Plan](#)
- CR 5-20. [District Strategic Technology Plan](#)
- CR 5-21. [June 16, 2015 Board of Trustees minutes](#) Agenda item IV-F, page 59-66
- CR 5-22. [ITSC](#) committee webpage
- CR 5-23. Appendix (starting on page 19) of the [Technology Plan.](#)
- CR 5-24. MVC Technology Survey ([2015](#); [2016](#))

College Recommendation 6

- CR 6-1. [Student Equity Plan](#)
- CR 6-2. [Student Success and Support Programs Plan](#)
- CR 6-3. SSSP committee [minutes from June 24, 2015](#)
- CR 6-4. Financial aid [workshops](#)
- CR 6-5. [Assessment and review](#) of the First Year Experience Summer Bridge program
- CR 6-6. Student Health and Psychological Services [program review](#)
- CR 6-7. [Student Health and Psychological Services](#) website
- CR 6-8. [Seeking Success](#) workshops brochure
- CR 6-9. Behavioral Intervention Resource Team ([BIRT](#)) website
- CR 6-10. Flyer announcing [conference](#) support African American men on October 21, 2016
- CR 6-11. [Survey](#) to help the College improve the Early Alert process
- CR 6-12. [College library survey website](#)
- CR 6-13. Library usage statistics [published](#) on a website
- CR 6-14. Flyer announcing evening hours starting [summer 2015](#)
- CR 6-15. SPC minutes from [November 2015](#)

Data Trend Analysis

DTA-1. [None]

Actionable Improvement Plans (AIPs)

- AIP 1. [Standard I minutes from Dec 5, 2013](#)
- AIP 2. [Integrated Strategic Plan 2015-18](#) and [Minutes from SPC fall 2016 retreat](#)

- AIP 3. [Governance handbook](#) and IPRC forms [reviewed](#)
- AIP 4. College Budget forum [June 2, 2015](#)
- AIP 5. None
- AIP 6. None
- AIP 7. None
- AIP 8. None
- AIP 9. None
- AIP 10. None
- AIP 11. None
- AIP 12. APC faculty [prioritization data](#)/rubric
- AIP 13. [June 21, 2016 Board of Trustees agenda](#); and HRAG professional development survey in [2014](#) and feedback from fall 2016 FLEX day events (days [1](#), [2](#), and [3](#))
- AIP 14. [College Technology Plan](#) appendix starting on page 19
- AIP 15. [Governance handbook](#); SPC [minutes showing approval in December 2014](#), [reviewed again Sep 2015](#), [June 2016](#) and [November 2016](#). Academic Senate [Dec 1, 2014, agenda](#) and [Academic Senate June 6, 2016 minutes](#)

Agenda Item (VIII-B-2)

Meeting	2/21/2017 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-2)
Subject	Accreditation Midterm Report for Norco College
College/District	Norco
Funding	N/A
Recommended Action	Recommend reviewing and accepting Norco College's Accreditation Midterm Report.

Background Narrative:

Institutions are required to submit to the Accrediting Commission for Community and Junior Colleges (ACCJC) a Midterm report midway between comprehensive evaluation visits. The report describes the progress and or resolution of recommendations made by the commission and the institution's self-identified actionable improvement plans along with an analysis of data trends. The college has completed its analysis of its plans and progress through an inclusive process that involved students, faculty, staff and administrators in preparation of its Midterm Report.

Prepared By: Bryan Reece, President Norco College
Diane Dieckmeyer, Vice President, Academic Affairs, Norco College

Attachments:

[Norco College Midterm Report 2017](#)

Norco College
Midterm Report

Submitted by

Norco College
2001 Third Street
Norco, California 92860

Submitted to

Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

March 2017

Midterm Report Certification Page

March 15, 2017

To: Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

From: Dr. Bryan Reece, President
Norco College
2001 Third Street
Norco, California 92860

We certify there was broad participation/review by the campus community and believe this Report accurately reflects the nature and substance of this institution.

Virginia Blumenthal, President, Board of Trustees
Riverside Community College District

Date

Michael Burke, Ph.D., Chancellor
Riverside Community College District

Date

Bryan Reece, Ph.D., President
Norco College

Date

Diane Dieckmeyer, Ed.D., Vice President, Academic Affairs and
Accreditation Liaison Officer, Norco College

Date

Peggy Campo, Academic Senate President and
Associate Professor of Anatomy and Physiology, Norco College

Date

Kristine Anderson, Faculty Accreditation Co-chair and
Professor of English, Norco College

Date

Andy Aldasoro, Vice President
California School Employees Association

Date

Robbie Bishara, President
Associated Students of Norco College

Date

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Statement of Report Preparation

In February 2016, Norco College's Accreditation Liaison Officer and Faculty Accreditation Co-Chair met to establish a timeline and organization for the Midterm Report process. In March 2016, faculty, staff, and administrators associated with the areas to be addressed in the report became involved in compiling responses and assisting with evidence collection. Along with input and updates from various stakeholder groups, including the Academic Senate, the Institutional Strategic Planning Council (ISPC), and the Academic Planning Council (a committee of department chairs), those who provided expertise in the completion of the report include the following:

- District Recommendation 1: Associate Vice Chancellor of Information Technology
Riverside Community College District Office of Information Technology
- District Recommendation 2: Vice Chancellor of Business and Financial Services
Norco College Vice President of Business Services
- College Recommendation 1: Institutional Strategic Planning Council Administrative Co-Chair / Accreditation Liaison Officer
Dean of Institutional Effectiveness
Academic Senate President
- College Recommendation 2: Vice President of Academic Affairs
Dean of Institutional Effectiveness
Faculty Assessment Coordinator
- College Recommendation 3: Vice President of Business Services
- College Recommendation 4: Dean of Technology and Learning Resources / Technology Committee Co-Chair
Classified Professional Instructional Production Specialist / Technology Committee Co-Chair
College Technology Manager
- Actionable Improvement Plan II.A.2: Dean of Career and Technical Education
Vice President of Academic Affairs / Accreditation Liaison Officer
- Actionable Improvement Plan II.B.2.d: Vice President of Student Services
Dean of Instruction
Dean of Student Services
- Actionable Improvement Plan III.B.1.a: Vice President of Business Services
College Technology Manager
Dean of Technology and Learning Resources / Technology Committee Co-Chair
Classified Professional Instructional Production Specialist / Technology Committee Co-Chair
- Actionable Improvement Plan III.B.2.a: Vice President of Business Services
Classified Professional Financial and Technical Analyst for Business Services

Responses to the Commission's Recommendations

At its January 6-8, 2016 meeting, the Commission reviewed Norco College's Follow-Up Report ([R.1](#)), its previous Comprehensive Institutional Evaluation Report, and all submitted evidentiary documents, and found the College to have resolved all deficiencies and District and College recommendations, as well as having met all Eligibility Requirements.

As a result of Norco College's accreditation cycle falling prior to spring 2016, the College is now taking the opportunity in this Midterm Report to update the Commission on its progress to date related to previous recommendations and deficiencies.

District Recommendation 1

In order to meet standards, compile the various completed elements of technology planning into an integrated, comprehensive district technology plan that is accessible and transparent, including a disaster recovery plan and a plan to refresh aging and outdated technologies. Insure that the district technology plan is based on input from the colleges and is in alignment with college planning processes.

This recommendation was addressed satisfactorily in the Follow-Up Report.

The Information Technology Strategy Council (ITSC), which consists of the co-chairs of the college technology advisory groups and District Information Technology Services personnel, continues to meet monthly to discuss district-wide technology needs, including the status of the District Technology Plan ([DR1.1](#)) objectives for the current academic year. By the time of the Follow-Up Report, the ITSC had begun the process of working with each college's vice president of business and the Vice Chancellor of Business Services to determine financial sustainability as the District and colleges implemented their technology plans.

Every fall term, the council assesses the prior academic year's objectives (derived in large part from outstanding IT Audit ([DR1.2](#)) concerns). In fall 2016, the council was discussing compilation and prioritization of the list of 2016-2017 objectives based on the prior year's outstanding objectives in addition to new items brought forward from the colleges' and District's technology plans for 2016-2017.

Progress continues to be made toward a more comprehensive disaster recovery plan (District Technology Continuity Plan, Appendix 3 of the District Technology Plan, [DR1.3](#)). One step has been the completion of network redundancies between college and district locations, ensuring that locations are connected to each other in more than one way in case of outage at any single site. Work on this alternate network routing has been completed at Norco College and continues at Riverside City College. Implementation of a second district-wide internet connection at Moreno Valley College is in progress, which will provide additional redundancy as well as increased capacity to the entire District. In addition, data are being replicated between college sites on a scheduled basis. Also, faculty and staff email has been migrated to Office 365 at Microsoft for improved access and availability.

The colleges' vice presidents for business and the Vice Chancellor for Business and Financial Services continue to refine a financial sustainability plan for technology replacement and enhancements.

District Recommendation 2

In order to meet Standards, implement a plan to fund contributions to the District's other post-employment benefits (OPEB) obligation.

This recommendation was addressed satisfactorily in the Follow-Up Report.

To address the Commission's recommendation regarding OPEB liability, the Other Post-Employment Benefits Obligation Funding Plan ([DR2.1](#)) was developed. The plan consists of the following:

1. Effective July 1, 2015, establish an irrevocable trust to pay current retiree health costs and to accumulate funds for future costs to offset the OPEB liability;
2. Develop a rate to apply to every dollar of payroll, in all resources that have payroll, to cover the annual current cost ("pay-as-you-go") plus a minimum of \$250,000 annually to begin providing for future retiree health costs, including application of the rate to grant and categorical programs in accordance with the federal government's OMB Circular A-21 ([DR2.2](#)) and the State Chancellor's Accounting Advisory, Governmental Accounting Board Statement No. 45—Accounting and Financial Reporting by Employers for Post-Employment Benefits Other than Pensions, GASB 45 ([DR2.3](#));
3. Contribute investment earnings over time to the reduction of the outstanding OPEB liability, so the total amount of funds set aside by the District and accumulated to pay for future retiree health costs will be limited to a maximum of 50% of the outstanding OPEB liability;
4. At least annually, transfer all funds provided by the retiree healthcare rate to the irrevocable trust;
5. Pay all retiree healthcare costs out of the irrevocable trust.

This proposal, discussed with the District Budget Advisory Council (DBAC) on January 23, 2015 ([DR2.4](#)) and on February 27, 2015 ([DR2.5](#)), was also vetted through each of the colleges' shared governance processes and reviewed by both the District Strategic Planning Council (January 30, 2015 and March 13, 2015) ([DR2.6a](#), [DR2.6b](#)) and the Chancellor's cabinet (March 30, 2015). The final proposal was presented and discussed at the April 7, 2015 Resource Committee meeting ([DR2.7](#)). The Board approved the proposal at its April 21, 2015 meeting ([DR2.8](#)).

The District continues to implement its funding plan to ensure a reduction of its OPEB liability. An OPEB Committee was formed, with membership consisting of the Vice Chancellor of Business and Financial Services, a CTA representative, a management representative, a CSEA representative, and a community member. At the committee's initial January 6, 2016 meeting, the group chose an asset-allocation strategy for a \$250,000 investment per fiscal year. The committee recommended a moderately conservative plan with medium risk (Strategy 2) within

the CalPERS OPEB irrevocable trust. To follow shared government processes, the committee's work was presented to Norco College's Business and Facilities Planning Council at its February 16, 2016 ([DR2.9](#)) meeting and to the College's Institutional Strategic Planning Council on March 2, 2016 ([DR2.10](#)). On September 12, 2016 the District OPEB Committee reviewed the trust's performance and set future meeting dates for a minimum of two times a year.

College Recommendation 1

In order to meet the Standards, the team recommends that the College consistently evaluate all parts of the planning and resource allocation cycle; develop a standard assessment instrument for all participatory governance committees; develop a process to assess the evaluation mechanisms used in integrated planning and resource allocation to ensure that those evaluations are effective in improving programs, processes, and decision-making structures; and develop strategies to broadly communicate the results of these evaluations to the entire College community.

The recommendation has four components, each of which was addressed satisfactorily in the Follow-Up Report.

1. Consistently evaluate all parts of the planning and resource allocation cycle

The College continues to evaluate all parts of its planning and resource allocation cycle, posting relevant documents to its Evaluation Procedures ([CR1.1](#)) webpage. Between 2011 and 2015, evaluation of the planning and resource allocation cycle at the College consisted of eight components, as designated in the Norco College Strategic Planning Committee Policy 2010-01. During 2015, the Institutional Strategic Planning Council (ISPC) reviewed and revised Policy 2010-01 ([CR1.2a](#), [CR1.2b](#)) to further improve and simplify evaluation processes at the College. One improvement made as a result of revising the policy concerned the Survey of the Committee of the Whole (COTW). Because the Survey of the COTW is administered only to those who attend the last meeting of the year, and is thereby not necessarily an accurate cross-section of all College faculty, administrators, and staff, the ISPC expanded the distribution of the survey to include the entire institution. Now called the Institutional Effectiveness and Planning Survey, all college employees with adequate knowledge of planning processes have an opportunity to provide input about which areas are effective and which need improvement.

The ISPC also determined that an additional component of the 2011-2015 evaluation process—the Open Dialogue session held each May—was not effective as an evaluation procedure. The session was felt to have value in other areas and will continue to be held, but it has been dropped from the list of evaluation components. The total number of components by which the College evaluates its planning, program review, resource allocation, and decision-making process has therefore been reduced from eight to seven:

1. Survey of Effectiveness of the Planning Councils ([CR1.3](#))
2. Report of Effectiveness of Academic Senate and Senate Standing Committees ([CR1.4](#))
3. Memorandum from College President to Norco College ([CR1.5](#))

4. Progress Report on Strategic Planning/Educational Master Plan Goals, Objectives and “Dashboard Indicators” ([CR1.6](#))
5. Institutional Effectiveness and Planning Survey ([CR1.7](#))
6. Report of Resource Allocation ([CR1.8](#))
7. Report on Annual Evaluation ([CR1.9](#))

Minor changes were also made to several other evaluation procedures. For example, the Annual Evaluation Report was renamed Report on Annual Evaluation Cycle, and it was further specified that this report should be used as a tool to make improvements in planning processes.

In addition, Norco College now reports out on all 22 goals related to its Institutional Effectiveness Partnership Initiative (IEPI) Framework of Indicators (CR1.10a, CR1.10b). Base year data have been gathered, and one-year and six-year targets established, for such indicators as completion rate, remedial rate, CTE completion rate, successful course completion, number of degrees and certificates, and FTES.

The College is confident that its process for evaluating its planning and resource allocation cycle is effective. The component parts of the process are themselves regularly evaluated, and thereby the overall cycle itself improved.

2. Develop a standard assessment instrument for all participatory governance committees

As noted in the 2015 Follow-Up Report, Norco College has three different types of participatory committees: 1) standing committees of the Academic Senate, 2) standing committees not associated with the Academic Senate, and 3) planning councils that, among other things, evaluate and prioritize resource requests in their specific area. Beginning in 2011, members of standing committees of the Academic Senate completed an online Academic Senate Standing Committee Survey ([CR1.11a](#)) each October. Survey results were discussed by the membership and an executive summary/analysis of the results developed by each committee chair. The senate received an executive summary from each standing committee for review and discussion, and it made recommendations to each of the committees based on the results of the evaluation and discussion. The senate president reported on these evaluations to the Institutional Strategic Planning Council (ISPC), and a summary of the results was posted on the Institutional Research and Strategic Planning websites. In order to create an opportunity for more thoughtful feedback and evaluation, this process was modified slightly beginning in the 2015-2016 academic year. Online surveys were moved to late spring; following the survey, each committee discusses the results. In spring semester, each committee confers about its planning and decision-making processes during the academic year and how it has fulfilled its goals, filing reports with the senate (Academic Senate minutes, May 23, 2016) ([CR1.11b](#)). The senate makes and receives recommendations from each committee based on the results of the evaluations and discussions. In the fall, the senate president reports on committee evaluations to ISPC, and an annual report, the Senate Overview of the Assessment Survey of the Senate and Its Standing Committees, is posted on the Strategic Planning website ([CR1.4](#)). The College will continue to assess the timeline and effectiveness of this revised process.

Members of standing committees not associated with the Academic Senate (for example, the Grants Committee, the Technology Committee, the Associated Students of Norco College) complete an online survey each spring to gauge their level of satisfaction with the committee’s planning and decision-making process that year ([CR1.12](#)). Led by their respective chairs, those

committees similarly review and respond to the survey results. These committees report their findings directly to the ISPC rather than to the Academic Senate.

Planning council members complete a similar online survey ([CR1.13](#)) each spring to determine their level of satisfaction with committee-level planning, resource allocation, and decision-making. They also evaluate the criteria used in evaluating resource requests as well as the degree to which these processes are effective and linked at the planning council level. The ISPC also reviews these evaluations. The Results of the Survey of Effectiveness for the Planning Councils report ([CR1.14](#)) are posted on the Institutional Research website.

The instrument through which participatory governance committees assess their work is therefore standardized to the extent permitted by their specific compositions, roles and responsibilities, and relationship to other committees and councils. Some questions are tailored to the specific committee or council. In addition, the College has determined that an online survey for Academic Senate standing committees be supplemented with dialogue sessions for generating useful assessment information. The College will continue to refine and modify its committee assessment methodology on a regular basis.

3. Develop a process to assess the evaluation mechanisms used in integrated planning and resource allocation

The College established a process and cycle for assessing its evaluation mechanisms, which is to occur every second and fourth year of the Strategic Planning cycle during the fall Strategic Planning Retreat, as noted on the revised Policy 2010-01. The first of these retreats was held on December 3, 2014 ([CR1.15](#)), followed by a retreat on December 2, 2015 ([CR1.16](#)). For the 2015 retreat, the focus was not to assess the evaluation mechanisms since it was off cycle; however, the Institutional Strategic Planning Council focused on decision-making processes, engaging in an activity to gauge members' understanding of the flow of decision-making. The dialogue involved an understanding of the differences between what is strategic and what is operational, and the acknowledgement that not all decisions require committee approval.

As part of its evaluation of its evaluation mechanisms, the ISPC voted to continue to hold the Annual Open Dialogue, which occurs at the end of each spring. However, though the decision was made to continue these sessions as a valued element of the College's culture and to promote continued transparency, the ISPC also noted that it should not be included among the College's methods of evaluation.

The fall 2016 Strategic Planning Retreat ([CR1.17](#)), and biennially after that, will be devoted largely to assessing the evaluation mechanisms used in integrated planning and resource allocation.

4. Develop strategies to broadly communicate evaluation results

As noted in the Follow-Up Report, the College has employed a number of methods in recent years to communicate evaluation results to the college community. Evaluation results are discussed regularly in council and committee meetings, and they are often considered in department meetings and by the president's cabinet. Reports and findings for each of the evaluation procedures are posted on the Evaluation Procedures ([CR1.1](#)) webpage. In the 2013 Norco College accreditation survey ([CR1.18](#)), only two of 132 faculty, staff, administrator, and student respondents disagreed with the statement "Norco College strategic planning goals are regularly assessed and results shared with campus constituencies." This item also was included

on the 2016 Institutional Effectiveness and Planning Survey ([CR1.7](#)). Again, a minority of respondents (12 of 115) disagreed with the statement.

Beginning in spring 2015, the College also created a biannual strategic planning newsletter to further facilitate communication of evaluation results. The fall 2015 newsletter ([CR1.19](#)) contained articles on the Completion Initiative (designed to increase the percentage of Norco College students who transfer or obtain a degree within four years of enrollment), the revised Evaluation Procedures, and overviews of the roles of the Academic Senate and the Associated Students of Norco College in the evaluation process. The College President also wrote an article on strategic planning highlights. The spring 2016 issue of the newsletter ([CR1.20](#)) included an update on the Completion Initiative as well as pieces on the role of the Academic Senate, the Business and Facilities Planning Council, and the Student Success Committee in the evaluation process. The newsletter, published each year in November and May, is distributed electronically and in hard copy. The most recent newsletter ([CR1.21](#)) also can be found on the Strategic Planning webpage ([CR1.22](#)). While wide-ranging in focus, it underscores the improvements that have been made to planning and decision-making processes through the use of evaluation procedures.

College Recommendation 2

In order to meet the Standards, the team recommends that the College create a system to ensure consistency in transferring student learning outcomes on official course outlines of record to course syllabi; implement more direct assessment of student learning at the program level; complete its cycle of evaluation for all general education outcomes; and develop, implement, and assess an evaluative mechanism to review all parts of the student learning outcomes process in an ongoing and systematic way.

This recommendation has the following four components, each of which was addressed satisfactorily in the Follow-Up Report.

1. Creation of a system to ensure consistency in transferring student learning outcomes on official course outlines of record to course syllabi

As explained in the Follow-Up Report, Norco College has developed a standardized course syllabus shell for use by full- and part-time faculty. The syllabus shell (example shell, fall 2016, [CR2.1](#)), fully implemented in fall 2015, provides students with non-instructor-specific information (e.g., disability resources, learning resources, etc.) and also provides faculty with the current SLOs for each course already pre-loaded. Faculty can access shells for their particular courses by following a link to the Course Syllabus Shells website ([CR2.2](#)) from the Faculty Resources webpage. The shells also are referenced in the Norco College Faculty Guide ([CR2.3](#)). The syllabus shells are updated annually to reflect curricular changes, and faculty continue to utilize them each term.

2. Direct assessment of program-level student learning outcomes

To meet this part of the recommendation, the College created a clear and systematic Rotation Plan for Outcomes Assessment ([CR2.4](#)) for both course- and program-level assessment. During the 2014-2015 and 2015-2016 academic years, a new assessment software program, TracDat, was piloted and then fully implemented with faculty. As of spring 2016, 88.9% of eligible courses were engaged in ongoing assessment, as indicated in the College's 2016 Annual Report to ACCJC ([CR2.5](#)).

The college has also continued to conduct direct assessment of student learning in the Area of Emphasis (AOE) degree, in Associate Degrees for Transfer (ADTs), and CTE programs. The programs scheduled for assessment during 2015-2016 were AOE in Administrative and Information Systems, Math and Sciences, and Kinesiology, Health and Wellness; ADTs in Anthropology, Math, Physics, Computer Science and Communication Studies; CTE programs in Business-Logistics, Business-Real Estate, Commercial Music-Performance, Digital Electronics, Drafting Technology, Game Art-Character Modeling, Game Programming, Logistics Management, and Mobile Applications Development; and in General Education, Communications PLO. As of spring 2016, 76.1% of all programs were involved in ongoing assessment as reported in the 2016 ACCJC Annual Report. This is marked improvement from the 2015 ACCJC Annual Report ([CR2.6](#)) which showed ongoing assessment of program learning outcomes at 48.2%. Since 2016-2017 is the last year of our four-year cycle, all programs should have completed and reported assessment by early fall 2017.

3. Completion of general education assessment cycle

At present, four general education learning outcomes (GELOs) comprise the General Education program: 1) critical thinking, 2) information competency and technology literacy, 3) communication, and 4) self-development and global awareness. These GE learning outcomes have been assessed authentically since they were adopted by the Board of Trustees in fall 2013. That semester, the Norco College Assessment Committee (NAC) agreed on a plan to assess each of the outcomes cyclically, in successive years.

The procedure used to assess GELOs begins by selecting a representative sample of courses that have an assignment/test/project that authentically assesses the selected GE learning outcome. In TracDat, faculty are provided a roster for each class to be assessed, along with a rubric on which they can score each student according to the following scale:

- 1: Little or no evidence of competency
- 2: Limited evidence of competency
- 3: Adequate evidence of competency
- 4: Strong evidence of competency

Faculty GELO rubric scorings for each student are then exported from TracDat into a spreadsheet for analysis. GELO scores for students are then merged with student enrollment data, and total units of successfully completed general education coursework are then calculated for each student. Once this student-level data is derived, significance testing analysis (through statistical models called analysis of variance, or ANOVA) is applied to three groups of students:

- Group 1: fewer than 12 units of GE
- Group 2: 12-24 units of GE
- Group 3: more than 24 units of GE

Through the results of ANOVA, significant differences among the mean GELO competency scores of the three groups can be derived. If Group 2's scores are significantly greater than those in Group 1, and Group 3's scores are significantly greater than those in Group 2, learning for the GELO can be attributed to increased exposure to general education courses. In other words, general education courses appear to be making a difference in learning for that outcome. This linear relationship is occasionally found, but sometimes the relationship is not so clear. Thus, faculty are called together to help explain data patterns and also to make plans for improvement in learning, if warranted.

In addition to the ANOVA data, learning outcomes were disaggregated by ethnicity, gender, and age for the 2015-2016 academic year, and a disproportionate impact analysis was conducted to determine if any of these groups are experiencing learning gaps. Each year, GE assessment reports ([CR 2.7a](#), [CR2.7b](#), [CR2.7c](#)) are written to capture the data and faculty input. During 2016-2017, the critical thinking GELO is scheduled to be assessed, and this will complete the full cycle of GELO evaluation as identified in the recommendation.

4. Development, implementation, and assessment of an evaluation mechanism to review all parts of the student learning outcomes process in an ongoing and systematic way

The College's instructional annual program review (APR) was identified as the most logical source of data for creating an evaluative mechanism to review the student learning outcomes process. The program review template ([CR2.8](#)) presently includes a rubric that is used by members of the Norco Assessment Committee to score academic disciplines in each area of the SLO process. These scores form the basis of the evaluative mechanism for reviewing all parts of the SLO process.

Calculating the mean for each part of the SLO process creates key indicator scores that quantitatively summarize the state of assessment at the College. In the 2014-2015 report ([CR2.9](#)), key indicators were Level of Loop-Closing, Improvement of Learning, Dialogue on Results, and Participation in Program Assessment with scores of 2.4, 2.1, and 1.9, respectively, for the first three indicators (excluding 0 scores for disciplines that did not complete the assessment portion of the APR). These three indicators represented each part of the SLO process, with the overall average 2.2 on a three-point scale. The scores show that, for the disciplines that engaged in assessment, clear levels of loop closing, improvement of learning, and dialogue were involved in the process. The final key indicator was Participation in Program Assessment; ten out of 27 disciplines (37%) indicated active involvement in program assessment.

During 2015-2016, the rubric was modified slightly. An extra scoring area was added to capture initial SLO assessment activity. Also, since TracDat has become the monitoring tool for assessment, an additional rubric area was added to identify whether assessments had been input into the system. In total there were six key indicators for the SLO process as scored on the 2015-2016 program reviews: Initial SLO Assessments, Loop-Closing Assessments, TracDat Input, Improvement of Learning, Dialogue across Discipline, and Participation in Program Assessment. The 2015-2016 Key Indicators Report ([CR2.10](#)) shows the results for these areas as 2.5, 2.3, 2.3, 2.3, 1.6, and 0.423 (or 42.3%), respectively. These outcomes show modest increases in all areas over the previous year with the exception of Dialogue, which decreased 0.3.

These trends are encouraging for most parts of the SLO process. However, during 2016-2017, NAC will discuss methods of improving dialogue across the discipline for the next program review cycle.

College Recommendation 3

In order to meet the Standards, the team recommends that service area outcomes are systematically assessed for all areas in Business Services and the results of the evaluation are used to make improvements.

This recommendation has the following two components, each of which was addressed satisfactorily in the Follow-Up Report.

1. Systematic assessment of service area outcomes in Business Services

At Norco College, Business Services comprises four departments: College Safety and Police, Facilities (including Administrative, Custodial, Grounds, and Maintenance), Food Services, and Technology Support Services. Since 2008, units within Business Services have conducted annual program reviews (due by August 31 each year) that provide analysis of changes within the unit over the previous year as well as significant new resource needs. A central component of the program review process is outcomes assessment. Each unit is expected to describe its previous year's outcomes assessment (service area outcomes addressed, assessment method or methods used, target or benchmark, results, expected use of results) as well as the current year's assessment plan. In addition, each unit responds to the question, "What did you learn that will impact your unit for the future?" These program review documents are housed at the College's Administrative Unit Program Review webpage ([CR3.1](#)). The rigor and the cyclical nature of the College's administrative and instructional unit program review processes ensure that service area outcomes assessment is systematic for all Business Services departments.

Service area outcomes (SAO) assessment is also a regular agenda item at monthly Business Office Administrative Team (BOAST) meetings. BOAST develops the agenda and identifies the activities for Business Services' annual open house and retreat, ensuring that assessment is a key topic for both events. The open house provides an opportunity for new faculty and staff to become acquainted with Business Services personnel and familiar with processes and procedures of the office, including the need for regular SAO assessment. The annual retreat ([CR3.2a](#), [CR3.2b](#), [CR3.2c](#), [CR3.2d](#)) (mandatory for all Business Services staff), held at the end of each fiscal year, focuses on team building, program review ([CR3.2e](#)), SAO assessment results of the previous year, and SAO assessment plans for the upcoming year. The retreat includes sharing of thoughts and ideas, with discussion time facilitated by the Vice President of Business Services. Survey results ([CR3.3](#)) indicate that it is especially helpful for department managers in their preparation of their program reviews, allowing for more comprehensive goal setting.

As noted in the Follow-Up Report, Norco College Business Services is committed to the process of defining measurable service area outcomes, evaluating the extent to which they are achieved, and using results to improve. This process will continue to be refined and documented in the annual program reviews.

2. Use of assessment results for improvement

The Follow-Up Report detailed some of the ways in which Business Services program reviews from 2013-2014 reported the current or previous use of assessment results for improvement. The 2014-2015 program reviews (Business Services, [CR3.4a](#); College Police, [CR3.4b](#); Facilities, Administrative, [CR3.4c](#); Facilities, Custodial, [CR3.4d](#); Facilities, Grounds, [CR3.4e](#); Facilities, Maintenance, [CR3.4f](#); Food Services, [CR3.4g](#); Technology Support Services, [CR3.4h](#)) demonstrated that departments had further refined their identification of service area outcomes for assessment and the methods used to assess them. For example, one of Business Services' goals was to improve coordination of information technology functions within the College. As a result of dialogue within the District's Information Technology Strategy Council (ITSC), Business Services advocated for the decentralization of microcomputer support, moving from a District-based to a College-based system. Instructional Media was combined with Microcomputer Support to form a new division called Technology Support Services. With this decentralization, the College gained a Technology Manager and 2.5 FTE of Microcomputer Support staff. As a result, Norco College has a team of technicians, along with a technology supervisor, that is able to provide more immediate delivery of services to the College.

Program reviews completed in summer 2015 by other departments in Business Services also identify areas where assessment results were used for improvement. In the area of College Safety and Police ([CR3.4b](#)), a Norco College Cadet program was implemented, with several cadets being added to this department. Facilities Department (Maintenance) ([CR3.4f](#)) was able to implement an automatic feedback survey (CR3.5) on all work orders to maintain and improve their service delivery and customer satisfaction. Furthermore, the Food Services ([CR3.4g](#)) department was able to increase their delivery and options by opening a coffee cart and a coffee bar in the cafeteria area. These and other improvements are the result of the ongoing outcomes assessment process.

College Recommendation 4

In order to meet the Standards, the team recommends that the College systematically plan for the replacement of technology infrastructure and equipment, reflect projections of total cost of ownership for new equipment, systematically assess the effective use of technology resources, and use the results of evaluation as the basis for improvement.

This recommendation has the following four components, each of which was addressed satisfactorily in the Follow-Up Report.

1. Planning systematically for the replacement of technology infrastructure and equipment

In spring 2016, the Technology Committee revised the Norco College Technology Principles and Guidelines ([CR4.1a](#), [CR4.1b](#)) to improve the process to be more inclusive of stakeholders at the College. The Technology Committee coordinates with departments and disciplines to ensure that the replacement technology meets specific programmatic needs. The committee coordinates with Technology Support Services staff to plan for replacement,

reassignment, and evaluation of technology resources, and coordinates with grants administrators to identify possible funding.

The Norco College Replacement of Technology Infrastructure and Equipment Plan ([CR4.2](#)) calls for a staggered replacement cycle in which a portion of the computer inventory (approximately 25%) is recommended for replacement each year. An annual computer/equipment inventory ([CR4.3](#)) is also mandated, with custodial records of all technology equipment maintained by the College's Technology Support Services and reviewed by the Technology Committee for evaluation of technology resources on campus. The annual inventory will be used to determine the technology-related items that will be placed on the recommended list ([CR4.4](#)) as part of the staggered replacement.

To illustrate, on May 21, 2015, the Technology Committee approved the Computer Equipment Refresh 2015 Recommendations list for office computer equipment ([CR4.5](#)), and the list was placed on the 2015 Annual Administrative Program Review for Technology Support Services ([CR4.6](#)). In the program review process, the recommendation was listed as a high priority, and 77 computers were funded in spring 2016. Replaced computers were returned to Technology Support Services staff for evaluation of remaining life and possible reassignment, as mandated by the Technology Strategic Plan ([CR4.7](#)). On April 28, 2016, the Technology Committee ([CR4.8](#)) approved the recommendation for the next 25% of computer inventory for office computers as well as classroom labs to be placed on the 2016 Annual Administrative Program Review.

2. Projecting total cost of ownership for new equipment

The College developed a total cost of ownership process for technology requests that was implemented in 2014-2015. The Technology Committee developed and approved Technology Request Forms for hardware ([CR4.9](#)) and for software ([CR4.10](#)) that were reviewed and approved by the District Information Technology Strategy Council on October 24, 2014 ([CR4.11](#)). Beginning fall 2015, units requesting technology resources as part of their annual program reviews completed a streamlined version of the Technology Request Form modified specifically for program review ([CR4.12](#)), as approved by the Technology Committee on April 23, 2015 ([CR4.13](#)) and also presented to the Program Review Committee on April 23, 2015 ([CR4.14](#)).

Requests for technology equipment are reviewed by the Technology Committee and the College's technology departments for evaluation of technical specifications and costs associated with the equipment as well as inventory purposes. For purchases, the total cost of ownership for the item is calculated on the basis of the information provided in the form, which is returned to the requesting unit. Through fall 2016, when submitting an annual program review, units utilized a Technology Total Cost of Ownership document ([CR4.15](#)) and then provided specific TCO data in the section of the program review that lists resource requests, as well as on the Technology Request Form. The Technology Total Cost of Ownership form contains sections detailing the initial cost of the resource as well as the total operating costs for the item. This enables the College to make informed decisions about whether to grant particular requests.

The Technology Committee continues to assess and improve the effectiveness of the Technology Request Form. In fall 2016, the Program Review Committee discussed revisions to the form titled Equipment & Technology Not Covered by Current Budget, and at its December 1, 2016 meeting ([CR4.16a](#)) voted to approve the form ([CR4.16b](#)), which has been incorporated into the current instructional program review template. This revision will help speed up the

recommendation process by providing needed information directly on the program review form: the asset tag number for replacements to ascertain the age of the equipment and information regarding programmatic needs. These are criteria outlined in the Norco College Technology Principles and Guidelines to determine when equipment will be replaced.

3. Assessing the effective use of technology resources

Norco College continues to sustain and improve the processes for evaluation of technology resources. An annual survey of College students ([CR4.17a](#)), faculty ([CR4.17b](#)), and staff ([CR4.17c](#)) was again conducted in spring 2015 to assess technology use, resources, and needs. The results of the technology survey were evaluated by the Technology Committee at its September 17, 2015 ([CR4.18](#)) meeting, and the committee used the data from the 302 responses for decision-making and improvement regarding computer access for students, technology support, and technology maintenance. For example, in the survey, over 38% of students identified their main access to a college computer was in the library, and feedback from students identified the need for additional computers in the library. In March 2016, library computers were accessed 10,850 times by students. The committee informed the library staff of the survey results, and based on this discussion, a recommendation was made at the May 19, 2016 Technology Committee meeting ([CR4.1b](#)) for five library-based laptops to be placed on the next Library Program Review.

In its annual review of the Technology Survey, the committee decided to maintain the previous years' questions for consistency and comparison, but added one open-ended question for comments and feedback. The 2016 survey was launched to the college community after spring break and had 395 responses. The survey was reviewed at the September 15, 2016 Technology Committee meeting ([CR4.19](#)).

4. Using the results of evaluation as the basis for improvement

The Technology Committee continues to evaluate technology requests from program review utilizing the criteria stated in the Replacement of Technology Infrastructure and Equipment Plan ([CR4.2](#)) and information received from the Technology Request Form. The committee made its priority level (high, medium, low) recommendations from the 2015 annual program review, of which 15 high-priority technology requests were funded in spring 2016.

In addition, in reviewing results from the spring 2015 annual Technology Survey, the Technology Committee identified areas for improvement, such as faculty, staff, and students' desire for more technology troubleshooting support, and students' need for technical support. The committee determined that additional human resources were needed at the District's Help Desk and recommended to the Information Technology Strategy Council the need for a Help Desk Support Technician to be placed as a high priority in the District's annual program review for Information Technology and Learning Services.

Lynda.com ([CR4.20](#)), a leading online learning site that provides videos and tutorials in the use of classroom technology, pedagogy, learning techniques, and other educational tools, is the College's primary source for technology training for staff, faculty, and students. At its meeting of April 28, 2016 ([CR4.8](#)), the Technology Committee evaluated Lynda.com for user satisfaction, usage, and professional development needs. Statistics showed that in 2015 a total of 4,743 hours of Lynda.com videos were viewed by users. On the Lynda.com Satisfaction Survey ([CR4.21](#)) launched in winter 2016, over 75% of respondents stated they were likely to use

Lynda.com again. Based on this information, the Technology Committee recommended to renew the Lynda.com subscription for 2016-2017.

Data Trends Analysis

Annual Report ([DT1.1](#), [DT1.2](#), [DT1.3](#))
Institution-Set Standards

Category	Reporting year		
	2014	2015	2016
STUDENT COURSE COMPLETION			
Standard	64.4%	67.5%	67.9%
Performance	69.6%	67.6%	69.9%
Difference between Standard and Performance	+ 5.2%	+ 0.1%	+ 2.0%
<p>Analysis: Data over this period show that students are successfully completing courses in encouraging numbers. In each year, course completion performed above the institution-set standard. In fall 2015, the College experienced its highest rate in course completion since data began to be collected, almost 70%.</p>			

DEGREE COMPLETION	Reporting year		
	2014	2015	2016
Standard	(reported as 10.5) = 380	422	432
Performance	525	555	554
Difference	+145	+133	+122
<p>Analysis: Although data over this period show that students are successfully completing degrees in encouraging numbers—in each year, degree completion exceeds the institution-set standard—Norco College has undertaken a college-wide Completion Initiative to increase the number of students who attain their academic goals of obtaining certificates, degrees, or transfer.</p>			

CERTIFICATE COMPLETION	Reporting year		
	2014	2015	2016
Standard	(reported as 5.6) = 125	128	127
Performance	131	159	126
Difference	+6	+31	-1
<p>Analysis: Data show that, in general, students are successfully completing certificates in encouraging numbers. In each year except the most recent, certificate completion exceeds the institution-set standard. This reduction may reflect the fact that the College has discontinued a number of programs and deleted a number of rarely taught or never-taught courses during this period in order to better serve present student needs in light of developing trends in employment. New programs and courses continue to be developed to serve those same needs. In fall 2016, the Academic Senate, in conjunction with the strategic governance process, was in the process of applying established protocol to analyze and respond to 2016 data (DT1.4). In addition, Norco College has undertaken a college-wide Completion Initiative to increase the number of students who attain their academic goals of obtaining certificates, degrees, or transfer (Academic Senate approval, April 18, 2016 DT1.5, ISPC approval, May 4, 2016 DT1.6).</p>			

TRANSFER	Reporting year		
	2014	2015	2016
Standard	(reported as 18) = 383	640	664
Performance	440	840	1,126
Difference	+57	+200	+462
<p>Analysis: These data show that students are successfully transferring in encouraging numbers. In each year, transfer exceeds the institution-set standard. The significant increase in students transferring from year to year most likely reflects Norco College’s definition of “transfer” (see the Institutional Research document titled Transfer Students at Norco College 2013-14: Definitions and Outcomes, DT1.7), which defines transfer using In-State Private (ISP)/Out-of-State Institutions (OOS) methodology. This methodology identifies cohorts of first-time students by college where they completed their first credit course. Norco College was accredited as a separate college in 2010, so individuals beginning their coursework prior to that time would have identified themselves as Riverside Community/City College students. As more students have begun their coursework at Norco College, and as Norco College’s identity as a separately accredited institution has become clearer to students, the number of transferring students has risen.</p>			

LICENSESURE PASS RATE	N/A
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JOB PLACEMENT RATE										
Program Name	CIP Code	Institution Set Standard			Performance			Difference		
		2014	2015	2016	2014	2015	2016	2014	2015	2016
Architecture & Architectural Technology	04.09	61.3%	56.3%	58.38%	90.91%	46.7%	71.43%	+29.61%	-9.6%	+13.05%
Business and Commerce, General	52.01	61.3%	61.9%	69.53%	66.67%	100%	75%	+5.37%	+38.1%	+5.47%
Accounting	52.03	61.3%	61.9%	59.89%	70%	63%	76.92%	+8.7%	+1.1%	+17.03%
Business Administration	52.02	N/A	N/A	77.99%	N/A	N/A	92.31%	N/A	N/A	+14.32%
Business Management	52.02	61.3%	61.9%	59.79%	100%	79%	85.71%	+38.7%	+17.1%	+25.92%
Marketing & Distribution	52.18	61.3%	61.9%	61.81%	66.67%	100%	100%	+5.37%	+38.1%	+38.19%
Logistics & Materials Transportation	52.02	61.3%	61.9%	50.17%	50%	71.4%	54.55%	-11.3%	+9.5%	+4.38%

Real Estate	52.15	61.3 %	61.9 %	53.03 %	100%	40.5 %	78.79 %	+38.7 %	-21.4 %	+ 25.76 %
Digital Media	09.07	61.3 %	46.2 %	44%	0%	42.1 %	56.52 %	-61.3 %	-4.1%	+ 12.52 %
Computer Information Systems	11.01	61.3 %	37%	62.42 %	0%	80%	60%	-61.3 %	+43%	-2.42 %
Computer Software Development	11.02	61.3 %	37%	44%	100%	50%	61.11 %	+38.7 %	+13%	+ 17.11 %
Engineering Technology, General	15.00	61.3 %	59.2 %	59.91 %	79.17 %	55.6 %	76.92 %	+18.4 %	-3.6%	+ 17.01 %
Electronics & Electrical Technology	47.01	61.3 %	59.2 %	44%	100%	50%	71.43 %	+38.7 %	-9.2%	+ 27.43 %
Drafting Technology	15.13	61.3 %	59.2 %	55.14 %	71.43 %	64.3 %	62.01 %	+10.13 %	+5.1 %	+6.87 %
Manufacturing & Industrial Technology	15.06	61.3 %	59.2 %	59.45 %	100%	75%	75%	+38.7 %	+15.8 %	+ 15.55 %
Civil and Construction Management Technology	46.04	61.3 %	59.2 %	62.17 %	80%	50%	80%	+18.7 %	-9.2%	+ 17.83 %
Commercial Music	50.09	N/A	N/A	44%	N/A	N/A	55.56 %	N/A	N/A	+ 11.56 %
Child Development/Early Care and Education	19.07	61.3 %	53.1 %	53.27 %	50%	62.3 %	75%	-11.3 %	+9.2 %	+ 21.73 %
Administration of Justice	43.01	61.3 %	48.7 %	51.27 %	100%	42.9 %	75%	+38.7 %	-5.8%	+ 23.73 %

Analysis: As a result of feedback from the 2014 comprehensive accreditation visit, the College revisited the methodology of the ISS to determine whether they were set too low. In doing so, we reviewed numerous other colleges' ISSs, including the three most common methodologies we found in the field. These results were discussed via our shared governance process, which led to a revision of our methodology. The Academic Senate, in conjunction with the strategic governance process, developed a response protocol ([DT1.2](#)) to be followed in cases in which a program falls below the institution-set standard. The first implementation of the protocol occurred in fall 2015, at which time a task force was convened with the faculty in the associated programs as well as various other administrators and members of the senate (DT1.8). During the meeting, various issues were discussed, such as possible reasons for the drop in job placement rates of a particular program, as well as possible solutions. The response process, which will continue to be implemented as needed, was viewed favorably by faculty and was an example of integrated planning across areas.

Student Learning Outcomes Assessment

	2014	2015	2016
Total number of College courses	434	419	368
Number of courses assessed	434 (100%)	292 (69.7%)	327 (88.9%)
Total number of College programs	62	56	46
Number of programs assessed	62 (100%)	27 (48.2%)	35 (76.1%)
Number of Institutional Student Learning Outcomes defined	4	4	4
Number of institutional outcomes (ILOs) with ongoing assessment	4 (100%)	4 (100%)	4 (100%)
<p>Analysis: The College’s understanding and focus on assessment have deepened over the years, reflected in what appear to be anomalies in some of the reported data. For example, the College employed more indirect assessment techniques in 2013 and 2014 (e.g., learning gains surveys of students), but beginning in 2015, the College has focused on direct assessment of courses and programs, which is arguably a more challenging process. The College continues to hone techniques for ongoing and meaningful assessment.</p>			

Annual Fiscal Report ([DT1.9](#), [DT1.10](#), [DT1.11](#))

NOTE: The Annual Fiscal Reports report District data.

Category	Reporting year		
	2014	2015	2016
<u>General Fund Performance</u>			
Revenues	166,229,407	173,624,650	187,612,346
Expenditures	161,236,480	171,718,114	184,045,827
Expenditures for Salaries and Benefits (included in total above)	134,442,320	140,833,151	149,031,896
Surplus/Deficit	4,992,927	1,906,536	3,566,519
Surplus/Deficit as % Revenues (Net Operating Revenue Ratio)	3.00%	1.10%	1.90%
Reserve (Primary Reserve Ratio) (Revenue/Expenditures)	1.03	1.01	1.02
<p>Analysis of the data: As noted in the 2014 accreditation self-evaluation, financial resources at the College continue to be sufficient to support student learning programs and services and to improve institutional effectiveness. From 2014 to 2015, the surplus decreased as a result of the percentage increase in expenditures being higher than the percentage increase in revenue (6.5% and 4.5% respectively). From 2015 to 2016, the surplus increased as a result of the percentage increase in expenditures being lower than the percentage increase in revenue (7.1% and 8.0% respectively). The level of financial resources at the District and the College provides reasonable expectation of both short-term and long-term financial solvency.</p>			

Other Post Employment Benefits

Actuarial Accrued Liability (AAL) for OPEB	24,642,278	24,161,707	24,161,707
Funded Ratio (Actuarial Value of plan Assets/AAL)	0%	0%	0%
Annual Required Contribution (ARC)	2,925,208	3,041,672	3,041,672
Amount of Contribution to ARC	1,209,729	1,159,902	1,203,398
<p>Analysis of the data: The Annual Required Contribution (ARC) is approximately \$3M per year. The amount of annual contribution to the ARC is approximately 40% of the ARC. At this contribution level, it appears that the Actuarial Accrued Liability (AAL) will stay level (little increase or decrease).</p>			

Enrollment

Actual Full Time Equivalent Enrollment (FTES)	25,119	26,400	27,660
<p>Analysis of the data: FTES increase proportionately to revenue and expenditure increase. The amount of increase is approximately 4% and 5%, well above the Net Operating Revenue Ratio.</p>			

Financial Aid

USDE official cohort Student Loan Default Rate (FSLD - 3 year rate)	17%	16%	15%
<p>Analysis of the data: The cohort Student Loan Default Rate continues to decrease as a result of College efforts in this area. Norco College has contracted with North Star Services for default management.</p>			

Responses to Actionable Improvement Plans

<i>Actionable Improvement Plan</i>	<i>Relationship to College Planning Processes</i>	<i>Timeline for Completion</i>	<i>Responsible Party</i>
AIP II.A.2. Substantive Change Proposal	Approved by Academic Senate, Institutional Strategic Planning Council, Committee of the Whole (COTW), and Board of Trustees.	Completed	Accreditation Liaison Officer and Dean of Instruction, CTE
AIP II.B.2.d. Maintaining records of student complaints/grievances	Board Policies/Administrative Procedures 5522 and 5524. Process posted to College's homepage.	Completed	Vice President of Student Services
AIP III.B.1.a. District IT Audit and decentralization of other technology support services	Norco College Technology Committee working with District Information Technology Strategy Council. Approved by District Strategic Planning Council. Presented to College's Business and Facilities Planning Council. Approved by Board of Trustees.	Completed	Vice President of Business Services and Technology Committee
AIP III.B.2.a. Procedure for implementation of Total Cost of Ownership	Vetted through Business and Facilities Planning Council, assisted by Technology Committee, and presented to COTW.	Completed	Vice President of Business Services
AIP III.D.1.a. College President's annual communication of resource allocation to support student learning	Norco College Self-Study 2014. Annual memo from President distributed college-wide.	Completed	President and Vice Presidents of Academic Affairs, Business Services, and Student Services

II.A.2. Actionable Improvement Plan

The College will complete a Substantive Change Proposal and submit it for approval to the Accrediting Commission for Community and Junior Colleges.

This item has been resolved.

In 2012, Norco College was contacted by a private company, International Rectifier, interested in collaborating to create a unique, for-credit, contract education program to benefit its current employees. In partnership with the District Office of Economic Development, Norco College entered into a unique partnership with International Rectifier, a Fortune 100 semi-conductor manufacturer, located in Temecula, California. International Rectifier has over 500 employees and sought to provide a cohort of employees (nearly 40 students) a certificate and Associate of Science degree in Digital Electronics to upgrade their technical ability and encourage both personal and professional advancement. General education courses were completed at Mt. San Jacinto College, while the degree-specific Digital Electronics courses were completed via Norco College at the company site in Temecula. The three-year program was scheduled from fall 2013 through spring 2016.

International Rectifier's corporate headquarters contains multiple training rooms that mirror college classrooms (desks, chairs, internet, projector, instructor's station, natural lighting, ADA compliant bathrooms, etc.). All courses were provided in accordance with California Education Code §78020-78023. Instructors were hired based on subject matter expertise and in accordance with California Education Code §78022(a) which states, "Faculty in all credit and noncredit contract education classes shall be selected and hired according to procedures existing in a community college district for the selection of instructors for credit classes." All college and ACCJC standards were met for the duration of the program.

Upon being notified of this agreement, the Accrediting Commission for Community and Junior Colleges requested a Substantive Change Proposal ([II.A.2.1](#)) be submitted for review at its March 6, 2014 meeting. The report was reviewed and vetted internally by the college's Academic Senate ([II.A.2.1a](#)), Institutional Strategic Planning Council ([II.A.2.1b](#)), Committee of the Whole ([II.A.2.1c](#)), and approved by the Board of Trustees ([II.A.2.1d](#)). In response to this Actionable Improvement Plan as documented on page 147 of the Norco College 2014 Institutional Self Evaluation Report, Norco College submitted a 73-page Substantive Change Proposal in February 2014. The Commission acted to accept the Norco College Substantive Change Proposal at its March 6, 2014 ([II.A.2.2](#)) meeting.

During the Follow-Up visit, the team evaluated the status of the College's Digital Electronics course offerings at the International Rectifier location, and praised the superb work of the College in serving the employees of International Rectifier through this innovative program.

Norco College completed the International Rectifier program in spring 2016. Twenty students completed the program, earning both their certificate and Associate of Science degree in Digital Electronics from Norco College.

II.B.2.d. Actionable Improvement Plan

The College will develop a system for maintaining records of student complaint/grievances.

This item has been resolved.

By the end of 2013, the Riverside Community College District Board of Trustees approved two Board Policies (BP) and Administrative Procedures (AP) related to student grievances: BP/AP5522([II.B.2.d.1](#))—Student Grievance Process for Instruction and Grade Related Matters and BP/AP5524 ([II.B.2.d.2](#)).—Student Grievance Process for Matters Other Than Instruction, Grades, or Discipline.

While the College historically maintained student grievances in individual departments, the compilation and access to all grievances over multiple years were areas for improvement. Following approval of BP/AP5522 and BP/AP5524, the College assembled a team to devise a standardized system for maintaining records. A link to the complaint procedures, forms, and resources is available on the College's homepage.

The College developed forms identified in the policy: Student Request for Consultation ([II.B.2.d.3](#)) and Student Request for Formal Hearing ([II.B.2.d.4](#)). The Student Consultation Request form is completed after the student attempts to resolve the issue informally per AP5522 or AP5524. Following policy, students have 120 days from the date of the incident or situation to initiate the consultation process. The Student Request for Formal Hearing form, submitted to the College President, is to be completed after the student has made attempts to resolve the issue informally and through a consultation with the appropriate administrator. While the website has direct links to the approved Board policies, the College also developed flowcharts to assist students in understanding the two distinct processes for addressing grievances for instruction and grade-related matters (AP5522, [II.B.2.d.5](#)) and matters other than instruction, grades, or discipline (AP5524, [II.B.2.d.6](#)).

In researching best practices, the College administrative team determined that the complaint process must be visible on the College's homepage. In addition, the Complaint Procedures webpage ([II.B.2.d.7](#)) includes easily accessible links to the Board policies, forms, flowcharts, and resources. The resource links include the District's webpage on discrimination/harassment complaint reporting along with links to the California Community College Chancellor's Office and Accrediting Commission for Community and Junior College's Complaint Reporting.

Once the Complaint Procedures webpage went live, an email notification was released to the College community, and managers received training during a President's Cabinet meeting (AIP II.B.2.d.8). The College maintains all student grievance issues in a shared file that includes case notes and resulting action. This shared file is accessible to the President, vice presidents, deans, and their respective administrative assistants.

III.B.1.a. Actionable Improvement Plan

The College will address the recommendations of the District Information Technology Audit and move toward decentralization of other technology support services from the District to the College.

This item has been resolved.

As part of the College's Technology Strategic Plan's [\(III.B.1.a.1\)](#) Goal VI, Strategy #2, "Make Recommendations for Technology Structure/Strategic Model," the Technology Committee reviewed the District IT Audit [\(III.B.1.a.2\)](#) for items that correspond to the College. The committee discussed levels of priority (high, medium, low) to provide feedback to the District. Recommendations of specified items were approved by the Technology Committee on March 20, 2014 [\(III.B.1.a.3\)](#) and were then forwarded to the District ITSC for consideration.

One item on the District's audit list was the recommendation to restructure the Instructional Media Center (IMC) under District Information Services, but the committee did not recommend restructuring IMC. The discussion of this item was furthered at ITSC, and the council decided to merge IMC and Microcomputer Support as proposed in the District IT Audit, but instead of centralizing IMC at the District, the merged departments would be decentralized to the colleges. The intent was to provide better localized IT support services and increase collaboration between technology services and the College community while providing a single point of service for the end users. A draft recommendation with input from the College was approved by ITSC on March 6, 2015 [\(III.B.1.a.4\)](#) and approved by the District Strategic Planning Council on March 13, 2015 [\(III.B.1.a.5\)](#). The proposed decentralization was presented at the College's Business and Facilities Planning Council's March 10, 2015 [\(III.B.1.a.6\)](#) meeting, and the Recommendation for Decentralization of the District's Microcomputer Support Function was discussed at the Technology Committee's March 19, 2015 [\(III.B.1.a.7\)](#) meeting. The decentralization and merger of Microcomputer Support and IMC was approved at the Board of Trustees meeting on June 16, 2015 [\(III.B.1.a.8\)](#). The newly formed Technology Support Services (TSS) was created on July 1, 2015 and included a Technology Manager, who would manage the two full-time and one part-time Microcomputer Support staff and the IMC staff located on the College campus.

Another item of the District IT Audit that the Technology Committee has addressed is the replacement of end-of-life projectors. As part of the annual program review process, the Technology Committee makes recommendations for technology equipment according to a priority level (high, medium, low). The committee determined that the replacement of all projectors for the Industrial Technology (IT) building and upgraded audiovisual equipment in the Applied Technology (ATEC) building were high priorities. As a result of the recommendations, the projectors in the IT building and audiovisual equipment in the ATEC building were replaced in summer 2016 as reported by TSS at the Technology Committee meeting on September 15, 2016 [\(III.B.1.a.9\)](#).

III.B.2.a. Actionable Improvement Plan

The College will refine and develop a procedure for implementation of Total Cost of Ownership.

This item has been resolved.

The 2014 Self Evaluation identified a need to develop a total cost of ownership (TCO) procedure and guidelines for use by College leadership when new equipment or facilities are acquired or built.

Since the original concept of TCO was discussed at the Business and Facilities Planning Council (BFPC) in September of 2013, assessment determined that it should include costs of personnel salary, benefits, equipment, and facilities in order to quantify costs in program reviews (BFPC Minutes, December 10, 2013, [III.B.2.a.1](#)) and that the total should be defined. On March 11, 2014, BFPC ([III.B.2.a.2](#)) approved the definition of TCO: “TCO is used to determine the cost of a proposal or initiative. The TCO ensures that all costs are considered inclusive of all types of resources needed. Our comprehensive approach when considering TCO relates to new facilities, personnel, programs, services and other initiatives. This integrates the strategic planning, resource allocation and decision-making process.”

To meet this definition, the tool itself was developed to summarize total expenses related to programs, projects, and new initiatives, including personnel, equipment, and supply needs as well as facilities and operating expenses. A utilities analysis was performed to help estimate utilities costs by square foot, and staffing standards for maintenance and operations were included for information. Additionally, the technology equipment portion was provided by the Technology Committee.

The TCO Spreadsheet tool ([III.B.2.a.3](#)) was vetted through the BFPC throughout 2013 and 2014 (meetings of December 10, 2013, [III.B.2.a.1](#); January 14, [III.B.2.a.4a](#); March 11, [III.B.2.a.2](#); and May 13, 2014, [III.B.2.a.4b](#)) and was presented at the Committee of the Whole on October 2, 2014 ([III.B.2.a.5](#)). Assessment of the TCO prompted its addition to the program review template ([III.B.2.a.6](#)) and resulted in the addition of links on the College’s website (Business Services webpage [III.B.2.a.7](#) and Program Review webpage [III.B.2.a.8](#)) to ensure ease of use by faculty, staff, and administrators.

Assessment of the TCO concept by the Technology Committee (minutes of December 10, 2015, [III.B.2.a.9](#)) suggested the need for the technology equipment portion to include standardized estimated costs for equipment and replacement costs with corresponding escalators for inflation. For 2016-2017, the technology “tab” of the TCO ([III.B.2.a.3](#), III.B.2.a.10) has been updated for PC and MAC. It also pulls in an approximate cost for annual maintenance/contract and an estimated cost for future upgrade/replacement of the computer.

III.D.1.a. Actionable Improvement Plan

To further enhance communication, the College President will formally communicate annually the impact of resource allocation to support student learning.

This item has been resolved.

In its 2014 accreditation self-study, Norco College noted that while resource allocation and institutional planning were effectively integrated, the College needed to do a better job of communicating the ways in which that allocation supports student learning. It determined that the annual memorandum from the College President to Norco College (already designated one of the mechanisms by which the College evaluates its planning and resource allocation cycle) could be modified to ensure that this relationship between resource allocation and learning is made more apparent to the College community.

The 2014-2015 memo (dated June 4, 2015, [III.D.1.a.1](#)) and the 2015-2016 memo (dated June 8, 2016, [III.D.1.a.2](#)) may be compared to earlier memos, as found on the Evaluation Procedures ([III.D.1.a.3](#)) webpage, to see how much more explicit the connection between resource allocation and student learning now is. The 2014-2015 memo notes that new faculty positions in history, political science, and Spanish had been approved based on the Academic Planning Council (APC) evaluation of program reviews in which disciplines made requests for resources linked to how directly they would contribute to student learning. The APC itself ranked resource requests using a rubric in which student learning was a primary criterion. Similarly, the 2014-2015 memo noted that requests by disciplines and units for equipment and facilities improvement were also evaluated by the planning councils and prioritized by means of rubrics in which the extent to which the request would contribute to the improvement of student learning was a key consideration.

Similarly, the 2015-2016 memo points out the five newly approved faculty positions (in English, sociology, psychology, mathematics, and electronics) were identified through a comprehensive evaluation of program reviews by the APC in which the contribution to student learning at the College played a central role. The memo goes on to note that resource allocation decisions for staff and administrative hiring, as well as equipment purchase and facilities improvement, were made in the previous academic year according to a similar evaluative process that prioritized student learning. In his memo, the interim President went on to promise that the College “will continuously assess and measure how [its] allocation of resources improves student completion processes and . . . student success.”

Appendix: List of Evidence

Evidence for District Recommendation 1

- DR1.1 District Technology Plan, pages 14-31
http://rccd.edu/administration/adminfinance/Documents/Information%20Services/DSTP/Other%20Documents/RCCD_Strategic_Technology_Plan.pdf
- DR1.2 IT Audit
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- DR1.3 District Continuity Technology Plan (pp. 32-40 of District Technology Plan)
http://rccd.edu/administration/adminfinance/Documents/Information%20Services/DSTP/Other%20Documents/RCCD_Strategic_Technology_Plan.pdf

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- DR2.1 Other Post-Employment Benefits Obligation Funding Plan
http://www.rccd.edu/administration/adminfinance/Documents/Other%20Documents/04072015_OPEBFundingPlan.pdf
- DR2.2 OMB Circular A-21
https://www.whitehouse.gov/omb/circulars_a021_2004/
- DR2.3 GASB-45
<http://www.gasb.org/st/summary/gstsm45.html>
- DR2.4 DBAC Minutes, 23 January 2015
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- DR2.5 DBAC Minutes, 27 February 2015
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- DR2.6a DSPC Minutes, 30 January 2015
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- DR2.6b DSPC Minutes, 13 March 2015
<http://rccd.edu/administration/educationalservices/ieffectiveness/Documents/DSPC/3-13-15%20Minutes.docx>
- DR2.7 Resource Committee Minutes, 7 April 2015
http://www.rccdistrict.net/eb/PDF%20Conversions/April_7_2015_Complete.pdf
- DR2.8 Board of Trustees Minutes, 21 April 2015
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- DR2.9 BFPC Minutes, 16 February 2016
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- DR2.10 ISPC Minutes, 2 March 2016
<http://norcolleage.edu/about/president/strategic-planning/Documents/ispc/2015-16/2016-03-02-ISPC-Minutes.pdf>

Evidence for Responses to the Commission's Recommendations

- R.1 Accreditation Follow Up Report, October 2015, Norco College
http://norcollege.edu/about/president/Accreditation/Documents/Reports%20and%20Letters/Norco%20College-Follow%20Up%20Report_Oct2015.pdf

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- CR1.1 Evaluation Procedures Webpage
<http://norcollege.edu/about/president/strategic-planning/Pages/Evaluation-Procedures.aspx>
- CR1.2a Norco College Strategic Planning Committee Policy 2010-01 (revised Fall 2016)
<http://norcollege.edu/about/president/strategic-planning/Documents/PlanningDocs/NSPC%20Policy%202010-01%20Revised%2005-2016.pdf>
- CR1.2b ISPC Minutes, 4 November 2015
<http://norcollege.edu/about/president/strategic-planning/Documents/ispc/2015-16/2015-11-04-ISPC-minutes.pdf>
- CR1.3 Annual Survey of Effectiveness of the Planning Councils
<http://www.norcollege.edu/about/academic-affairs/Documents/SS-Research/Planning%20Councils%20Survey%20Summary-2015-16.pdf>
- CR1.4 Report of Effectiveness of Academic Senate and Senate Standing Committees / Senate Overview of the Assessment Survey of the Senate and Its Standing Committees
<http://norcollege.edu/about/academic-affairs/Documents/SS-Research/Senate%20Overview%20of%20the%202016-2017%20Assessment%20Survey.pdf>
- CR1.5 Memorandum from College President to Norco College
http://norcollege.edu/about/president/strategic-planning/Documents/2016%20Year%20End%20Letter%20from%20the%20President%2006_08.pdf
- CR1.6 Progress Report on Strategic Planning/Educational Master Plan Goals, Objectives and “Dashboard Indicators”
<http://norcollege.edu/about/academic-affairs/Documents/SS-Research/Annual-Progress-Report-on-EMP-Goals-Objectives-DashboardIndicators-2015-16.pdf>
- CR1.7 Institutional Effectiveness and Planning Survey
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- CR 1.8 Report of Resource Allocation
<http://norcollege.edu/about/business-services/Documents/BudgetPresentations/2015-16%20Budget%20Presentation.pdf.pdf>
- CR1.9 Report on Annual Evaluation Cycle
<http://norcollege.edu/about/academic-affairs/Documents/SS-Research/Annual-Evaluation-Report-2015-16.pdf>
- CR1.10a IEPI Goals Framework (Year One), 2015-2016
- CR1.10b IEPI Goals Framework (Year Two), 2016-2017
- CR1.11a Annual Online Survey of Standing Committees of the Academic Senate

- <http://norcocollege.edu/about/academic-affairs/Documents/SS-Research/Standing-Committees-Survey-Instrument-2014.pdf>
- CR1.11b Standing Committee Reports to the Academic Senate, Spring 2016: Academic Senate Minutes, 23 May 2016
http://norcocollege.edu/academicsenate/Documents/2015-16/052316_NAS_Minutes.pdf
- CR1.12 Standing Planning Committees Survey of Effectiveness
<http://www.norcocollege.edu/about/academic-affairs/Documents/SS-Research/Strategic%20Planning%20Committee%20Survey%20Effectiveness%20Instrument.pdf>
- CR1.13 Annual Online Survey of Planning Councils
<http://norcocollege.edu/about/academic-affairs/Documents/SS-Research/Planning%20Councils%20Survey%20Instrument.pdf>
- CR1.14 Results of the Survey of Effectiveness for the Planning Councils, Fall 2015
<http://norcocollege.edu/about/academic-affairs/Documents/SS-Research/Planning%20Councils%20Survey%20Summary-2015-16.pdf>
- CR1.15 Annual Strategic Planning Retreat Minutes, 3 December 2014
<http://www.norcocollege.edu/about/president/strategic-planning/Documents/ispc/2014-15/2014-12-03-ISPC-minutes.pdf>
- CR1.16 Annual Strategic Planning Retreat Minutes, 2 December 2015
<http://www.norcocollege.edu/about/president/strategic-planning/Documents/ispc/2015-16/2015-12-02-ISPC-Minutes-Retreat.pdf>
- CR1.17 Annual Strategic Planning Retreat Agenda, 7 December 2016
<http://norcocollege.edu/about/president/strategic-planning/Documents/ispc/2016-17/ISPC%20Retreat%20Agenda%20120716.pdf>
- CR1.18 Norco College Accreditation Survey, 2013
<http://norcocollege.edu/about/academic-affairs/Documents/SS-Research/Accreditation%20Survey%20Report%202013.pdf>
- CR1.19 Strategic Planning Newsletter, Fall 2015
<http://norcocollege.edu/about/president/strategic-planning/Documents/newsletter/fa15-strategicplanning-newsletter.pdf>
- CR1.20 Strategic Planning Newsletter, Spring 2016
http://norcocollege.edu/about/president/strategic-planning/Documents/newsletter/sp16-strategicplanning-newsletter_final-final.pdf
- CR1.21 Strategic Planning Newsletter, Fall 2016
<http://norcocollege.edu/about/president/strategic-planning/Documents/newsletter/fa16-StrategicPlanning-newsletter.pdf>
- CR1.22 Strategic Planning Webpage
<http://norcocollege.edu/about/president/strategic-planning/Pages/index.aspx>

Evidence for College Recommendation 2

- CR2.1 Syllabus Shell Example—Philosophy 10
- CR2.2 Course Syllabus Shells Webpage
<http://norcocollege.edu/employees/faculty/Pages/syllabus.aspx>
- CR2.3 Faculty Guide, 2016-2017
<http://norcocollege.edu/employees/faculty/Documents/NorcoFacultyGuide2016.pdf>

- CR2.4 Rotation Plan for Outcomes Assessment at Norco College
<http://norcolleage.edu/employees/faculty/Documents/OutcomesAssessment/Rotation-Plan-for-Outcomes-Assessment-at-Norco-College-Revised-fall-2015.pdf>
- CR2.5 2016 ACCJC Annual Report
http://www.norcolleage.edu/about/president/Accreditation/Documents/Reports%20and%20Letters/ACCJC_Annual_Report_2016.pdf
- CR2.6 2015 ACCJC Annual Report
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- CR2.7a General Education Assessment Report 2013-2014
<http://norcolleage.edu/employees/faculty/Documents/OutcomesAssessment/GE%20Assessment%20Report-Self%20Development%20Global%20Awareness%202014.pdf>
- CR2.7b General Education Assessment Report 2014-2015
<http://norcolleage.edu/employees/faculty/Documents/OutcomesAssessment/GE%20PLO%202013-2015%20report%20loop%20closing%20activity.pdf>
- CR2.7c General Education Assessment Report 2015-2016
http://norcolleage.edu/about/president/strategic-planning/Documents/Communicatons_GELO_Data_Report.pdf
- CR2.8 Annual Program Review Template
http://norcolleage.edu/about/president/strategic-planning/programreview/Documents/annual_IPR/Annual_Instructional_Program_Review_Template_2017.docx
- CR2.9 Key Indicators Report, 2014-2015
<http://norcolleage.edu/employees/faculty/Documents/OutcomesAssessment/Key-Indicators-Analysis-2015.pdf>
- CR2.10 Key Indicators Report, 2015-2016
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- CR3.1 Administrative Program Reviews Webpage with Links to 2014-2015 Business Services Program Reviews
<http://norcolleage.edu/about/president/strategic-planning/programreview/Pages/Administrative-Unit-Program-Review.aspx>
- CR3.2a Business Services Retreat, 7 November 2014
<http://norcolleage.edu/about/business-services/Documents/Business%20Services%20retreat%20110714.pdf>
- CR3.2b Business Services Retreat, 17 June 2015
<http://norcolleage.edu/about/business-services/Documents/Norco%20College%20Bus%20Srvcs%20Retreat-06%2017%202015.pdf>
- CR3.2c Business Services Retreat, 14 June 2016, Agenda
http://norcolleage.edu/about/business-services/Documents/Agendas/BS_Retreat_Agenda_6_14_16.pdf
- CR3.2d Business Services Retreat, 14 June 2016, PowerPoint Presentation
- CR3.2e Business Services Retreat, 14 June 2016, Program Review Notes

- http://norcolleage.edu/about/business-services/Documents/Retreats/BS_Retreat_Program_Review_Summary_by_Dept_6%204_16.pdf
- CR3.3 Business Services Retreat, 14 June 2016, Survey Results
http://norcolleage.edu/about/business-services/Documents/Retreats/BS_Retreat_Survey_2016_Results.pdf
- CR3.4a Business Services Administrative Program Review 2014-2015
http://norcolleage.edu/about/president/strategic-planning/programreview/Documents/adminunit/2015/Business_AUPR_2015.pdf
- CR3.4b College Police Administrative Program Review, 2015
http://norcolleage.edu/about/president/strategic-planning/programreview/Documents/adminunit/2015/CollegePolice_AUPR_2015.pdf
- CR3.4c Facilities Department (Administrative) Program Review, 2015
http://norcolleage.edu/about/president/strategic-planning/programreview/Documents/adminunit/2015/Fac_Admin_AUPR_2015.pdf
- CR3.4d Facilities Department (Custodial) Program Review, 2015
http://norcolleage.edu/about/president/strategic-planning/programreview/Documents/adminunit/2015/Custodial_AUPR_2015.pdf
- CR3.4e Facilities Department (Grounds) Program Review, 2015
http://norcolleage.edu/about/president/strategic-planning/programreview/Documents/adminunit/2015/Grounds_AUPR_2015.pdf
- CR3.4f Facilities Department (Maintenance) Program Review, 2015
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- CR3.4g Food Services Program Review, 2015
http://norcolleage.edu/about/president/strategic-planning/programreview/Documents/adminunit/2015/Food_AUPR_2015.pdf
- CR3.4h Technology Support Services Program Review, 2015
http://norcolleage.edu/about/president/strategic-planning/programreview/Documents/adminunit/2015/TechSupport_AUPR_2015.pdf
- CR3.5 Examples of Facilities Department (Maintenance) Automatic Feedback Survey

Evidence for College Recommendation 4

- CR4.1a Norco College Technology Principles and Guidelines (Revised Spring 2016)
<http://norcolleage.edu/about/president/strategic-planning/Documents/technology/TechnologyPrinciplesandGuidelines.pdf>
- CR4.1b Technology Committee Minutes, 19 May 2016
<http://norcolleage.edu/about/president/strategic-planning/Documents/technology/2015-16/2016-05-19-Technology-minutes.pdf>
- CR4.2 Replacement of Technology Infrastructure and Equipment Plan
<http://norcolleage.edu/about/president/strategic-planning/Documents/technology/Replacement%20of%20Technology%20Infrastructure%20Equipment%20Plan.pdf>
- CR4.3 Annual Computer/Equipment Inventory

- <http://norcocollege.edu/about/president/strategic-planning/Documents/technology/Norco-College-Computer-Equipment-Inventory-2015.pdf>
- CR4.4 Computer Equipment Refresh 2015 Recommendations list
- CR4.5 Technology Committee Minutes, May 21, 2015
<http://www.norcocollege.edu/about/president/strategic-planning/Documents/technology/2014-15/2015-05-21-Technology-minutes.pdf>
- CR4.6 Annual Administrative Program Review for Technology Support Services, 2015
http://norcocollege.edu/about/president/strategic-planning/programreview/Documents/adminunit/2015/TechSupport_AUPR_2015.pdf
- CR4.7 Norco College Technology Strategic Plan 2013-2016
<http://norcocollege.edu/about/president/strategic-planning/Documents/PlanningDocs/Norco%20Technology%20Plan%202013-16.pdf>
- CR4.8 Technology Committee Minutes, 28 April 2016
<http://norcocollege.edu/about/president/strategic-planning/Documents/technology/2015-16/2016-04-28-Technology-minutes.pdf>
- CR4.9 Technology Request Form, Hardware
<http://norcocollege.edu/about/president/strategic-planning/Documents/technology/TechRequestFormEquip.pdf>
- CR4.10 Technology Request Form, Software
<http://norcocollege.edu/about/president/strategic-planning/Documents/technology/TechRequestFormSoftware.pdf>
- CR4.11 ITSC Meeting Minutes, 24 October 2014
http://rccd.edu/administration/adminfinance/Documents/Information%20Services/DSTP/Minutes/ITSC%20Meeting%20Minutes_10-24-14.pdf
- CR4.12 Technology Request Form, Program Review
<http://norcocollege.edu/about/president/strategic-planning/Documents/technology/TechRequestFormProgramReview.pdf>
- CR4.13 Technology Committee Minutes, 23 April 2015
<http://norcocollege.edu/about/president/strategic-planning/Documents/technology/2014-15/2015-04-23-Technology-minutes.pdf>
- CR4.14 Program Review Committee Minutes, 23 April 2015
<http://norcocollege.edu/about/president/strategic-planning/Documents/pr/2014-2015/2015-04-23-Program-Review-Minutes.pdf>
- CR4.15 Technology Total Cost of Ownership Document
<http://norcocollege.edu/about/president/strategic-planning/Documents/technology/TechnologyTotalCostofOwnership.pdf>
- CR4.16a Program Review Committee Agenda, 1 December 2016
<http://norcocollege.edu/about/president/strategic-planning/Documents/pr/2016-2017/2016-12-01%20ProgramReview-Agenda.pdf>
- CR4.16b Equipment & Technology Not Covered by Current Budget, page 10 of Annual Instructional Program Review Template
http://norcocollege.edu/about/president/strategic-planning/programreview/Documents/annual_IPR/Annual_Instructional_Program_Review_Template_2017.docx

- CR4.17a Annual Technology Survey of Norco College Students, 2015
<http://norcolleage.edu/about/president/strategic-planning/Documents/technology/TechSurvey2015-Student.pdf>
- CR4.17b Annual Technology Survey of Norco College Faculty, 2015
<http://norcolleage.edu/about/president/strategic-planning/Documents/technology/TechSurvey2015-Faculty.pdf>
- CR4.17c Annual Technology Survey of Norco College Staff, 2015
<http://norcolleage.edu/about/president/strategic-planning/Documents/technology/TechSurvey2015-Staff.pdf>
- CR4.18 Technology Committee Minutes, 17 September 2015
<http://norcolleage.edu/about/president/strategic-planning/Documents/technology/2015-16/2015-09-17-Technology-minutes.pdf>
- CR4.19 Technology Committee Minutes, 15 September 2016
<http://norcolleage.edu/about/president/strategic-planning/Documents/technology/2016-17/2016-09-15-Technology-minutes.pdf>
- CR4.20 Lynda.com
<http://norcolleage.edu/lynda/Pages/index.aspx>
- CR4.21 Lynda.com Satisfaction Survey (Winter 2016)
<http://norcolleage.edu/about/president/strategic-planning/Documents/technology/Lynda%20Satisfaction%20Survey%202015.pdf>

Data Trends Analysis

- DT1.1 Norco College 2014 Annual Report to ACCJC
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- DT1.2 Norco College 2015 Annual Report to ACCJC
http://norcolleage.edu/about/president/Accreditation/Documents/Reports%20and%20Letters/ACCJC_Annual_Report_2015.pdf
- DT1.3 Norco College 2016 Annual Report to ACCJC
http://norcolleage.edu/about/president/Accreditation/Documents/Reports%20and%20Letters/ACCJC_Annual_Report_2016.pdf
- DT1.4 Senate Recommendation Regarding Institutional Set Standards—Procedural Response
<http://norcolleage.edu/about/president/strategic-planning/Documents/PlanningDocs/ISS%20Procedural%20Response.pdf>
- DT1.5 Academic Senate Minutes, 18 April 2016
<http://norcolleage.edu/academicsenate/Documents/2015-16/2016-04-18-NAS-Minutes.pdf>
- DT1.6 ISPC Minutes, 4 May 2016
<http://norcolleage.edu/about/president/strategic-planning/Documents/ispc/2015-16/2016-05-04-ISPC-Minutes.pdf>
- DT1.7 Transfer Students at Norco College 2013-14: Definitions and Outcomes
<http://norcolleage.edu/about/academic-affairs/Documents/SS-Research/Transfer%20Students%20at%20Norco%20College%202013-14.pdf>
- DT1.8 Institutional Set Standards Task Force, Fall 2015
- DT1.9 Annual Fiscal Report – 2014

- DT1.10 <http://norcocollege.edu/about/president/Accreditation/Documents/Reports%20and%20Letters/Norco%20Annual%20Fiscal%20Report%202014.pdf>
Annual Fiscal Report - 2015
- DT1.11 <http://norcocollege.edu/about/president/Accreditation/Documents/Reports%20and%20Letters/Norco%20Annual%20Fiscal%20Report%202015.pdf>
Annual Fiscal Report – 2016
- <http://norcocollege.edu/about/president/Accreditation/Documents/Reports%20and%20Letters/Norco%20Annual%20Fiscal%20Report%202016.pdf>

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- II.A.2.1 Norco College Substantive Change Proposal, 21 January 2014
http://norcocollege.edu/about/president/Accreditation/Documents/Reports%20and%20Letters/SCR%20Norco%20College_Jan%2021-2014.pdf
- II.A.2.1a Academic Senate Minutes, 2 December 2013
<http://norcocollege.edu/academicsenate/Documents/2013-14/2013-12-02-NAS-Minutes.pdf>
- II.A.2.1b ISPC Minutes, 20 November 2013
<http://norcocollege.edu/about/president/strategic-planning/Documents/ispc/2013-14/2013-11-20-ISPC-minutes.pdf>
- II.A.2.1c Committee of the Whole Minutes, 5 December 2013
http://norcocollege.edu/about/president/strategic-planning/Documents/cotw/2013-14/2013-12-05_COTW_Minutes.pdf
- II.A.2.1d Board of Trustees Minutes, 21 January 2014
http://www.rccd.net/eb/PDF%20Conversions/February_18_2014_Complete.pdf
- II.A.2.2 Letter from ACCJC Documenting Approval of the Substantive Change Proposal, 7 March 2014
<http://www.norcocollege.edu/about/president/Accreditation/Documents/Reports%20and%20Letters/Substantive%20Change%20Approval%202014-03.pdf>

Evidence for Actionable Improvement Plan II.B.2.d.

- II.B.2.d.1 Board Policy/Administrative Procedures 5522
<http://www.rccd.edu/administration/board/New%20Board%20Policies/5522AP.pdf>
- II.B.2.d.2 Board Policy/Administrative Procedures 5524
<http://www.rccd.edu/administration/board/New%20Board%20Policies/5524AP.pdf>
- II.B.2.d.3 Student Request for Consultation
<http://www.norcocollege.edu/Documents/Student%20Consultation%20Request%20Form%20-%20FINAL%2006%2024%2014.pdf>
- II.B.2.d.4 Student Request for Formal Hearing
<http://www.norcocollege.edu/Documents/Student%20Request%20for%20Formal%20Hearing%20Form%20-%20FINAL%2006%2024%2014.pdf>
- II.B.2.d.5 AP 5522-Chart of Student Grievance Process for Instruction and Grade Related Matters

- II.B.2.d.6 <http://www.norcollege.edu/Documents/ap5522-chart.pdf>
AP 5524-Chart of Student Grievance Process for Matters Other Than Instruction, Grades, or Discipline
- II.B.2.d.7 <http://www.norcollege.edu/Documents/ap5524-chart.pdf>
Complaint Procedures Webpage
- II.B.2.d.8 <http://www.norcollege.edu/Pages/Complaint-Procedures.aspx>
President's Cabinet Meeting Minutes, 14 January 2015

Evidence for Actionable Improvement Plan III.B.1.a.

- III.B.1.a.1 Norco College Technology Strategic Plan 2013-2016 (p. 19)
<http://norcollege.edu/about/president/strategic-planning/Documents/PlanningDocs/Norco%20Technology%20Plan%2013-16.pdf>
- III.B.1.a.2 District IT Audit
http://rccd.edu/administration/adminfinance/Documents/Information%20Services/DSTP/Other%20Documents/IT%20Audit%20-%20Final%20Draft_1_28_11.pdf
- III.B.1.a.3 Technology Committee Minutes, 20 March 2014
<http://norcollege.edu/about/president/strategic-planning/Documents/technology/2013-14/2014-03-20-Technology-minutes.pdf>
- III.B.1.a.4 ITSC Meeting Minutes, 6 March 2015
http://rccd.edu/administration/adminfinance/Documents/Information%20Services/DSTP/Minutes/ITSC%20Meeting%20Minutes_3-6-15.pdf
- III.B.1.a.5 DSPC Meeting Minutes, 13 March 2015
<http://rccd.edu/administration/educationalservices/ieffectiveness/Documents/DSPC/3-13-15%20Minutes.docx>
- III.B.1.a.6 BFPC Meeting Minutes, 10 March 2015
<http://norcollege.edu/about/president/strategic-planning/Documents/bfpc/2014-15/2015-03-10-BFPC-Minutes.pdf>
- III.B.1.a.7 Norco College Technology Committee Minutes, 19 March 2015
<http://norcollege.edu/about/president/strategic-planning/Documents/technology/2014-15/2015-03-19-Technology-minutes.pdf>
- III.B.1.a.8 Board of Trustees Minutes, 16 June 2015
<http://www.rccdDistrict.net/eb/PDF%20Conversions/08182015Complete.pdf>
- III.B.1.a.9 Technology Committee Minutes, 15 September 2016
<http://norcollege.edu/about/president/strategic-planning/Documents/technology/2016-17/2016-09-15-Technology-minutes.pdf>

Evidence for Actionable Improvement Plan III.B.2.a.

- III.B.2.a.1 BFPC Minutes, 10 December 2013
<http://norcollege.edu/about/president/strategic-planning/Documents/bfpc/2013-14/2013-12-10-BFPC-Minutes.pdf>
- III.B.2.a.2 BFPC Minutes, 11 March 2014
<http://norcollege.edu/about/president/strategic-planning/Documents/bfpc/2013-14/2014-03-11-BFPC-meeting.pdf>

- III.B.2.a.3 Total Cost of Ownership Spreadsheet, 2016-2017
<http://norcollege.edu/about/business-services/Documents/TCO%20Spreadsheet.xls>
- III.B.2.a.4a BFPC Minutes, 14 January 2014
<http://www.norcollege.edu/about/president/strategic-planning/Documents/bfpc/2013-14/2014-01-14-BFPC-Minutes.pdf>
- III.B.2.a.4b BFPC Minutes, 13 May 2014
<http://www.norcollege.edu/about/president/strategic-planning/Documents/bfpc/2013-14/2014-05-13-BFPC-Minutes.pdf>
- III.B.2.a.5 COTW Minutes, 2 October 2014
http://norcollege.edu/about/president/strategic-planning/Documents/cotw/2014-15/2014-10-02_COTW_Minutes.pdf
- III.B.2.a.6 Annual Instructional Program Review Template, 2015
http://norcollege.edu/about/president/strategic-planning/programreview/Documents/annual_IPR/Annual_Instructional_Program_Review_Template_2015.doc
- III.B.2.a.7 Business Services Webpage, with TCO Link
<http://norcollege.edu/about/business-services/Pages/index.aspx>
- III.B.2.a.8 Program Review Webpage, with TCO Link
<http://norcollege.edu/about/president/strategic-planning/programreview/Pages/index.aspx>
- III.B.2.a.9 Technology Committee Minutes, 10 December 2015
<http://norcollege.edu/about/president/strategic-planning/Documents/technology/2015-16/2015-12-10-Technology-minutes.pdf>
- III.B.2.a.10 Technology Tab—Total Cost of Ownership Spreadsheet, 2016-2017

Evidence for Actionable Improvement Plan III.D.1.a.

- III.D.1.a.1 Memorandum from College President to Norco College, 2014-2015
<http://norcollege.edu/about/president/strategic-planning/Documents/President%20Memo%202014-15.pdf>
- III.D.1.a.2 Memorandum from College President to Norco College, 2015-2016
http://norcollege.edu/about/president/strategic-planning/Documents/2016%20Year%20End%20Letter%20from%20the%20President%2006_08.pdf
- III.D.1.a.3 Strategic Planning Evaluation Procedures Webpage
<http://norcollege.edu/about/president/strategic-planning/Pages/Evaluation-Procedures.aspx>

Agenda Item (VIII-B-3)

Meeting	2/21/2017 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-3)
Subject	Accreditation Midterm Report for Riverside City College
College/District	Riverside
Funding	
Recommended Action	It is recommended that the Board of Trustees review and accept the Accreditation Midterm Report for Riverside City College.

Background Narrative:

Institutions are required to submit to the Accrediting Commission for Community and Junior Colleges (ACCJC) a Midterm report midway between comprehensive evaluation visits. The report describes the progress and or resolution of recommendations made by the commission and the institution's self-identified actionable improvement plans along with an analysis of data trends. The college has completed its analysis of its plans and progress through an inclusive process that involved students, faculty, staff and administrators in preparation of its Midterm Report.

Prepared By: Wolde-Ab Isaac, President, Riverside
Susan Mills, Vice President, Planning & Development (Riverside)
Michelle Davila, Executive Administrative Assistant

Attachments:

[RCC Accreditation Midterm Report](#)

Midterm Report
in
Support of the Reaffirmation of Accreditation

Responses to the Recommendations
of the
Accrediting Commission for Community and Junior Colleges
and to
Self-Identified Actionable Improvement Plans

Submitted
by
Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506

Submitted
to
The Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges
10 Commercial Boulevard
Novato, California 94949

March 15, 2017

Certification of the Midterm Report

March 15, 2017

To: Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

From: Wolde-Ab Isaac, PhD.
President
Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506

I certify there was broad participation/review by the campus community and believe this Report accurately reflects the nature and substance of this institution.

Signatures:

Michael Burke, Chancellor, Riverside Community College District

Virginia Blumenthal, President, RCCD Board of Trustees

Wolde-Ab Isaac, President, Riverside City College

Mark Sellick, President, Riverside City College Academic Senate

Gustavo Segura, President, California Schools Employees Association

Leonardo Santiago, President, Riverside City College Associated Students

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Introduction

Since the Institutional Self Study submitted in spring 2014 and the subsequent visit by the Accrediting Commission in March 2014, Riverside City College has had an ongoing dialogue with the Commission. The college filed a Follow-Up Report (October 15, 2015) and had a visiting team conclude that, “Based on the team’s review, all the recommendations have been addressed.”¹ In addition, the visiting team commended the college on its culture shift and leadership. After the visiting team provided its report to ACCJC, the Commission “found that Riverside City College has addressed District Recommendations 1 and 2 and College Recommendations 1, 2, and 3 from the spring 2014 comprehensive evaluation, resolved the deficiencies, and meets standards.”² The college and the district have also submitted annual reports to the commission on student achievement data, learning outcomes and assessment, substantive change items, and finance.

This Midterm Report continues the ongoing dialogue with the Commission by providing a summary of the efforts by the district and college to sustain the improvements that have been made. The Midterm Report specifically addresses additional progress on the Commission’s recommendations since the follow-up visit. The report revisits the Actionable Improvement Plans the college self-identified in its 2014 Self Evaluation and includes action plans and other specific activities by which the college has advanced those plans. The report includes a Data Trends Analysis incorporating and expanding on information from the Annual Reports and Annual Fiscal Reports.

Statement of Report Preparation

Dr. Wolde-Ab Isaac, President of Riverside City College, asked Dr. Susan Mills, Professor of Mathematics, to draft the Midterm Report using the work and documentation of various Strategic Planning Leadership Councils and their workgroups. The strategic planning councils and workgroups conceptualized and completed the necessary tasks to address the recommendations and actionable improvement plans. They also provided the strategies and evidence to ensure that the college meets and sustains the accreditation standards. The supporting documents and reports, collected and organized by Ms. Michelle Davila, Executive Administrative Assistant, provide the basis for the Midterm Report. After Professor Mills drafted the responses, each council or workgroup reviewed the responses for accuracy and suggested changes to the draft.

The Educational Planning and Oversight Committee (EPOC) serves as the college's Accreditation Steering Committee. After the EPOC reviewed the draft, it was distributed to the college community for review. The college community reviewed and discussed the draft at its October 14, 2016 retreat. In particular, the Riverside City College Academic Senate, the leadership of the California Schools Employees Association, the Riverside City College Associated Students, and the President's Leadership Team reviewed and had the opportunity to comment on the draft.

The EPOC approved the Midterm Report draft at its meeting of December 8, 2016. The final draft was distributed to the District Strategic Planning Council as well as to the Chancellor's cabinet before it was approved by the Board of Trustees at its February 21, 2017, meeting.

Responses to Visiting Team Recommendations and the Commission Action Letters

College Recommendation #1

Evaluate processes including evaluation processes regularly.

In order to meet the standards the College should systematically assess and use assessment results for improvement in the following areas:

- a. Assessing its evaluation mechanisms; (I.B.6, I.B.7)
- b. All resource areas including human, physical, technology, and financial; (III.A.6, III.B.2.b, III.C.2, III.D.3.h)
- c. Role delineation, decision-making structure and resources. (IV.A.5, IV.B.3.g)

Response:

The college has fully addressed this recommendation in its [Follow-Up Report](#).³ At its January 2016 meeting, the Commission accepted the Follow-Up Report and the report generated by the follow-up visiting team. The follow-up 2015 visiting team, chaired by Dr. Sonya Christian, concluded “Recommendation #1 appears to have served as a stimulus for the College and its leadership to rethink the structure and process of planning and evaluation. The new system places student success, student equity, and student completion at the core, with all other plans (human, physical, technology, and financial) becoming implementation plans to support and advance the strategic plan. Integrated planning also extends to resource allocation. Riverside City College (RCC) has identified five-year goals with annual targets that flow to the different area plans and workgroups. RCC has adopted the framework ‘monitor evaluate assess’ as an embedded principle and practice within each council for oversight and accountability of these efforts.”⁴ Furthermore, the team concluded, “RCC’s Strategic Plan and other related plans appear to incorporate assessing its evaluation mechanisms in a comprehensive manner. RCC has progressed in crafting an integrated human resource, physical, technology, fiscal planning process that includes data analysis, the creation of advisory groups to oversee the process, and annual evaluation.”⁵

One suggestion from the visiting team was to include a timeline to “systematize the planning process.” A detailed timeline is now included in the [Strategic Plan](#) along with steps in the strategic planning process.⁶

Since the November 2015 visit, the college has made strides forward in the planning process. At the end of the fall semester of 2015, a stop gap process was utilized to allocate the eight new faculty positions to be hired for the 2016-17 academic year. Divisions submitted prioritized hiring requests that were jointly reviewed by the Academic & Career/Technical Programs and Instructional Support Leadership Council and the Resource Development and Administrative Support Leadership Council. Based on the principles in the Human Resources Staffing Plan, Strategic Plan, and Educational Master Plan, the two Councils made hiring [recommendations](#) to the [President](#).⁷ During the spring semester of 2016, college academic disciplines, student services departments, and business services departments developed [program reviews and five-year plans](#)⁸ From June to September 2016, division deans worked with their departments on integrating the discipline/department plans into a division plan.⁹ On [September 30, 2016](#), the Academic & Career/Technical Programs and Instructional Support, the Resource Development and Administrative Support, and the Student Access and Support Leadership Councils met to review the divisional and area [initiatives and priorities](#).¹⁰ On [November 29](#), and [December 1, 2016](#), the three Leadership Councils prioritized division initiatives and associated resource requests.¹¹ The Institutional Effectiveness Leadership Council participated in all sessions to [assess the process](#).¹² In

addition, the college held a retreat on October 14 to assess progress on strategic planning measures and targets, the work of the Leadership Councils and workgroups, and the strategic planning process.

College Recommendation #2

Evaluate all SLOs in a timely manner.

In order to meet the standard, the College should evaluate all courses and programs in a manner that ensures a comprehensive and timely assessment of course and program SLOs is completed in all disciplines, so that the assessment of all SLOs can be included in curriculum review for maintaining relevant, current and responsive courses and programs, especially those that experience rapid changes in workforce competencies. (II.A.2.e)

Response:

The college has fully addressed this recommendation in its Follow-Up Report (October 15, 2015). At its January 2016 meeting, the Commission accepted the Follow-Up Report and the report generated by the follow-up visiting team. The follow-up 2015 visiting team concluded, “The College has established and is meeting expectations for regular SLO assessment (Assessment Plan, September 21, 2015) and has integrated this review into program review. The evaluators found evidence that the college’s approach to assessing SLOs is benefiting the college and is consistent in its focus on improving student success.”¹³

Since the November 2015 visit, the college has continued to implement its Assessment Plan, assessing course [student learning outcomes](#) and [program learning outcomes](#) in accordance with the schedule of assessment.¹⁴ The program assessment workgroup of the Assessment Committee has developed [program assessment models](#) based on best practices.¹⁵ Based on the schedule for program assessment, disciplines offering Associate Degree for Transfer programs have formed workgroups to assess ADT program learning outcomes. In addition, disciplines have linked general education student learning outcomes to course SLOs in TracDat. The TracDat system offers a means to generate program and general education assessment reports based on the linkages. After reviewing the general education report in fall 2016, the Assessment Committee recommended a schedule for the regular direct assessment of general education outcomes.¹⁶ In particular, the college will focus on the critical thinking general education outcome in 2017-18.

College Recommendation #3

Total Cost of Ownership

In order to meet standards, the College should develop and implement a total cost of ownership methodology that can be included in the long-range capital plans. (III.B.2.a)

Response:

As a result of its November 2015 visit, the follow-up team concluded, “The college has fully addressed this recommendation and meets the requirements of Standard III.B.2.a. The evaluators found that the college has embedded the Total Cost of Ownership (TCO) within the larger framework of long-range capital planning. The long range planning reflects the new approach to planning adopted by RCC (see recommendation #1) that builds upon results of intermediary evaluation processes.”¹⁷ RCC piloted the [TCO](#) process by assessing the Math & Science and Nursing Buildings.¹⁸ RCC then applied the TCO to three new buildings, the Dr. Charles A. Kane [Student Services and Administration Building](#), the [Coil School for the Arts building](#), and the [Culinary Academy](#) and District Administration building.¹⁹

District Recommendation #1

Technology Planning

In order to meet standards, compile the various completed elements of technology planning into an integrated, comprehensive district technology plan that is accessible and transparent, including a disaster recovery plan and a plan to refresh aging and outdated technologies. Insure that the district technology plan is based on input from the colleges and is in alignment with college planning processes. (Standards I.B.6 and III.C.2)

Response:

The district and the college have fully implemented this recommendation. The 2015 follow-up team reviewed the Riverside Community College District Strategic Technology Plan which included a District Technology Continuity Plan, a District Technology Refresh Plan, and a District Technology Refresh Grid 2014/15 – 2019/20. Evidence confirmed that the “district technology plan is based on collaborative input from the colleges and is in alignment with college planning processes.” The visiting team concluded, “ the District has fully addressed the recommendation, corrected the deficiencies and now meets the Commission’s Standards.”²⁰

One suggestion from the visiting team was to complete the technology refresh plan for District employees. On July 1, 2015, the Instructional Media Centers at each of the three colleges integrated Information Technology support into their operations. The RCC Instructional Media Center was renamed to Technology Support Services. [RCC’s Technology Support Services](#) supports the District Office technology needs by providing quotes for replacement technology and by providing technical support for the removal of old technology and the installation of replacement technology.²¹

The Information Technology Strategic Council (ITSC), which consists of the co-chairs of the college technology advisory groups and District Information Technology Services personnel, continues to meet monthly to discuss district-wide technology needs, including the status of the [District Technology Plan](#) ²² objectives for the current academic year. By the time of the Follow-Up Report, the ITSC had begun the process of working with each college’s vice president of business and the Vice Chancellor of Business Services to determine financial sustainability as the District and colleges implemented their technology plans.

Every fall term, the ITSC assesses the prior year objectives derived in large part from outstanding [IT Audit](#) concerns.²³ In fall 2016, the [ITSC](#) compiled and prioritized the list of 2016-2017 objectives based on the prior year’s outstanding objectives in addition to new items brought forward from the colleges’ and District’s technology plans for 2016-2017.²⁴

Progress continues to be made toward a more comprehensive disaster recovery plan (District Technology Continuity Plan, Appendix 3 of the District Technology Plan). One step has been the completion of network redundancies between college and district locations, ensuring that locations are connected to each other in more than one way in case of outage at any single site. Work on this alternate network routing has been completed at Norco College and continues at Riverside City College. Implementation of a second district-wide internet connection at Moreno Valley College is in progress, which will provide additional redundancy as well as increased capacity to the entire District. In addition, data are being replicated between college sites on a scheduled basis. Also,

faculty and staff email has been migrated to Office 365 at Microsoft for improved access and availability.

The colleges' vice presidents for business and the Vice Chancellor for Business and Financial Services continue to refine a financial sustainability plan for technology replacement and enhancements.

District Recommendation #2

OPEB Obligation

In order to meet the standard, implement a plan to fund contributions to the District's other post-employment benefits (OPEB) obligation. (Standard III.D.3.c)

Response:

The RCCD Board of Trustees at its April 21, 2015, meeting approved the following plan to respond to the accreditation recommendation:

1. Effective July 1, 2015, establish a new irrevocable trust to pay current retiree health costs and to accumulate funds for future costs to offset the OPEB liability;
2. Develop a rate to apply to every dollar of payroll, in all Resources that have payroll, to cover the annual current cost ("pay-as-you-go") plus a minimum of \$250,000 annually to begin providing for future retiree health costs, including application of the rate to grant and categorical programs in accordance with OMB Circular A-21 and the State Chancellor's Accounting Advisory – GASB 45 Accounting for Other Post-Employment Benefits;
3. Investment earnings over time will contribute to the reduction of the outstanding OPEB liability, so the total amount of funds set-aside by the District and accumulated to pay for future retiree health costs will be limited to a maximum of 50% of the outstanding OPEB liability;
4. At least annually, transfer all funds provided by the retiree healthcare rate to the irrevocable trust;
5. Pay all retiree healthcare costs out of the irrevocable trust.²⁵

The November 2015 visiting team concluded that "The district has fully addressed this recommendation and meets the requirements of Standard III.D.3.c."²⁶

The District continues to implement its funding plan to ensure a reduction of its OPEB liability. An OPEB Committee was formed, with membership consisting of the Vice Chancellor of Business and Financial Services, a CTA representative, a management representative, a CSEA representative, and a community member. At the committee's initial January 6, 2016 meeting, the group chose an asset-allocation strategy for a \$250,000 investment per fiscal year. The committee recommended using a moderately conservative plan with medium risk (Strategy 2) within the CalPERS OPEB irrevocable trust. On September 12, 2016 the [District OPEB Committee](#) reviewed the trust's performance and set future meeting dates for a minimum of two times a year.²⁷

Data Trends Analysis

Category	Reporting Year		
	2014	2015	2016
STUDENT COURSE COMPLETION			
Standard	66.0%	66.0%	66.0%
Performance	64.8%	63.5%	65.1%
Difference between Standard and Performance	-1.2%	-2.5%	-0.9%
<p>Analysis of the data: Riverside City College has a course completion set standard of 66.0%. While our course completion has been slightly lower than that set standard, the percentage has been increasing the last several years. RCC has a goal of increasing course completion by 1% each year. The rates reported in this report are for Fall terms only.</p>			
DEGREE COMPLETION			
Standard	1,179	1,179	1,179
Performance	1,149	1,160	1,188
Difference between Standard and Performance	-30	-19	9
<p>Analysis of the data: The counts in this table represent the unique headcount of students who have received degrees. Because many RCC students are awarded multiple degrees (including AOE's as well as AA and AS degrees), this headcount is substantially lower than the total number of degrees awarded as reported in KPI's and the state chancellor's office website. For this unique headcount metric, RCC's set standard is the average of the unique students awarded degrees 2011-2012 through 2014-2015 plus one standard deviation. There are two on-going initiatives at the College which will help us increase the number of degrees completed by students. The first initiative is the implementation of many ADT's. These ADT programs should increase the number of students completing degrees prior to transferring. The second initiatives is a Pathways model. This model should also increase the number of students completing degrees. For our 2017 reporting year, RCC will report 1315 unique students who received degrees in 2015-2016.</p>			
CERTIFICATE COMPLETION			
Standard	447	447	447
Performance	436	411	438
Difference between Standard and Performance	-11	-36	-9
<p>Analysis of the data: As with the degree completion data above, these metrics represent unique headcounts of students awarded a certificate and the set standard is the average of the unique students awarded certificates 2011-2012 through 2014-2015 plus one standard deviation. RCC continues to have a strong certificate program. As discussed above, RCC is implementing a Pathways model. This model includes certificate programs. This initiative should increase the number of students who receive certificates. Note that the certificates reported here are chancellor-approved certificates and do not include local certificates.</p>			
TRANSFER			
Standard	1,702	1,702	1,702
Performance	1,197	1,428	1,711
Difference between Standard and Performance	-505	-274	9
<p>Analysis of the data: RCC looks at transfer metrics different ways -- a Broad Transfer Metric and a Transfer Volume Metric. The Board Transfer Metric includes all students enrolled at some point-in-time at RCC and who subsequently enroll in a four year college or university. The Broad Transfer Metric is used internally for discussion about overall program success and student transfer patterns. For external benchmarking and reporting purposes, RCC uses the more narrowly-defined Transfer Volume Metric. For this metric, it includes only students who:</p> <ul style="list-style-type: none"> - Completed at least 12 units in RCCD at time of transfer - Have confirmed enrollment in a 4 year college or University via the National Student Clearinghouse between June 1st and May 31st of the year reported - Were enrolled at RCC in the immediate year prior to transferring <p>For this metric, RCC's set standard is the average of the most recent three years plus one standard deviation. RCC has been increasing the number of transfer students steadily over the past several years. RCC anticipates the numbers will continue to increase as the Pathways model and ADT initiatives continue to progress.</p>			

LICENSURE PASS RATE								
Program Name	CIP Code	Institution Set Standard	Performance			Difference		
			2014	2015	2016	2014	2015	2016
Registered Nursing	51.38	85%	90.4%	91.8%	91.8%	5.4%	6.8%	6.8%
Licensed Vocational Nursing	51.39	85%	100.0%	100.0%	100.0%	15.0%	15.0%	15.0%
Cosmetology	12.01	80%	91.0%	100.0%	100.0%	11.0%	20.0%	20.0%
<p>Analysis of Data: RCC continues to consistently surpass institution set standards as well as national averages for NCLEX state pass rates in both of its Nursing programs. The national average for RN programs for this time period was 82.7% and for VNs was 84.59%. RCC surpassed those rates by 9.1% and 15.41%, respectively, for 2015. The latest data for 2016 should soon be available. RCC's Cosmetology program is also well above the set standard.</p>								
JOB PLACEMENT RATE								
Program Name	CIP Code	Institution Set Standard	Performance			Difference		
			2014	2015	2016	2014	2015	2016
Registered Nursing	51.38	90%	98.0%	98.0%	98.0%	8.0%	8.0%	8.0%
Licensed Vocational Nursing	51.39	60%	65.0%	68.0%	68.0%	5.0%	8.0%	8.0%
Cosmetology	12.01	80%	82.0%	86.0%	96.0%	2.0%	6.0%	16.0%
<p>Analysis of Data: RCC continues to consistently surpass institution set standards for job placement rates in both Nursing programs. Statewide data for RNs for this time period demonstrated an average job placement rate of 76% at one year. The VN placement rate was set lower, as 30-40% of VN graduates immediately seek placement in an RN program. RCC's Cosmetology program's job placement performance has increased each of the last three years. Their most recent rate of 96% is well above the institution set standard of 80%.</p>								

STUDENT LEARNING OUTCOMES ASSESSMENT			
	2014	2015	2016
Number of Courses	695	680	733
Number of courses assessed	619	626	709
Number of Programs	97	100	116
Number of Programs assessed	82	82	92
Number of Institutional Outcomes	5	5	5
Number of outcomes assessed	5	5	5
<p>Analysis of the data: RCC has made substantial progress in tracking course and program assessment. This progress includes the use of TracDat. The Assessment Committee meets monthly and discusses on-going assessment activity.</p>			

ANNUAL FISCAL REPORT

Category	Reporting year		
	2014	2015	2016
<u>General Fund Performance</u>			
Revenues	\$173,624,650	\$187,612,346	\$231,385,925
Expenditures	\$171,718,114	\$184,045,827	\$214,777,450
Expenditures for Salaries and Benefits	\$140,833,151	\$149,031,896	\$168,553,852
Surplus/Deficit	\$1,906,536	\$3,566,519	\$16,608,475
Surplus/Deficit as % Revenues (Net Operating Revenue Ratio)	1.10%	1.90%	7.18%
Reserve (Primary Reserve Ratio)	\$ 22,322,370	\$ 25,888,891	\$ 42,500,368
<p>Analysis of the data: Apportionment revenues have increased significantly during the past several years primarily due to increased FTES funding. In addition, the District received a large influx of ongoing revenues in the form of Full-Time Faculty Hiring and a Base Increase. In fiscal 2016, the District received \$15 million of State Mandated Block Grant funding that was set-aside for use in future years, thus increasing the ending reserve. The unrestricted general fund reserve is an increasing percentage of the total reserve balance in fiscal 2016, primarily due to the aforementioned State Mandated Block Grant, but also due to expenditures in excess of \$5 million on the new Henry S. Coil Sr. and Edna Coil School for the Arts Building.</p>			
<u>Other Post Employment Benefits</u>			
Actuarial Accrued Liability (AAL) for OPEB	\$24,161,707	\$24,161,707	\$25,347,991
Funded Ratio (Actuarial Value of plan Assets/AAL)	0%	0%	1.42%
Annual Required Contribution (ARC)	\$3,041,672	\$3,041,672	\$3,147,095
Amount of Contribution to ARC	\$1,159,902	\$1,203,398	\$1,856,990
<p>Analysis of the data: An updated GASB 45 Actuarial Valuation Report was obtained in September 2015. The District adopted an OPEB funding plan in fiscal 2016, utilizing an irrevocable trust held with CalPERS California Employer's Retirement Benefit Trust (CERBT). Minimum annual contributions of \$250,000 to the irrevocable trust began in mid-fiscal 2016.</p>			
<u>Enrollment</u>			
Actual Full Time Equivalent Enrollment (FTES)	26,400	27,660	28,682
<p>Analysis of the data: Total FTES has steadily increased in reaction to community demand and increased State funding levels.</p>			
<u>Financial Aid</u>			
USDE official cohort Student Loan Default Rate (FSLD - 3 year rate)	14.1	14.1	9.8
<p>Analysis of the data: The current official Cohort Default Rate for the most recent cohort default year 2013 is 9.8%, decreasing from 14.1% reported during the 2 previous cohort default years. Riverside City College has instituted loan default management processes through various channels to help lower this default rate over the past few years. During attendance, students complete loan counseling upon requesting a loan, and upon exit from the institution. After leaving the institution, RCC conducts loan delinquency management communications to students through 3rd party services provided by NorthStar Default Management Resources as well as through internal office procedures done by RCC financial aid staff. Students delinquent on student loan payments receive communication in paper, electronic and via phone from both parties to assist in finding a suitable repayment option and avoid default. These activities have allowed our college to lower our rate below the national average of 11.3%. Continued activities will allow RCC to remain well below the cap of 30%, as projected for the new 2 cohort default years.</p>			

Status of Actionable Improvement Plans

Actionable Improvement Plan	Integration with Planning Processes	Timeline for Completion	Responsible Parties
<p>AIP I.A.4 Implement the revised Annual Unit Plan templates and the revised Comprehensive Program Review addendum, which establishes measurable goals using the ACCJC-recommended data structure, to refresh the College's strategic plan in 2014-2019.</p>	<p>Revised program review and planning process used in spring 2016, with prioritizations occurring in fall 2016; RCC Strategic Plan 2015-2020 posted on web site</p>	<p>Completed – approved by Academic Senate and EPOC spring 2016</p>	<p>Academic Senate and EPOC</p>
<p>AIP I.B.2-4 Review achievement of initial targets and revise targets, along with goals and strategies, for the RCC Strategic Plan 2014-2019.</p>	<p>All targets, goals, and strategies reviewed to refresh strategic plan; further monitoring of targets occurs at strategic planning retreats</p>	<p>Completed RCC Strategic Plan 2015-2020</p>	<p>Academic Senate, Councils, EPOC & Office of IE</p>
<p>AIP II.A.1 The College will develop integrated plans to implement the Pathways Initiative.</p>	<p>EPOC reviewed/discussed drafts of the pathways implementation plans at its May 5, 2016 meeting</p>	<p>Draft plans completed in spring 2016</p>	<p>Pathways Work Groups and ACTPIS</p>
<p>AIP II.A.1 The Assessment Committee will implement a direct assessment of the GE component of degree programs.</p>	<p>Survey administered to graduates in spring 2016; results discussed in FLEX activity. Linkages to revised GE outcomes project completed in fall 2016. Schedule for direct assessment developed in fall 2016.</p>	<p>Ongoing assessment projects</p>	<p>Assessment Committee and Program Assessment Workgroup</p>
<p>AIP II.A.2 The College and disciplines offering online classes will evaluate the effectiveness and cost of online instruction as part of the</p>	<p>Cost analysis completed in Enrollment Management Plan; discussions continuing during discipline program reviews/planning</p>	<p>Initial analysis completed. Discussions ongoing in disciplines, departments, divisions, etc.</p>	<p>Enrollment Management Subcommittee, Distance Education Subcommittee, ACTPISLC</p>

program review process.			
AIP II.A.2 The College, using specific information from assessment activities, will develop measurable targets at both the institutional level and at the discipline level as part of the program review process.	Program reviews and plans and associated targets submitted/refreshed annually as integral part of planning process	First round completed with program reviews submitted in spring 2016	Individual disciplines, divisions, leadership councils, and EPOC; IELC & Office of IE provide data
AIP II.B.3.a Develop a user friendly comprehensive degree audit system that includes the evaluation of courses from the most common transfer institutions.	The college and district have implemented the Colleague Degree Audit Feature within Colleague to automate twenty-five of the top feeder colleges' and universities' course equivalencies	Pilot completed. Ongoing and expanding project.	SASLC
AIP II.B.3.a Share student data from the admissions application to allow department chairs and deans of instruction the ability to identify students who selected an AST or AAT in their particular disciplines.	To provide department chairs and deans of instruction with the ability to identify students who selected an Associate Degree for Transfer in their particular disciplines, the Dean of Institutional Effectiveness distributed department-specific lists to each of the academic departments.	First round completed. The distribution will occur each academic year as part of the planning process.	ACTPISLC, SASLC, Office of IE
AIP II.B.3.c Implement an online student educational planning tool.	The three colleges have purchased Ellucian/Colleague Online Planning Tool Module. This software will include a scheduler, a transcript reader, online planning SEP, and the capability to schedule classes for up to two years out. This is key to the student success pathways planning.	Pilot to be conducted in fall 2017.	SASLC
AIP II.B.3.c Define the role of faculty	Links to Pathways Initiative. Training for	Completed. In place end of spring 2015	ACTPISLC, SASLC,

advisors, and identify the specific training these advisors will need to assist students in the ADT.	advisors is developed. Efforts are underway to regularize this training.		Counseling Department
AIP II.C.1.a Allocate funds from the College budget to support library materials, human resources, and equipment on an ongoing basis.	Accomplished through the revised program review and planning process. Prioritizations occurring yearly based on 5-year plans and refreshing of plans	Prioritizations of college needs occurred in fall 2016.	EPOC, RDASLC, ACTPISLC, SASLC; IELC monitors process
AIP III.A.2 As the College develops its internal budget allocation model, it will use the strategic planning processes to assess its human resource needs and to determine appropriate staffing levels for each employee category. AIP III.A.6 Refine the human resource planning process as the College refreshes its 2014-2019 Strategic Plan and develops its internal budget allocation model.	The Human Resource Advisory Group created a comprehensive Human Resource and Staffing Plan that incorporates both short term and long term planning strategies for all employee groups; plan approved by RDASLC and EPOC.	Completed. Implementation and assessment ongoing.	RDAS, Human Resources Advisory Workgroup
AIP III.A.5.a Train faculty advisors to support the Pathways Initiative. (See Standard II.B.3.c).	Links to Pathways Initiative. Training for advisors is developed. Efforts are underway to regularize this training.	Completed. In place end of spring 2015	ACTPISLC, SASLC, Counseling Department
AIP III.B.2.a Prepare total cost of ownership plan for any new construction.	Approved by RDASLC and EPOC. Implemented.	Completed. Assessment ongoing.	RDASLC, Physical Resources Advisory Workgroup
AIP III.C.1 Review the IT Audit	The Information Technology Strategic	Completed.	RDASLC, Technology

recommendations as part of the College strategic planning process, and provide input to the District IT Strategy Council.	Council (ITSC), which consists of the co-chairs of the college technology advisory groups and district Information Technology Services personnel, implemented components of the District Technology Audit (District IT audit report) and developed a District Technology Plan.		Advisory Workgroup
AIP III.C.1 Integrate the College Technology Plan and Technology Replacement Plan Addendum into a broad, comprehensive plan that addresses all technology standards, replacement, and funding for desktop, network, audiovisual and peripheral equipment, and wiring and physical infrastructure.	The Technology Advisory Group completed the Riverside City College Technology Plan 2014-2018; plan was approved by RDASLC and EPOC. The charge of the Technology Advisory Group will be expanded to include equipment.	Completed. Implementation and assessment ongoing. The initial plan was assessed and priorities have been updated.	RDASLC, Technology Advisory Workgroup, EPOC
AIP III.C.2 Incorporate operational funding for technology replacement and total cost of ownership into the College Budget Allocation Model (BAM).	Beginning with 2014, the college included a line item in its budget for funding technology replacement. The colleges' vice presidents for business and the Vice Chancellor for Business and Financial Services continue to refine a financial sustainability plan for technology replacement and enhancements.	Completed.	RDASLC, Technology Advisory Workgroup
AIP III.D.1 Implement and assess the revised District Budget Allocation Model, and develop a College Budget Allocation Model. AIP III.D.4 Develop a College	Strategic planning initiatives and enrollment management decisions drive the allocation of resources.	Draft Financial Plan FY 2015-16 to FY 2019-20 developed. College BAM in development.	RDASLC

Budget Allocation Model that is linked to planning.			
AIP III.D.2 The College will develop a 1% emergency reserve as a part of its 2014-15 budget development process. The Board of Trustees and the District will implement the principles embedded in the revised District Budget Allocation Model to meet the District required 5% reserve threshold. (III.D.2.c)	The college has dropped the actionable improvement plan to maintain a 1% emergency reserve. However, the district implemented the principles embedded in the District Budget Allocation Model to meet the required 5% reserve threshold.	Completed.	District Business and Financial Services, College Business Services
AIP IV.A.5 Review, revise, and align committee structure, including authority and roles of District/College committees.	The RCCAS changed its standing committee structure to align with the strategic planning leadership council structure to better meet the strategic planning and operations needs of the college.	Completed in spring 2016. The RCCAS and strategic planning leadership councils will now monitor and assess the goodness of fit between the various entities and will make modifications as necessary.	RCCAS, EPOC, strategic planning Leadership Councils
AIP IV.B.3.a & g Review and refine function map as roles of College/District continue to evolve.	Relationship between the college and district office is continuously evolving; planning process reflects this evolution.	District-wide Task Force formed in fall 2016 to review and revise function map	Task Force, EPOC, District Strategic Planning Committee

Progress on Actionable Improvement Plans

In its 2014 self-evaluation, the college identified actionable improvement plans that embody the college's efforts to meet the accreditation standards more effectively and to achieve sustained continuous quality improvement. The college addressed these actionable improvement plans in two ways. First, it has responded to many of the self-identified plans in its follow-up report to the Commission as the college addressed the specific recommendations from the 2014 visiting team. The 2014 visiting team's recommendations confirmed many of the college's self-identified shortcomings that the actionable improvement plans attempt to reconcile. For example, the college recognized the need for a total cost of ownership (TCO) plan for any new construction (Planning Agenda for Standard III.B.2.a). This plan became College Recommendation #3, which the 2015 follow-up team validated as completed. Second, the college has addressed the self-identified actionable improvement plans by assigning each of the plans to specific strategic planning leadership councils, including the committees and subcommittees of each council. The Educational Planning and Oversight Committee asked that each leadership council identify the responsible parties, the current [status of activities](#) to address the plan, and the evidence that the plan has been addressed.²⁸ Most important, the action plans for each strategic planning leadership council address the self-identified actionable improvement plans from the 2014 self evaluation. These [action plans](#), developed each year as part of the planning process by the strategic planning leadership councils, identify the specific ways by which the college seeks to assess and improve its instructional and student support activities.²⁹ In most cases, these action plans complete or exceed the self-identified actionable improvement plans from the 2014 self evaluation.

Standard I Institutional Mission and Effectiveness

Standard IA Mission

The college has a process through which it reviews and revises its mission statement. During the 2015-16 academic year, as the college refreshed its strategic plan, the college reviewed and revised its mission statement to more explicitly identify the types of degrees offered (e.g., Associate Degrees for Transfer) and to more clearly reflect the general education outcomes. The Board of Trustees approved the revised mission statement at its [November 15, 2016](#), meeting.³⁰ The Institutional Effectiveness Leadership Council has reviewed and revised the mission statement review process so that it occurs in sync with strategic plan revisions and reflects the updated committee and council structure.³¹

Standard IB Improving Institutional Effectiveness

College Recommendation #1 was the impetus for the college to rethink the structure and process of planning and evaluation. Student success, student equity, and student completion are the core of all plans and decisions. All other college plans revolve around this core, supporting the strategic plan and the educational master plan. The college restructured its committees and councils to underpin the strategic planning process and to monitor and assess progress. Institutional structures are in place for both a horizontal alignment (e.g., pathways workgroups) and vertical integration (e.g., divisional deans) of college goals, initiatives, and strategies.

The Standard I actionable improvement plan to refresh the college's strategic plan has been completed with the approval and implementation of the Riverside City College Strategic Plan 2015 – 2020. During fall 2016, the college implemented its first round of planning utilizing the revised program review and planning process. During the October 14, 2016, retreat, the college reviewed data trends. In particular, with the increased focus on student services and support, RCC has seen the number of students completing a Student Educational Plan increase from 5485 during 2013-14 to 9235 during 2015-16. The numbers of students enrolled in Pathways have also increased dramatically.³² During the spring 2017 “Welcome Back” FLEX day, the college will scrutinize its strategic planning report card and further discussions on whether targets are being met and why or why not.

Standard II: Student Learning Programs and Services

Standard IIA Instructional Programs

The March 2014 visiting team acknowledged that “the college is committed to high quality programs, academic integrity, and improvement of academic offerings.”³³ The team concluded that the college meets the standards for Standard IIA with the exception of Standard II.A.2.e, which resulted in College Recommendation #2 to evaluate all SLOs in a timely manner. As described above in College Recommendation #2, the college fully addressed this recommendation in its Follow-Up Report, which was validated by the follow-up 2015 visiting team. Since the visit, the college has continued with its schedule of assessment for course [student learning outcomes](#) and

[program learning outcomes](#).³⁴ At the end of spring 2016, the college assessed the general education learning outcomes utilizing a survey administered to graduates. The [results](#) were discussed during a fall 2016 FLEX [activity](#).³⁵ Furthermore, in fall 2016, the Assessment Committee recommended a schedule for the regular direct assessment of general education outcomes. The program assessment workgroup of the Assessment Committee has developed [program assessment models](#) based on best practices.³⁶

The large body of work that the college has accomplished in planning has had direct effects on student learning programs and services. As the college moved forward with its [Pathways Initiative](#),³⁷ an additional thirteen disciplines (from the seven reported in 2014) developed and received state approval for Associate Degrees for Transfer. Workgroups for College Readiness, Transfer Pathways, and CTE Pathways developed draft implementation plans. In [May 2016](#), the Strategic Planning Executive Council (now EPOC) reviewed the plans.³⁸ As part of the program review process, disciplines, department and divisions set measureable targets for initiatives and projects. During 2016-17, these discipline and division plans will help to shape specific initiatives and targets in the pathways plans. In addition, the Enrollment Management Subcommittee is working on a master schedule to ensure that all courses in the pathways are offered in such a way that students can complete their goals in two years. This includes offering more accelerated course sections so that students can move from pre-college to college level in less time. More students are identifying and completing a particular [pathway](#), and Education Advisors have been [assigned to each division](#).³⁹

The college completed some analysis on the cost and effectiveness of online instruction in its [enrollment management plan](#).⁴⁰ As information from discipline program reviews becomes available, further discussion about the right configuration of courses in various modalities to best ensure student access and completion along with cost effectiveness will ensue in the Enrollment Management Subcommittee and Distance Education Subcommittee.

Standard IIB Student Support Services

The March 2014 visiting team concluded that the college meets this standard, stating, “Riverside City College Student Services are thorough, inclusive, and student centered The Student Services Division exhibits prudent risk taking in its initiatives to improve student support and are based on student data and needs, and should be applauded for their willingness to implement forward thinking and advanced and [sic] services for their students.”⁴¹

Since the 2014 visit, the student services division has made significant progress on its actionable improvement plans. The college and district have implemented the Colleague Degree Audit Feature within Colleague to automate twenty-five of the top feeder colleges’ and universities’ course equivalencies. Given changes in college catalogs, and in recognition that transfer patterns do not remain static, this is an ongoing and expanding project. The goal is for the Colleague system to recognize these courses as prerequisite coursework and transfer equivalencies. This information is available to evaluators and counselors across the district. To facilitate the degree audit feature, the college is able to send and receive electronic transcripts and capture data from scanned transcripts into Colleague.

A district-wide committee has worked for the past two years identifying tasks, timeline, and progress reports for the deployment of an online planning tool. The three colleges have purchased the Ellucian/Colleague Online Planning Tool Module. This software will include a scheduler, a transcript reader, online planning SEP, and the capability to schedule classes for up to two years out. A pilot will be launched in fall 2017.⁴²

During the 2014-15 academic year the counseling department worked with faculty (funded through Title V) and through the English department pilot of faculty advising to identify the [role of faculty advisors](#) and provide various trainings.⁴³ A faculty advising training workshop was held in January and February of 2015. Participating faculty members were asked to implement a faculty advising activity with Pathways to Excellence students during the Spring 2015 term. During fall 2015 FLEX day activities, the English advisors met to plan, train two new participants and continue working on advising. Counseling has identified counseling faculty to serve as liaisons to all departments with Associate Degrees for Transfer so that there is a point person for communications and to refer students.⁴⁴ The English and Counseling departments met in September 2016 to collaborate and plan activities for English faculty advisors and students in the Pathways program. At the [September 17, 2015](#), Academic & Career/Technical and Instructional Support Leadership Council meeting, the group decided to have workgroups dedicated to each pathway—Transfer, Basic Skills, and CTE. Each workgroup will consider how to adapt faculty advising to these student populations.⁴⁵ To provide department chairs and deans of instruction with the ability to identify students who selected an Associate Degree for Transfer in their particular disciplines, the Dean of Institutional Effectiveness distributed department-specific lists to each of the academic departments. The Counseling department is working with evaluators to increase the number of verified Associate Degrees for Transfer.

Standard IIC Library and Learning Support Services

The March 2014 visiting team concluded that “Despite major organizational changes, tightening of resources, and growth in demand for services, the library, IMC, labs, DSPS, Tutorial Services and other learning support services continue to support the college. The college meets the requirements of Standard II.C.”⁴⁶

Library/Learning Resources, Counseling, and Academic Support departments merged to form an integrated Student Success and Support Division. Program reviews and plans by each department are considered in various ways by the division as a whole so that, taken together, they constitute the division's overall, integrated academic support/student success plan and programs. Integrated goals emphasize initiatives across all levels of student support services necessary to the successful implementation of the Pathways model.

Standard III: Resources

Standard IIIA Human Resources

The March 2014 visiting team concluded that “The college has identified a survey process to assess if their human resource needs are being met effectively in program and service areas. There is limited evidence that the college has used those assessments as a basis for sustained improvement and as a result does not meet the requirements of Standard III.A.6.... The college should develop a

[staffing plan](#) for all human resource needs and begin to formalize a plan to address the college's self identified needs."⁴⁷ In its evaluation of College Recommendation #1, the 2015 follow-up team reported that "The Human Resource Advisory Group (HRAG) created a comprehensive *Human Resource and Staffing Plan* that incorporates both short term and long term planning strategies for all employee groups."⁴⁸ The development of this plan addressed the college's actionable improvement plan instituted to meet the requirements of Standard III.A. The college has begun the process of formal implementation with full implementation of the plan expected to occur in Spring 2017. The strategic planning leadership councils now review requests for staffing in light of the strategic plan, educational master plan, and Human Resource's Staffing plan as they formulate recommendations for funding. As implementation occurs, the college will continuously assess to ensure that the allocation of human resources is in alignment with the college's educational mission.

Standard IIIB Physical Resources

The March 2014 visiting team concluded that the college met all parts of Standard III.B, with the exceptions of Standards III.B.2.a and III.B.2.b, which resulted in College Recommendation #3 on Total Cost of Ownership. As a result of its November 2015 visit, the follow-up team concluded, "The college has fully addressed this recommendation and meets the requirements of Standard III.B.2.a." The evaluators found that the college has embedded the [Total Cost of Ownership \(TCO\)](#) within the larger framework of long-range capital planning. The TCO provides linkages, such as land acquisitions, interim renovations, site improvement, swing space, removal of existing facilities, moving costs, and demolition, to secondary effects projects.⁴⁹

Standard IIIC Technology Resources

The March 2014 visiting team recommended that the district develop a technology plan. The 2015 follow-up team concluded that the district fully addressed this recommendation. In responding to the recommendation, the Information Technology Strategic Council (ITSC), which consists of the co-chairs of the college technology advisory groups and district Information Technology Services personnel, implemented components of the District Technology Audit (District IT audit report) and developed a [District Technology Plan](#).⁵⁰ In addition, the ITSC updated and created an IT Audit Recommendation [Project Status Summary](#) that outlines the progress the district has made to address the concerns identified in the IT Audit.⁵¹ The [District Technology Plan](#) includes a Disaster Recovery Plan and a Technology Refresh Plan.⁵² The district plan is aligned with the Riverside City College [Technology Plan 2014-2018](#).⁵³ RCC's initial [Technology Plan was assessed](#) and priorities have been updated.⁵⁴ RCC has included in its FY 2016-2017 adopted budget continued funding for the RCC Technology Plan. The funding for this plan is part of the college's Capital Outlay Surcharge funding for Technology and [Capital Equipment](#) identified by function code 709. Annual budget savings in this account are carried forward to the next fiscal year, creating an account savings that can be available for larger IT replacement projects.⁵⁵

Standard IIID Financial Resources

The March 2014 visiting team concluded "The Budget Allocation Model has been changed over the years as stakeholders determined that changes were necessary to reflect local conditions.... A formal structured process that would assist in ensuring a comprehensive and consistent evaluation is

not yet in place and as a result the College does not meet the requirements of Standard III.D.3.c.”⁵⁶ The 2015 follow-up team concluded that the college had fully addressed the resulting College Recommendation #1 and that the strategic plan and other plans incorporated evaluation in a comprehensive manner. In addition, the district completely addressed Standard III.D.3.d with its OPEB Obligation Funding Plan.

The college has developed a [draft Financial Plan FY 2015-16 to FY 2019-20](#).⁵⁷ The College Budget Allocation Model is in development and is aligned with the [District Budget Allocation Model](#). In this model, strategic planning initiatives and enrollment management decisions drive the allocation of resources.⁵⁸

The college has dropped the actionable improvement plan to maintain a 1% emergency reserve. However, the district implemented the principles embedded in the District Budget Allocation Model to meet the required 5% reserve threshold.

Standard IV: Leadership and Governance

Standard IVA Decision-Making Roles and Processes

The [March 2014 visiting team](#) concluded, “The District and College commitment to participatory governance structures is readily apparent, as is the record of collaborative engagement through these structures. The evaluation team in its interviews found the college community and leadership to be committed to better serving students through effective leadership and governance. However, there remains a need to strengthen use of an evidence-based systematic process for reviewing the effectiveness of leadership and governance structures, and for using that evidence as the basis for improvements.”⁵⁹

In the fall of 2015, the Riverside City College Academic Senate (“RCCAS”) began the process of changing its standing committee structure to align with the Strategic Planning Leadership Council (“SPLC”) structure. This required [RCCAS](#) to modify its constitution and bylaws and the constitution and bylaws of the SPLCs, to alter some committees and abolish others and to consider closely the nature of the relationship between the RCCAS’s charge under Title 5 and the strategic planning and operations needs of the college.⁶⁰ This process took several months, but netted a RCCAS and SPLC [structures](#) that were more logically integrated, efficient and effective.⁶¹ The RCCAS then held its first elections for the strategic planning leadership councils and the RCCAS committees and subcommittees that were attached to them. The RCCAS and strategic planning leadership councils will now monitor and assess the goodness of fit between the various entities and will make modifications as necessary.⁶²

Standard IVB Board and Administrative Organization.

The March 2014 visiting team concluded, “The College and Riverside Community College District meet the requirements of Standard IV.B with the exceptions of Standards IV.B.3.b and IV.B.3.g.”⁶³ The college and district addressed these issues in their work on College Recommendation #1. The 2015 follow-up team stated, “It appears within the 18 months since the 2014 accreditation team visit, the district office has migrated toward a service-oriented approach which has had a positive

impact on the decision making.... This shift has been an intentional approach adopted in order to place the focus on services to the colleges and the students.”⁶⁴

The relationship between the district office and the college is continuously evolving, particularly in the areas of technology and finance. The Chancellor and Presidents discuss these relationships on a regular basis, and college/district function map was reviewed at the [October 6, 2016, EPOC meeting](#).⁶⁵ Furthermore, a district-wide task force was formed to review and revise the function map to better reflect current relationships and up-to-date accreditation standards.⁶⁶

Update on Substantive Change in Progress, Pending, or Planned

At its February 29, 2016 meeting, the ACCJC’s Committee on Substantive Change approved 1) a new location – The Coil School for the Arts (CSA) and 2) a program move – the Culinary Arts Program offered at the District Office and Culinary Arts Building.

No substantive changes are anticipated for the 2016-17 academic year.

Concluding Remarks

Since the November 2015 Follow-up Team visit, the college has completed the revision of its planning process, including program review processes, developed numerous implementation plans, and revised its committee and council structure. Data are central at all levels of planning, and assessment is deeply embedded in the ongoing work. RCC has made strides forward in its focus on student success, equity, and completion. The institution has addressed all of its self-identified actionable improvement plans and is at the level of sustained continuous quality improvement in relation to the accreditation standards.

Appendix A: List of Evidence

- ¹ See page 3 of [Follow-Up Team Report](#), Riverside City College
- ² See [ACCJC letter dated February 5, 2016](#)
- ³ See [Riverside City College Follow-Up Report dated October 15, 2015](#)
- ⁴ See page 5 of [Follow-Up Team Report](#), Riverside City College
- ⁵ See page 8 of [Follow-Up Team Report](#), Riverside City College
- ⁶ See pages 31-34 of [Riverside City College Strategic Plan 2015-2020](#)
- ⁷ Review [Joint Council letter](#) to President and [President's response](#) letter for faculty hiring
- ⁸ See [Excel spreadsheet](#) listing completed Program Review and Plans
- ⁹ See [Initiatives and Priorities](#) documents from divisions
- ¹⁰ See minutes from [September 30, 2016 joint Leadership Councils' meeting](#)
- ¹¹ See minutes from [November 29](#) and [December 1, 2016](#) joint Leadership Councils' meeting
- ¹² Review [minutes](#) of Institutional Effectiveness Leadership Council on assessing program review and planning process
- ¹³ See page 9 of [Follow-Up Team Report](#), Riverside City College
- ¹⁴ See [SLO](#) and [PLO](#) assessment schedule
- ¹⁵ Review the models for [program learning outcomes assessment](#)
- ¹⁶ Review [minutes](#) of the Riverside Assessment Committee from November 18, 2016
- ¹⁷ See page 10 of [Follow-Up Team Report](#), Riverside City College
- ¹⁸ See the [TCO analyses for the MTSC/Nursing Buildings](#)
- ¹⁹ See the [TCO analyses for the three new buildings](#)
- ²⁰ See page 12 of [Follow-Up Team Report](#), Riverside City College
- ²¹ See [examples of Helpdesk Tickets](#) for District Office support
- ²² Review the [District Technology Plan](#)
- ²³ Review the [IT Audit Recommendations](#)
- ²⁴ See the [ITSC minutes](#)
- ²⁵ See Board of Trustee meeting [minutes for April 21, 2015](#)
- ²⁶ See page 13 of [Follow-Up Team Report](#), Riverside City College
- ²⁷ Review minutes of [District OPEB Committee](#)
- ²⁸ Review status of [RCC Strategic Planning 2016-2017](#) document
- ²⁹ See Leadership Council [action plans](#)
- ³⁰ See Board of Trustee meeting for [November 15, 2016](#)
- ³¹ Review [minutes](#) of Institutional Effectiveness Leadership Council on mission statement review process
- ³² See [Implementing RCC's Pathways Initiative with College Promise](#) presentation
- ³³ See page 26 of [ACCJC Evaluation Team Report, 2014](#)
- ³⁴ Review TracDAT schedule of [assessment activities](#)
- ³⁵ [See the presentations](#) on assessment of general education outcomes
- ³⁶ Review the models for [program learning outcomes assessment](#)
- ³⁷ See [Implementing RCC's Pathways Initiative with College Promise](#) presentation
- ³⁸ See Strategic Planning Executive Council [meeting minutes for May 5, 2016](#)
- ³⁹ See [Implementing RCC's Pathways Initiative with College Promise](#) and [RCC Division Area Information - 2016/2017](#)
- ⁴⁰ See page 6 of [Enrollment Management Plan](#)
- ⁴¹ See page 34 of [ACCJC Evaluation Team Report, 2014](#)
- ⁴² Review the Student Services [Accreditation Action Plan](#) Updated dated 08-18-16
- ⁴³ See document on [role of faculty advisors](#)
- ⁴⁴ [RCC Division Area Information - 2016/2017](#)
- ⁴⁵ See ACTPIS Leadership Council meeting [minutes for September 17, 2015](#)
- ⁴⁶ See page 37 of [ACCJC Evaluation Team Report, 2014](#)
- ⁴⁷ See [Staffing Plan](#) and page 41 of [ACCJC Evaluation Team Report, 2014](#)
- ⁴⁸ See page 6 of [Follow-Up Team Report](#), Riverside City College
- ⁴⁹ See Capital Assessment Management section of [TCO documents](#)
- ⁵⁰ Review the [District Technology Plan](#)

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- ⁵¹ Review the [IT Audit Recommendation Project Status Summary](#)
- ⁵² See appendices to the [District Technology Plan](#)
- ⁵³ Review the [Riverside City College Technology Plan](#)
- ⁵⁴ See [RCC Technology Plan assessment \(2015-16\)](#)
- ⁵⁵ Review [Capital Outlay Surcharge information](#) from Galaxy
- ⁵⁶ See page 53 of [ACCJC Evaluation Team Report, 2014](#)
- ⁵⁷ [Draft Financial Plan FY 2015-16 to FY 2019-20](#)
- ⁵⁸ Review the [2015-2016 Budget/Budget Allocation Model](#)
- ⁵⁹ See page 58 of [ACCJC Evaluation Team Report, 2014](#)
- ⁶⁰ Review the former and revised [RCCAS](#) Constitution and Bylaws
- ⁶¹ See [Committee and Council Structure](#) (ed. 14)
- ⁶² Review assessment of planning processes from [October 14, 2016 retreat](#)
- ⁶³ See page 64 of [ACCJC Evaluation Team Report, 2014](#)
- ⁶⁴ See page 8 of [Follow-Up Team Report](#), Riverside City College
- ⁶⁵ See Educational Planning Oversight Committee meeting [minutes of October 6, 2016](#)
- ⁶⁶ See [minutes from District Strategic Planning Committee](#)

Agenda Item (VIII-B-4)

Meeting	2/21/2017 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-4)
Subject	Accreditation Midterm Report for District Recommendations
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the District Accreditation Midterm Report.

Background Narrative:

Institutions are required to submit to the Accrediting Commission for Community and Junior Colleges (ACCJC) a Midterm report midway between comprehensive evaluation visits. The report describes the progress and or resolution of recommendations made by the commission and the institution's self-identified actionable improvement plans along with an analysis of data trends. The District has completed its analysis of its plans and progress of District accreditation Recommendations No. 1 and No. 2 through an inclusive process that involved students, faculty, staff and administrators in preparation of its Midterm Report.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Launa K. Wilson, Director, RCCD Foundation and Alumni Affairs
Melissa Elwood, Controller

Attachments:

[02212017_RCCD Midterm Report - Presentation](#)

Midterm Report District Responses

February 7, 2017

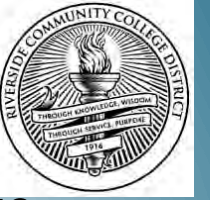




District Recommendations

1. Develop an integrated, comprehensive district technology plan that is accessible and transparent, including a disaster recovery and refresh plan. Insure it is based on input from the colleges and is in alignment with college planning processes.
2. Implement a plan to fund contributions to the District's other post-employment benefits (OPEB) obligation.

Both recommendations were found to be resolved by ACCJC!



Continuous Quality Improvement

As part of the Continuous Quality Improvement Process, the following steps have been taken for District Recommendation #1:

- Information Technology Strategy Council (ITSC) and District Information Technology Services meet monthly to discuss district-wide technology needs, including the status of the District Technology Plan.
- VPs of Business and VC of Business Services determine financial sustainability as college technology plans are implemented.
- Second district-wide internet connection established at Moreno Valley College
- Faculty and staff email migration to Office 365 for improved access and availability



Continuous Quality Improvement

As part of the Continuous Quality Improvement Process, the following steps have been taken for District Recommendation #2:

- The plan was vetted via college and district shared governance Committees.
- OPEB Irrevocable Trust Asset Allocation Committee was formed, with membership consisting of the VC of Business and Financial Services, a community member, and representatives from faculty, staff, and management.
- Effective July 1, 2015, an irrevocable trust was established with CalPERS to pay current retiree health costs and to accumulate funds for future costs to offset the OPEB liability.
- The Committee selected the irrevocable trust investment strategy.
- The Committee meets semi-annually to review financial performance of the irrevocable trust.



Questions?

Agenda Item (VIII-B-5)

Meeting	2/21/2017 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-5)
Subject	Proposal for Funding Year One of the Strong Workforce Program at Moreno Valley College
College/District	Moreno Valley
Funding	
Recommended Action	Recommend reviewing and accepting the proposal for funding year one of the Strong Workforce Program at Moreno Valley College.

Background Narrative:

The Strong Workforce Program plan for Moreno Valley College reflects the outcome of a college-wide, transparent planning process that took place beginning spring 2016 and during fall 2016 term. This collaborative strategic planning process involved faculty, staff and administrators. The items proposed in this plan will establish two new Career and Technical Education programs including Health Information Technology and Cyber Security in Allied Health fields; enhance public safety, corrections, fire and EMS programs with equipment and materials to simulate inter-agency emergency scenarios; increase the workforce competitiveness of medical assisting program with the addition of clinical externships; fund instructional materials for these programs; hire two faculty in the new programs; and hire an outreach specialist. The proposed items total \$635,006, the allocation designated for Moreno Valley College.

Prepared By: Irving Hendrick, Interim President, Moreno Valley College
Robin Steinback, VP, Academic Affairs

Attachments:

[Board Report on Strong Workforce](#)
[MVC Presentation on Strong Workforce](#)
[MVC Strong Workforce Plan](#)



Prepared by:
Melody L. Graveen, Ed.D.
Dean of Instruction, CTE

Following a college-wide, transparent planning process during the fall 2016 term, this Strong Workforce Program investment totals \$635,006 (including \$24,423 in indirect)

Health Information Technology/ 1223.00		<input checked="" type="checkbox"/> New Program <input type="checkbox"/> Existing Program		
Justification:	The Health Information Technology profession is in demand in the Inland Empire/Desert Region and there are currently no programs offered within the region. Development of this new program will include a Certificate of Completion (COC) in Medical Billing and Coding, leading to preparation for the Certified Coding Assistant (CCA) certification through the American Health Information Management Association (AHIMA), and an Associate of Science degree, which will prepare students to take the AHIMA certification exam for designation as a Registered Health Information Technician (RHIT). Moreno Valley College leveraged several funding sources for the development of the program. The Strong Workforce share will be used to hire the faculty/program director for development of the program and to lead the efforts in attaining external accreditation through the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) and to support professional development and initial accreditation costs for a total of \$157,804.			
PROJECTED INCREASE:		2016-17	2017-18	2018-19
Enrollment**		0	0	25

Outreach/ ALL		<input checked="" type="checkbox"/> New Program <input type="checkbox"/> Existing Program		
Justification:	During our college-wide planning discussions for the Strong Workforce Program and planning for our CTE programs as a whole, the college faculty, staff, students, and administration agreed there is a need to invest in both outreach and in-reach, which is CTE specific, to educate our students and our community on the CTE programs available at Moreno Valley College leading to employment earning a living wage. Funding will be used to hire two outreach specialists, one for CTE programs at the college and one for Public Safety Education and Training programs at Ben Clark Training Center, and to provide supplies for a total of \$52,490.			
PROJECTED INCREASE:		2016-17	2017-18	2018-19
Enrollment*		0	149	152

Healthcare Cybersecurity/Information Assurance / 0702, 0708		<input checked="" type="checkbox"/> New Program		
		<input type="checkbox"/> Existing Program		
Justification:	In response to discussions with our local healthcare providers, including Kaiser Permanente, there is a need in the healthcare field for cybersecurity/information assurance professionals who understand the specialized environment in which healthcare professionals work. As an emerging field, Moreno Valley College has the opportunity to be on the leading edge in creating a program which will allow for transfer to a four-year program in cybersecurity while addressing the special needs of the healthcare field. The Strong Workforce share will be used to hire the faculty/program director for development of the program, to support professional development, and to purchase supplies for a total of \$141,885.			
PROJECTED INCREASE:		2016-17	2017-18	2018-19
Enrollment**		0	0	25

Police Academy/ 2105.50		<input type="checkbox"/> New Program		
		<input checked="" type="checkbox"/> Existing Program		
Justification:	Moreno Valley College will leverage funding from the Strong Workforce Plan Local Share and our current HSI Title 5 grant to develop a Regional Scenario Village where college and high school students in public safety and healthcare pathways may practice teamwork, using the skills they learned in the classroom in a realistic and multidiscipline environment. Students, educators and industry partners from Emergency Medical Services (EMS), fire departments, law enforcement, and the healthcare industry will be able to work in an intra-professional education and training environment. The village would also be a center where precollege students may explore public safety pathways. Funding for the planning and development of the Regional Scenario Village will total \$200,000.			
PROJECTED INCREASE:		2016-17	2017-18	2018-19
Enrollment*		9	18	19

Corrections/ 2105.10		<input type="checkbox"/> New Program		
		<input checked="" type="checkbox"/> Existing Program		
Justification:	Riverside County Sheriff's Department' Corrections Division has defined critical staffing level requirements for jail facilities to operate in a manner that provides basic safety and security of inmates, staff, and the public. An increase in deputies, sworn and non-sworn, must be staffed at each jail. In addition, there is an increase in non-violent offenders being sent to county jails as a result of AB 109. These inmates require maximum security housing, which in turn requires additional staff. The Riverside Sheriff's Department currently has a 19% vacancy rate for Corrections Deputies and Corporals, and in order to meet current staffing needs, requires an estimated 1,200 sworn Deputy Sheriffs and Corrections deputies over the next 5 years. Corrections recruits will go through an extensive hiring process and once hired, will complete the required academy training at Moreno Valley College's Ben Clark Training Center.			
PROJECTED INCREASE:		2016-17	2017-18	2018-19
Enrollment*		5	10	15

Clinical Medical Assistant/ 1208.10		<input type="checkbox"/> New Program	
		<input checked="" type="checkbox"/> Existing Program	
Justification:	Moreno Valley College currently has a Medical Assisting program, which does not include a clinical component. Due to the labor market demand in the Inland Empire/Desert Region, we will invest \$58,404 dollars in the development of a clinical component for our medical assistant program. The investment will include funding for additional part-time faculty to teach and monitor the clinical portion of the program and we will leverage the services of the employment placement coordinator to identify locations for clinical hours and find positions for placement upon completion of the program.		
PROJECTED INCREASE:		2016-17	2017-18
Enrollment *		7	8
			19

*Enrollment projections were based upon a 2% increase for existing programs except for Medical Assisting during the 2018-19 year where 5% was used due to the planned addition of a clinical component to the program.

**Enrollments for new programs were not projected until the 2018-19 year due to the time needed to submit the program through the district, regions, and, state curriculum processes.

Answering the Call for More and Better Career and Technical Education

Strong Workforce Local Share Plan July 1, 2016 – December 31, 2018

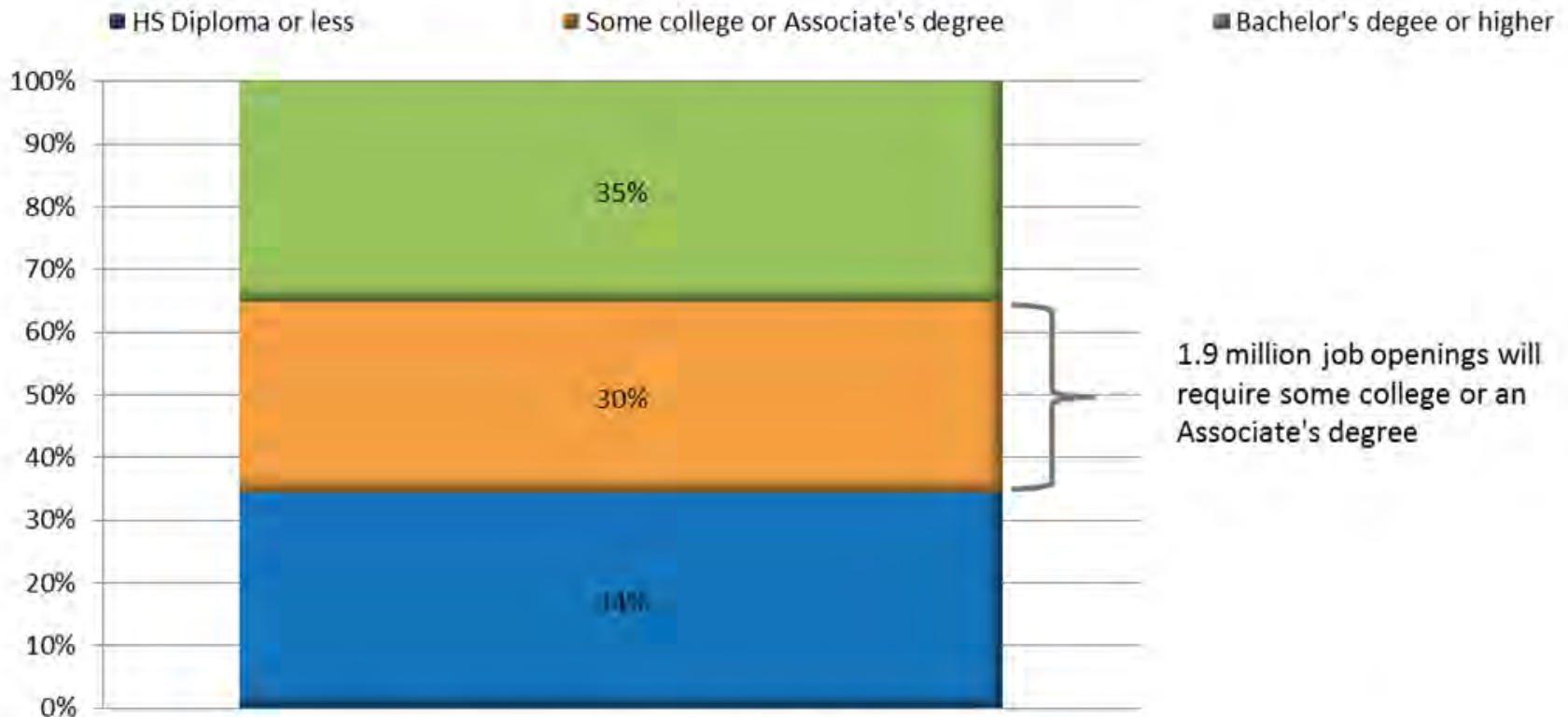
Presentation for Teaching and Learning Committee, Riverside Community College District Board of Trustees

Dr. Robin Steinback, Dr. Melody Graveen, Dr. Kevin Fleming, Ms. Kristine DiMemmo

January 10, 2017

A Call for More and Better CTE

California's Job Openings by Education Level
2015-2025



Data source: Georgetown University Center on Education and the Workforce, "Recover: Job Growth and Education Requirements Through 2020," State Report, June 2013.
Analysis: Collaborative Economics

Strong Workforce Program

Division 7, Title 3 Education Code Section 88820-88826

Funding must **increase quantity** and/or **improve quality** of CTE.

- **Expand enrollment** in an existing CTE program,
- **Improve the quality of existing** CTE programs, or
- Create **new CTE programs**

Plans must be based on **evidence of demand** for workers within the funded CTE Programs

- Identify **labor market demand** and reduce **supply gap**
- Cite **source** of labor market information
- Target specific occupations at or above livable wages and for which there is a **supply gap**

Performance accountability - Document, Track and measure progress in closing equity gaps in program access and completion and earnings of underserved demographic groups

Strong Workforce Program metrics

- Course enrollments
- Completion of Certificate or Degrees (credit and noncredit local certificate, credit or noncredit Chancellor's Office approved certificate, associate degree or applied bachelor's degree)
- Transfer to four-year institution
- Employment Rates 2nd and 4th fiscal quarter following completion
- Employment in job closely related to field of study
- Median earnings in 2nd fiscal quarter Earnings
- Percentage change in median earnings one-year after exiting
- Proportion of completers who attained a living wage

Allocation: Inland Empire/Desert Region

- Inland Empire/Desert Region (9.6% of total) \$19,258,893
 - 60% Local Share – College specific programs
 - RCCD Colleges \$ 2,918,223
 - Moreno Valley College \$ 635,006
 - Norco College \$ 595,609
 - Riverside City College \$ 1,687,608
 - 40% Regional Share for inter-college collaboration \$ 7,703,557

Categorical Program with Local Flexibility and Accountability

- Outcome/Performance based variables for success
- Maximum flexibility in use of funds, provided follow intent of SWP program guidelines, follows reasonable standard, does not supplant and does not include expenditures that would not survive the ‘front-page of the newspaper test.’
- Eligible Expenditures:
 - New Equipment
 - Material & Supplies (Start Up)
 - Library Acquisitions
 - Publications/Outreach/Marketing
 - Instructional Salaries & Benefits
 - Non-Instructional Salaries & Benefits
 - New/Remodeled/Repurposed Facilities
 - Other Operating Expenses

**Moreno Valley College
Strong Workforce Plan
July 1, 2016 – December 31, 2018
\$635,006**

**Dr. Melody Graveen/Mr. Art Turnier
Dean of Instruction, Career Technical Education**



**MORENO
VALLEY
COLLEGE**

Establish New CTE Certificate and A.S. Degree Programs

- **Health Information Technology**

- Certificate of Completion in Medical Billing and Coding will prepare graduates for Certified Coding Assistant with certification through American Health Information Management Association (AHIMA)
- Associate in Science degree will prepare graduates for certification through AHIMA as Registered Health Information Technician
- Hire one full-time faculty program director with discipline expertise and industry contacts to develop curricula, externship infrastructure, proposal for initial national accreditation through Commission on Accreditation for Health Informatics and Information Management (CAHIIM)
- Professional development
- Currently no programs offered within region
- Regional labor market demand: 90 job openings per year*

SWP Metrics Impacted: CTE Enrollment, CTE Completion, Transfer, Employment

* 2015-2020



Establish New CTE Certificate and A.S. Degree Programs

- **Cyber Security (Healthcare) /Information Assurance**
 - Emergent field will address need in healthcare fields for cyber security/information assurance professionals who understand the specialized environment in which healthcare professionals work
 - Program developed in response to and collaboration with major regional healthcare providers
 - Certificate of Completion and transfer preparation
 - Hire one full-time faculty program director with discipline expertise and industry contacts to develop curricula, externship infrastructure, transfer pathways to regional universities
 - Professional development and supplies
 - Regional labor market demand: 213 job openings per year*

SWP Metrics Impacted: CTE Enrollment, CTE Completion, Transfer, Employment

* 2015-2020



Enhance Quality of Existing CTE Programs

- **Medical Assisting – Clinical Medical Assisting**
 - Add clinical component to existing medical assisting program
 - Curricula and externships to enhance employability of graduates
 - Prepare graduates for certification
 - Hire coordinator to develop and maintain quality externship experiences, monitor and evaluate students in clinical placements
 - Instructional materials and supplies
 - No other college within region offers clinical medical assisting
 - Regional Labor Market Demand: 422 job openings for clinical medical assistants per year*

SWP Metrics Impacted: CTE Enrollment, CTE Completion, Employment

* 2015-2020



Enhance Quality of Existing CTE Programs in Public Safety Education

- Develop a Regional Scenario Village that creates realistic, multidisciplinary training environment for students in public safety and healthcare pathways
- Provides for practice, feedback and method of evaluation of teamwork and technical competencies in scenarios that emulate circumstances in which law enforcement, fire and EMS professionals often interact
- Create opportunity for high school students (and other interested adults) to explore public safety pathways
- Strengthens partnerships with high schools by connecting their public safety and healthcare pathways with MVC and RCCD programs
- Enhance existing courses and develop additional courses for advanced officer training, workforce development/continuing education for other public safety professionals
- Increase visibility of public safety professions in outreach and recruitment
- Consultants, Curriculum development, equipment
- Regional Labor Market Demand: 352 job openings for basic peace officers and other advanced sworn officers, 211 corrections officers per year*



SWP Metrics Impacted: CTE Enrollments, CTE Completion,

* 2015-2020

Enhance Support and Effectiveness

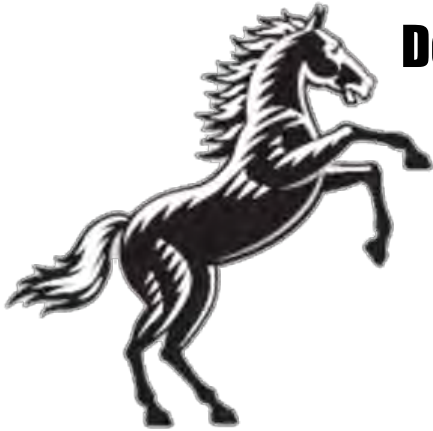
- Refine CTE pathways from local high schools into CTE programs
- Increase visibility of CTE programs in the college, community and with employers through specialized and focused outreach, recruitment activities and targeted marketing
- Hire two Outreach Specialists to promote programs and assist with recruitment
- Leverage Employment Placement Coordinator services to focus on preparation and placement of graduates into jobs/careers

SWP Metrics Impacted: CTE Enrollments, Employment



Norco College
Strong Workforce Plan
July 1, 2016 – December 31, 2018
\$595,609

Dr. Kevin Fleming,
Dean of Instruction Career Technical Education



NORCO
COLLEGE

Establish New CTE Certificate and A.S. Degree Programs

- **Business Information Worker**
 - Regional labor market demand: 4,000 job openings per year*
- **Construction Management**
 - Regional labor market demand: 94 job openings per year*
- **Facilities Maintenance**
 - No other program in region
 - Regional labor market demand: 700 job openings per year*
- **Sound & Communication System Installer Apprenticeship**
 - Smart systems in partnership with International Brotherhood Electrical Workers (IBEW)
 - Explore feasibility implementing other industry certifications
 - Regional labor market demand: 34 job openings for state journeymen per year*

SWP Metrics Impacted: CTE Enrollment, CTE Completion and Employment

* 2015-2020



Career Center for Students

Full-time Career Center Director will provide students with:

- Career exploration
- Employability skills & Resume development
- Internships, work experience, and job placement services
- Coordinate industry engagement, industry panels and tours
- Post job announcements
- Host career fairs each semester

SWP Metric Impacted: Employment



Remove Obstacles to Student Success

Supports low-income students by providing them with:

- Books and instructional materials
- Industry certification fees needed for employment
- Required vaccines and testing for the Early Childhood Education programs (LMI: 749 job openings per year*)

SWP Metric Impacted: CTE completion

* 2015-2020



Dean of Community and Workforce Development

Will report to Vice President Academic Affairs and in collaboration with Dean of Instruction CTE will support existing and new CTE programs by providing leadership to college workforce development initiatives:

- Career pathways
- Accelerated certificate programs
- Work-based learning, paid internships
- Apprenticeship and pre-apprentice programs
- Regional/County Initiatives
- Workforce Investment Board & American Career Center engagement

SWP Metrics Impacted: CTE Enrollment, CTE Completion and Employment



**Riverside City College
Strong Workforce Plan
July 1, 2016 – December 31, 2018
\$ 1,567,119**

**Ms Kristine DiMemmo
Dean of Instruction, Career Technical Education**



Establish New CTE Certificate and A.S. Degree Programs

- **Business Administration – Hospitality Management**
 - Comprehensive feasibility study, curriculum development
 - Regional labor market demand: 1,000 job openings per year*
- **Cosmetology Esthetician Training**
 - Curriculum development, instructional materials, supplies and equipment, travel
 - Regional labor market demand: 717 job openings per year*
- **Certified Nursing Assistant**
 - Program Director, student success mentors, marketing and outreach specialist
 - Contributes to Center for Excellence status for RCC Nursing Department
 - Regional labor market demand: 48% increase in job openings per year*

SWP Metrics Impacted: CTE Enrollment, CTE Completion and Employment

* 2015-2020

Enhance Quality of Existing CTE Programs

- **National Accreditation for Business Administration**
 - Accreditation Council for Business Schools and Programs (ASBSP) will provide students with opportunity to transfer with distinction
 - Regional labor market demand: 15% growth in business information systems jobs*
- **Certification for Cyber Security Program**
 - Homeland Security CAE2Y program, Cyber Patriot and ACM Competition and transportation fees, supplies
 - Regional labor market demand: 18% growth in Information Security Analyst Positions*
- **Film, Television, Video, Applied Digital Media and Fine Arts - Equipment**
 - Integrated program expansion with comprehensive MAC lab, audio and video editing software, professional development
 - Regional labor market demand: 9% growth in job openings for film and video editors, 5% growth for multimedia artist, animators, graphic designers*

SWP Metrics Impacted: CTE Enrollment, CTE Completion, Transfer and Employment

* 2015-2020

Enhance Quality of Existing CTE Programs

- **Nursing Program - Equipment**
 - Equipment refresh and acquisition state-of-art equipment will contribute to competitiveness of graduates
 - Regional labor market demand: 26% growth in job openings per year*
- **Welding Technology - Equipment**
 - Increase number of available welding booths with fume extraction and exhaust, instructional equipment and supplies
 - Regional labor market demand: 20% growth in job openings per year*
- **Sign Language Interpreting Preparation Program Expansion**
 - Program expansion includes program coordinator stipends, dispatcher and assistants positions, mentors, testing fees, materials and supplies, professional development
 - Regional labor market demand: 40% growth in job openings per year*
- **Early Childhood Education**
 - Professional development, instructional equipment and supplies
 - Regional labor market demand: 24% growth in preschool teachers, assistants and workers especially in recreation and special education

SWP Metrics Impacted: CTE Enrollment, CTE Completion and Employment

* 2015-2020

Student Success Mentor Program

- **Student Success Mentor Program** is an academic assistance program that increases student performance and retention within CTE programs:
 - Weekly review sessions to students enrolled in targeted courses
 - Collaborative learning techniques to improve comprehension and success
 - Staffed with Mentor Coordinator, Student Success Mentors
 - Furnished and Equipped

SWP Metrics Impacted: CTE enrollment, CTE completion

Enhance Student Support and Institutional Effectiveness

- **CTE Engagement Center** will provide students with opportunity to:
 - connect with one another,
 - foster relationships with industry partners and employers
 - participate in apprenticeship and internship opportunities
 - engage with faculty career coaches, CTE counselors, and job placement coordinator
- **Support Positions:** Grant Reporting and Research Analyst, Job Placement Coordinator, and Marketing and Media Specialist
 - These positions are designated to collection and reporting of data for SWP reporting, tracking of student completion and employment and identifying effective ways to market programs

SWP Metrics Impacted: CTE Enrollment, CTE Completion and Employment

Inland Empire/Desert Regional Consortium

(\$7,703,557)

- RCCD is fiduciary agent for Inland Empire/Desert Regional Consortium (Has been for 20 years!)
 - RCCD will administer SWP Regional Share per approved governance structure of stakeholders
 - Recommendation of IE/DRC Steering Committee
 - Determination of IE/DRC Executive Committee
 - Process to Date:
 - September – October: Dozens of small planning workgroup meetings organized around specific industry sectors and specific SWP Taskforce recommendations; regional planning, including meetings with civic and industry leaders
 - November: 268 individuals participated in review and scoring of regional proposals at 2 region-wide stakeholder meetings
 - December: Steering Committee developed recommendations for regional plan and initial budget allocation.
 - January 4: Executive Committee endorsed funding recommendations forwarded by IE/DRC Steering Committee
 - January 5-13 : Regional plan published for commentary from region stakeholders
 - By January 31, Executive Committee finalizes and certifies IE/DRC Regional Plan
-

Conclusion of Presentation



Prepared by:
Melody L. Graveen, Ed.D.
Dean of Instruction, CTE

Following a college-wide, transparent planning process during the fall 2016 term, this Strong Workforce Program investment totals \$635,006 (including \$24,423 in indirect)

Health Information Technology/ 1223.00		<input checked="" type="checkbox"/> New Program <input type="checkbox"/> Existing Program		
Justification:	<p>The Health Information Technology profession is in demand in the Inland Empire/Desert Region and there are currently no programs offered within the region. Development of this new program will include a Certificate of Completion (COC) in Medical Billing and Coding, leading to preparation for the Certified Coding Assistant (CCA) certification through the American Health Information Management Association (AHIMA), and an Associate of Science degree, which will prepare students to take the AHIMA certification exam for designation as a Registered Health Information Technician (RHIT). Moreno Valley College leveraged several funding sources for the development of the program. The Strong Workforce share will be used to hire the faculty/program director for development of the program and to lead the efforts in attaining external accreditation through the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) and to support professional development and initial accreditation costs for a total of \$157,804.</p>			
PROJECTED INCREASE:		2016-17	2017-18	2018-19
Enrollment**		0	0	25

Outreach/ ALL		<input checked="" type="checkbox"/> New Program <input type="checkbox"/> Existing Program		
Justification:	<p>During our college-wide planning discussions for the Strong Workforce Program and planning for our CTE programs as a whole, the college faculty, staff, students, and administration agreed there is a need to invest in both outreach and in-reach, which is CTE specific, to educate our students and our community on the CTE programs available at Moreno Valley College leading to employment earning a living wage. Funding will be used to hire two outreach specialists, one for CTE programs at the college and one for Public Safety Education and Training programs at Ben Clark Training Center, and to provide supplies for a total of \$52,490.</p>			
PROJECTED INCREASE:		2016-17	2017-18	2018-19
Enrollment*		0	149	152

Healthcare Cybersecurity/Information Assurance / 0702, 0708		<input checked="" type="checkbox"/> New Program		
		<input type="checkbox"/> Existing Program		
Justification:	In response to discussions with our local healthcare providers, including Kaiser Permanente, there is a need in the healthcare field for cybersecurity/information assurance professionals who understand the specialized environment in which healthcare professionals work. As an emerging field, Moreno Valley College has the opportunity to be on the leading edge in creating a program which will allow for transfer to a four-year program in cybersecurity while addressing the special needs of the healthcare field. The Strong Workforce share will be used to hire the faculty/program director for development of the program, to support professional development, and to purchase supplies for a total of \$141,885.			
PROJECTED INCREASE:		2016-17	2017-18	2018-19
Enrollment**		0	0	25

Police Academy/ 2105.50		<input type="checkbox"/> New Program		
		<input checked="" type="checkbox"/> Existing Program		
Justification:	Moreno Valley College will leverage funding from the Strong Workforce Plan Local Share and our current HSI Title 5 grant to develop a Regional Scenario Village where college and high school students in public safety and healthcare pathways may practice teamwork, using the skills they learned in the classroom in a realistic and multidiscipline environment. Students, educators and industry partners from Emergency Medical Services (EMS), fire departments, law enforcement, and the healthcare industry will be able to work in an intra-professional education and training environment. The village would also be a center where precollege students may explore public safety pathways. Funding for the planning and development of the Regional Scenario Village will total \$200,000.			
PROJECTED INCREASE:		2016-17	2017-18	2018-19
Enrollment*		9	18	19

Corrections/ 2105.10		<input type="checkbox"/> New Program		
		<input checked="" type="checkbox"/> Existing Program		
Justification:	Riverside County Sheriff's Department' Corrections Division has defined critical staffing level requirements for jail facilities to operate in a manner that provides basic safety and security of inmates, staff, and the public. An increase in deputies, sworn and non-sworn, must be staffed at each jail. In addition, there is an increase in non-violent offenders being sent to county jails as a result of AB 109. These inmates require maximum security housing, which in turn requires additional staff. The Riverside Sheriff's Department currently has a 19% vacancy rate for Corrections Deputies and Corporals, and in order to meet current staffing needs, requires an estimated 1,200 sworn Deputy Sheriffs and Corrections deputies over the next 5 years. Corrections recruits will go through an extensive hiring process and once hired, will complete the required academy training at Moreno Valley College's Ben Clark Training Center.			
PROJECTED INCREASE:		2016-17	2017-18	2018-19
Enrollment*		5	10	15

Clinical Medical Assistant/ 1208.10		<input type="checkbox"/> New Program	
		<input checked="" type="checkbox"/> Existing Program	
Justification:	Moreno Valley College currently has a Medical Assisting program, which does not include a clinical component. Due to the labor market demand in the Inland Empire/Desert Region, we will invest \$58,404 dollars in the development of a clinical component for our medical assistant program. The investment will include funding for additional part-time faculty to teach and monitor the clinical portion of the program and we will leverage the services of the employment placement coordinator to identify locations for clinical hours and find positions for placement upon completion of the program.		
PROJECTED INCREASE:		2016-17	2017-18
Enrollment *		7	8
			2018-19
			19

*Enrollment projections were based upon a 2% increase for existing programs except for Medical Assisting during the 2018-19 year where 5% was used due to the planned addition of a clinical component to the program.

**Enrollments for new programs were not projected until the 2018-19 year due to the time needed to submit the program through the district, regions, and, state curriculum processes.

Agenda Item (VIII-B-6)

Meeting	2/21/2017 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-6)
Subject	Proposal for Funding Year One of the Strong Workforce Program at Norco College
College/District	Norco
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees review and accept the Proposal for Funding Year One of the Strong Workforce Program at Norco College.

Background Narrative:

The Strong Workforce Program Plan for Norco College reflects the outcome of a college-wide, transparent planning process that took place during the fall 2016 term. This collaborative strategic planning process involved faculty, staff, and administrators. The items proposed in this plan will support the establishment of four new Career and Technical Education programs; establish an Office of Community and Workforce Development; fund a full-time Career Center Director to provide students with work-based learning and employment placement services; and pay for instructional materials, industry certifications and vaccines for low-income students. The proposed items total \$595,609, the allocation designated for Norco College.

Prepared By: Bryan Reece, President Norco College
Dr. Kevin Fleming, Dean of Instruction, Career and Technical Education
Colleen Molko, Associate Dean, Career & Technical Education

Attachments:

[Norco College Strong Workforce Proposal](#)



Prepared by:
Dr. Kevin Fleming and Colleen Molko

Following a college-wide, transparent planning process during the fall 2016 term, this Strong Workforce Program investment totals \$595,609 (including \$22,908 in indirect).

Career Center Director @ 100%		<input checked="" type="checkbox"/> New Program	
		<input type="checkbox"/> Existing Program	
Justification:	This new position will provide all CTE students with resume development, internships, career exploration, work experience, and job placement services as well as coordinate industry engagement, post job postings, host career fairs, and coordinate industry panels and tours. Rationale: Research shows that incorporating work-based learning into students' educational preparation increases success in employment after graduation. Norco College currently does not have any fulltime management or classified personnel to support this vital function. Thus, funding this position is anticipated to positively impact the Strong Workforce Program metric of employment. The cost of this position for 19 months is \$256,792.		
PROJECTED INCREASE:		2016-17	2017-18
2nd Quarter Employment		1% increase	2% increase
4th Quarter Employment		1% increase	2% increase

Business Information Worker / [TOP 0514]		<input checked="" type="checkbox"/> New Program	
		<input type="checkbox"/> Existing Program	
Justification:	This new certificate and Associate of Science degree in Business Information Worker is designed to provide students with practical, career-oriented skills for professional office environments using current industry technologies. Students will receive hands-on experience in the fundamentals of business communications and human relations in addition to the basics of keyboarding, the Windows environment, Word, Excel, and Outlook, and introductory computer information systems concepts. In addition, students will be introduced to, and guided through, job search, resume writing and interview skills specific to the entry-level positions in a variety of office environments. After successful completion of the Business Information Worker Certificate of Achievement employment possibilities include: General Office Clerk, Retail Salesperson, Customer Service Representative, Receptionist and Information Clerk. Establishing this program is anticipated to positively impact the Strong Workforce Program metrics of CTE enrollment, CTE completion and employment.		
PROJECTED INCREASE:		2016-17	2017-18
Enrollment		60	80
Completions			20
2nd Quarter Employment			2% increase
4th Quarter Employment			2% increase

Remove Obstacles to Student Success		<input checked="" type="checkbox"/> New Program	
		<input type="checkbox"/> Existing Program	
Justification:	This funding will remove obstacles to student success across all CTE programs by allocating a maximum of \$11,589 to purchase books and instructional materials for students and pay for CTE industry certification costs that students need in order to become successfully employed. Rationale: Supporting low-income students with these items is expected to positively impact the Strong Workforce Program metric of CTE completion.		
PROJECTED INCREASE:		2016-17	2017-18
Completions		1% increase	1% increase

Vaccines for Low-Income Early Childhood Education Students / [TOP 1305]		<input type="checkbox"/> New Program	
		<input checked="" type="checkbox"/> Existing Program	
Justification:	Recent changes in the law expand the number of vaccines Early Childhood Education (ECE) students are required to have before having contact with children. This proposal will allocate a maximum of \$4,800 to pay for vaccines for low-income students who cannot afford them. Rationale: Providing low-income students with the required vaccines will allow them to enroll in and complete an ECE program of study. Implementation of this proposal is expected to positively impact the Strong Workforce Program metric of CTE completion.		
PROJECTED INCREASE:		2016-17	2017-18
Completions		2% increase in ECE	Maintain 2% increase in ECE

Dean of Community and Workforce Development		<input checked="" type="checkbox"/> New Programs	
		<input type="checkbox"/> Existing Program	
Justification:	This position will coordinate and provide leadership to college workforce development initiatives. College efforts in supporting career pathways, work-based learning, job placement, paid internships, accelerated certificate programs, and apprenticeship opportunities will be developed and expanded. Rationale: Implementation of this proposal is expected to positively impact the Strong Workforce Program metrics of CTE enrollment, CTE completion and employment, grow relationships with industry for student internships, and provide increased support for industry advisory boards for new CTE programs including Business Information Worker (TOP Code 0514), Construction Management (TOP Code 0957), Facilities Maintenance (Top Code 0952), and Sound & Communication System Installer (TOP Code 0934.30). The cost of this position is \$322,428 for 21 months.		
PROJECTED INCREASE:		2016-17	2017-18
Enrollment		180	240
Completions			65
2nd Quarter Employment		1% increase	2% increase
4th Quarter Employment		1% increase	2% increase

Construction Management / [TOP 0957]		<input checked="" type="checkbox"/> New Program	
		<input type="checkbox"/> Existing Program	
Justification:	This new certificate and Associate of Science degree will prepare residents to understand the people and principle phases involved in the management of construction projects. This program will introduce the skills required to effectively manage and supervise a construction team. This includes understanding the basics for estimating, scheduling, and controlling costs of a construction project. Completion of this program prepares students for gainful employment as a construction manager, foreman, construction area manager, construction superintendent, or construction project manager. Establishing this program is anticipated to positively impact the Strong Workforce Program metrics of CTE enrollment, CTE completion and employment.		
PROJECTED INCREASE:			
	2016-17	2017-18	2018-19
Enrollment		40	50
Completions			15
2nd Quarter Employment			2% increase
4th Quarter Employment			2% increase

Facilities Maintenance / [TOP 0952]		<input checked="" type="checkbox"/> New Program	
		<input type="checkbox"/> Existing Program	
Justification:	This new certificate and Associate of Science degree will provide students skills in: safety standards, technical math, blueprint reading, troubleshooting, preventative maintenance, drive components, lubrication, bearings, wiring methods, hydraulics, pneumatics, basic electricity, technical communication and more. Students will learn and apply maintenance methods to repair and maintain commercial or industrial machinery in buildings, in a plant or factory setting, and ensure the machines' proper functionality. The Facilities Maintenance program prepares students for jobs such as entry-level facility maintenance technician, field service technician, industrial maintenance technician, maintenance mechanic, or maintenance repair mechanic. Establishing this program is anticipated to positively impact the Strong Workforce Program metrics of CTE enrollment, CTE completion and employment.		
PROJECTED INCREASE:			
	2016-17	2017-18	2018-19
Enrollment		60	80
Completions			20
2nd Quarter Employment			2% increase
4th Quarter Employment			2% increase

Sound & Communication System Installer / [TOP 0934.30]		<input checked="" type="checkbox"/> New Program
		<input type="checkbox"/> Existing Program
Justification:	A Sound & Communication System Installer is a sub-set of Electricians who specialize in low voltage electronic and control systems equipment such as sound, pro-audio/video, fire/burglar, security/CCTV, access control, telephone/data and computer systems integration. This apprenticeship certificate and Associate of Science degree will create a second/new three-year apprenticeship program with the International Brotherhood of Electrical Workers (IBEW). The goal of the Sound & Communication Systems Installer Apprenticeship Program at Norco College will be to provide electrical apprentices with the up-to-date knowledge and technical skills to complete the California state requirements to begin a career as a licensed journeyman. The program will allow students to work in the trade, increasing their skill set, while both taking classes and earning a living wage. Establishing this program is anticipated to positively impact the Strong Workforce Program metrics of CTE enrollment, CTE completion and employment.	
PROJECTED INCREASE:		
	2016-17	2017-18
Enrollment		20
Completions		10
2nd Quarter Employment		1% increase
4th Quarter Employment		1% increase

Agenda Item (VIII-B-7)

Meeting	2/21/2017 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-7)
Subject	Proposal for Funding Year One of the Strong Workforce Program at Riverside City College
College/District	Riverside
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees review and accept the proposal for funding year one of the Strong Workforce Program at Riverside City College.

Background Narrative:

The Strong Workforce Program plan for Riverside City College reflects the outcome of a strategic planning process that involved faculty, staff and administrators. The items proposed in this plan will support the following: Student Success Mentor Program; Expansion of Nursing Program; Business Administration; Cosmetology Esthetic Training Program; Computer Information Systems; FTV, ADM, Fine Arts; CTE Engagement Center; Sign Language Interpreter Preparation Program; CTE Marketing and Media; Welding Technology Equipment and Supplies; and Early Childhood Education. The total allocation for RCC is \$1,687,608.

Prepared By: Wolde-Ab Isaac, President, Riverside
Kristine DiMemmo, Dean of Instruction

Attachments:

[RCC Strong Workforce Plan](#)



Prepared by:
Kristine Di Memmo, Dean of CTE

Following a college-wide, transparent planning process during the fall 2016 term, these Strong Workforce Program Investment combined total \$1,687,608 (including \$64,907 in indirect costs).

New Programs

The new programs are those identified through analysis of Labor Market Indicators (LMI), along with integrated Program Review data and Educational Master Plan goals and targets.

Business Administration – Hospitality Management (050200, 051400, 070100)		<input checked="" type="checkbox"/> New Program	
		<input type="checkbox"/> Existing Program	
Justification:	Hospitality Management is a growing sector at RCC. Community Colleges within the region are awarding 21, on average, awards every year, and the demand indicates that over 1000 annual jobs are anticipated in the field of Hospitality Management. A Feasibility study will be conducted to provide a comprehensive analysis that will align with the recommendations from the Educational Master Plan. (\$5,000)		
PROJECTED INCREASE :		2016-17	2017-18
2 nd Quarter Employment			1%
4 th Quarter Employment			1%

Cosmetology Esthetic Training Program (300700)		<input checked="" type="checkbox"/> New Program	
		<input type="checkbox"/> Existing Program	
Justification:	The Cosmetology program, reviewing projected employment data, projects that Cosmetology students will be far more prepared to serve the region, if they are also prepared as estheticians. This requires expansion of Cosmetology to include a new program of Esthetic Training to include equipment, supplies, travel and program/curriculum development and implementation. (\$56,420)		
PROJECTED INCREASE :		2016-17	2017-18
Enrollment		25	45
Completions			25

Certified Nursing Assistant (513801, 513901, 513902)		<input checked="" type="checkbox"/> New Program	
		<input type="checkbox"/> Existing Program	
Justification:	The employment needs associated with Certified Nursing Assistants is growing. This new program will allow RCC to meet the employment needs of our region, while providing an opportunity for nursing students to complete certificates while completing graduation and transfer requirements. First year will be to complete Curriculum, second year and third year will report enrollment and completion data. This is a new certificate program. This proposal includes a Program Director for 30 months, Student Success Mentors, Marketing and an Outreach Specialist (.5 for 30 months). (\$190,008).		
PROJECTED INCREASE:		2016-17	2017-18
Enrollment		40	80
Completions		40	80

CTE Engagement Center - all CTE TOPS Codes		<input checked="" type="checkbox"/> New Program
		<input type="checkbox"/> Existing Program
Justification:	One of the most successful strategies in student success and access is to engage students. A CTE Engagement Center (both face-to-face and online) provides students the opportunity to connect with one another, foster relationships with industry partners and employers, participate in apprenticeships and internship opportunities, participate in guest speaking engagements, engage with Faculty Career Coaches (Faculty Ed Advisors), Job Placement Coordinator, Counselors and Ed Advisors. This engagement center provides support to all RCC CTE students whether they are on campus, or attending online. This proposal includes furniture and equipment, apprenticeship and internship opportunities, dedicated CTE Counselor (for 30 months), Professional Development opportunities, and Career Coach stipends for faculty. (\$302,432).	
PROJECTED INCREASE :		
	2016-17	2017-18
Enrollment		80+
Completions		15
2 nd Quarter Employment		1% increase
4 th Quarter Employment		1% increase
		2018-19
		150+
		25
		2% increase
		2% increase

Student Success Mentor Program (Mentors and Specialist) – all CTE TOPS Codes		<input checked="" type="checkbox"/> New Program
		<input type="checkbox"/> Existing Program
Justification:	The Student Success Mentor (SSM) Program is an academic assistance program that increases student performance and retention. SSM provides weekly review sessions to students enrolled in a targeted courses. SSM sessions are interactive review sessions that incorporate course content, and provide students innovative ways to be successful. This proposal includes a (.5) Mentor Coordinator, student success mentors, furniture and equipment. (\$117,579)	
PROJECTED INCREASE :		
	2016-17	2017-18
Completions		1% increase
Transfers		1% increase
		2018-19
		1% increase
		1% increase

Expansion of Existing Programs

The short-term plan is to upgrade the quality of existing programs. The work is in progress with a long range integrated plan that will create career ladders and completion opportunities.

Business Administration Accreditation (050200, 051400, 070100)		<input type="checkbox"/> New Program
		<input checked="" type="checkbox"/> Existing Program
Justification:	In order to upgrade the existing program quality of our Business Administration and Information Systems program, additional accreditation is being sought through the Accreditation Council for Business Schools and Programs (ACBSP). ACBSP is a specialized accrediting body that reviews the quality and integrity of business information systems degree programs. The educational quality of a business information systems program is determined by a variety of inputs into the educational process, the educational activities related to teaching/learning	

	processes and the outcomes of these processes. This accreditation will provide students the ability to transfer to four year institutions with distinction that rigorous criteria was met to indicate a high and acceptable level of educational quality. This proposal includes application for candidacy fees, mentor fees, conference and travel and supplies and materials. (\$25,950).		
PROJECTED INCREASE :	2016-17	2017-18	2018-19
Enrollment		1% increase	2% increase
Completions		1% increase	2% increase
Transfers		1% increase	2% increase

Computer Information Systems (070100)		<input type="checkbox"/> New Program	
		<input checked="" type="checkbox"/> Existing Program	
Justification:	The Cyber Security program, to be registered with the Department of Homeland Security requires Certification Costs through the CAE2Y program. This certification provides additional validity to the certificates that our students are getting, and in turn provides students the appropriate education to attain Information Security Analyst positions that are expected to grow by 18% over the next 5 years. Additionally, students pursuing this pattern will also be able to participate in the CyberPatriot competition which provides students the ability to participate in a statewide competition that supports innovative ways to promote security measures. This proposal includes CAE2Y certification costs, CyberPatriot competition fees, ACM Programming Competition fees, transportation and supplies. (\$70,200)		
PROJECTED INCREASE :	2016-17	2017-18	2018-19
Enrollment		1% increase	2% increase
Completions		1% increase	2% increase
Transfers		1% increase	2% increase
2 nd Quarter Employment			2% increase
4 th Quarter Employment			2% increase

Film, Television, Video, Applied Digital Media and Fine Arts 060420/061400, 061450, 103000)		<input type="checkbox"/> New Program	
		<input checked="" type="checkbox"/> Existing Program	
Justification:	Working collaboratively, FTV, ADM and Fine Arts (MUS and ART) have identified a need for a comprehensive MAC Lab that supports all three departments, along with new audio/video editing software (AVID), and new equipment to support programmatic expansion in all three areas. This MAC lab helps students meet the needs associated with Multimedia Artists and Animators, Technical Theater, along with Graphic Designers, and Audio/Video editors. The occupational data indicates that the growth margin for graphic designers and animators is projected at 5% over the next 5 years, while jobs in Audio and Video editing are projected to grow by 9% over the next 5 years. This proposal includes Applied Digital Media equipment, the MAC lab equipment, AVID software for editing, and FTV equipment. (\$153,119)		
PROJECTED INCREASE :	2016-17	2017-18	2018-19
Enrollment		1% increase	2% increase
Completions		1% increase	2% increase
2 nd Quarter Employment		1% increase	2% increase
4 th Quarter Employment		1% increase	2% increase

Grant Reporting and Research Analyst (all CTE TOPS codes)		<input type="checkbox"/> New Program	
		<input checked="" type="checkbox"/> Existing Program	
Justification:	As Career and Technical Education expands, it is critical that there is a position that is designated to reporting data for the Strong Workforce dollars, and tracking student success through employment and completion. This has been a struggle for Career Education to track student completion with employment data and certificate and degree completion. This is a new (.5) position will provide CTE the ability to accurately report the data associated with Strong Workforce metrics, and help to identify new ways to track students from enrollment to employment. (\$43,125)		
PROJECTED INCREASE:		2016-17	2017-18
Enrollment		1% increase	2% increase
Completions		1% increase	2% increase
Transfers		1% increase	2% increase

Job Placement Coordinator (all CTE TOPS codes)		<input type="checkbox"/> New Program	
		<input checked="" type="checkbox"/> Existing Program	
Justification:	As Career and Technical Education expands, it is critical that there is a position that is designated to identifying opportunities for job placement for our students. This has been a struggle for Career Education to track student completion with employment data and certificate and degree completion. This position currently exists, funded through Perkins funding, and will be assumed by the Strong Workforce planning process. (\$59,800)		
PROJECTED INCREASE:		2016-17	2017-18
2 nd Quarter Employment		2% increase	3% increase
4 th Quarter Employment	1% increase	2% increase	3% increase

Marketing & Media Specialist (all CTE TOPS codes)		<input type="checkbox"/> New Program	
		<input checked="" type="checkbox"/> Existing Program	
Justification:	As Career and Technical Education expands, it is critical that there is a position that is designated to marketing and media. This includes the upkeep of the website, developing all marketing materials, attending to outreach activities, and making sure CTE is represented (within guidelines set forth by district policy) in all social media. This is a new (.5) position will provide CTE the ability to accurately market the CTE programs, which will align with Strong Workforce metrics, and help to identify new ways to capture students from enrollment to employment. (\$43,125)		
PROJECTED INCREASE:		2016-17	2017-18
Enrollment		1% increase	2% increase
Completions		1% increase	2% increase
Transfers		1% increase	2% increase
2 nd Quarter Employment		1% increase	2% increase
4 th Quarter Employment		1% increase	2% increase

Nursing Program (513801, 513901, 513902)		<input type="checkbox"/> New Program
		<input checked="" type="checkbox"/> Existing Program
Justification:	The employment needs associated with Nurses within our region is growing. This expansion of the equipment serving the Nursing program will allow RCC to meet the employment needs of our region, while providing an opportunity for nursing students to complete certificates while completing graduation and transfer requirements by utilizing up-to-date equipment. This proposal includes equipment for the Nursing program. (\$261,713)	
PROJECTED INCREASE :		2016-17
Completions		1% increase
Transfers		1% increase
2 nd Quarter Employment		1% increase
4 th Quarter Employment		1% increase
		2018-19
		2% increase
		2% increase
		2% increase

Sign Language Interpreter Preparation Program (085010, 214000)		<input type="checkbox"/> New Program
		<input checked="" type="checkbox"/> Existing Program
Justification:	According to current Labor Market occupational data, the need for Sign Language Interpreters within the education and government is growing at the rate of up to 40% over the next five years. The sign language department has close working relationships with many partners that rely upon and are confident in RCC students the level of interpretation skills for the community. The expansion of the Sign Language Interpreter program will allow RCC to meet the needs of our region. This proposal includes Sign Language mentors, SAID Dispatcher and Assistant positions, Coordinator stipends, Materials and Supplies, Travel, Testing fees, and a SAID retreat. (\$174,148)	
PROJECTED INCREASE :		2016-17
Enrollment		1% increase
Completions		1% increase
2 nd Quarter Employment		1% increase
4 th Quarter Employment		1% increase
		2018-19
		2% increase
		2% increase
		2% increase

Welding Technology Equipment and supplies (095650)		<input type="checkbox"/> New Program
		<input checked="" type="checkbox"/> Existing Program
Justification:	As the Welding Technology program expands, it is essential that additional welding booths and fume extraction and exhausts are provided. Labor Market occupational data indicates that there is a 20% projected growth within the Welding occupations over the next five years, and RCC is the only college within the district that provides a welding technology program to serve our region. This proposal includes Welding Booths and exhaust installation for fume extraction. (\$161,200)	
PROJECTED INCREASE:		2016-17
Enrollment		1% increase
Completions		1% increase
2 nd Quarter Employment		1% increase
4 th Quarter Employment		1% increase
		2018-19
		2% increase
		2% increase
		2% increase

Early Childhood Education (130500, 130520, 130590)		<input type="checkbox"/> New Program	
		<input checked="" type="checkbox"/> Existing Program	
Justification:	The Labor Market occupational need for qualified preschool teachers, assistants and workers is expected to increase upwards of 24% over the next five years, especially in the fields of recreation and special education preschool educators. The Early Childhood program at RCC has been recognized state-wide as an exemplary program and is often used as an example of how best to establish and run educational childhood centers. This proposal includes equipment, supplies, conferences and professional development. (\$20,879)		
PROJECTED INCREASE:	2016-17	2017-18	2018-19
Enrollment		1% increase	1% increase
Completions		1% increase	2% increase
Transfers		1% increase	2% increase
2 nd Quarter Employment		1% increase	1% increase
4 th Quarter Employment		1% increase	1% increase

Occupational data obtained from COE 2016 Riverside Community College District CTE Program Review and was drawn from external sources including the Employment Development Department's California Labor Market Information, Burning Glass, and the California Community Colleges Chancellor's Office Management Information Systems Data Mart.

Enrollment Data obtained from the CalPass Launch Board.

Agenda Item (VIII-D-1)

Meeting	2/21/2017 - Regular
Agenda Item	Committee - Resources (VIII-D-1)
Subject	2015-2016 Independent Audit Report for the Riverside Community College District Foundation
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees receive the Riverside Community College District Foundation's independent audit report for the year ended June 30, 2016 for the permanent file of the District.

Background Narrative:

An independent audit of the Foundation's 2015-2016 financial statements was performed by Ahern, Adcock, Devlin, LLP Certified Public Accountants (AAD). A representative of the firm will be available to present the report. Results of the audit are summarized below.

- Auditor's Opinion – The auditors have issued an unmodified opinion for the financial audit as of June 30, 2016 and 2015.
- Audit Findings – There were no findings or questioned costs.
- As noted in both the SAS 114 and 115 letters, AAD identified a material weakness in the Foundation's internal control associated with two Charitable Remainder Unitrust donations that were not recognized or recorded in the year the agreements were established. The Foundation is establishing policies to appropriately recognize and account for Charitable Remainder Unitrusts.
- The audit report was presented to and accepted by the Foundation's Board of Directors on January 24, 2017.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Melissa Elwood, Controller
Launa K. Wilson, Director, RCCD Foundation and Alumni Affairs

Attachments:

[02212017_Foundation Audit Report FY15-16](#)
[02212017_AAD SAS 114 Letter](#)
[02212017_AAD SAS 115 Letter](#)

**RIVERSIDE COMMUNITY
COLLEGE DISTRICT FOUNDATION
FINANCIAL STATEMENTS
WITH
INDEPENDENT AUDITORS' REPORT
FOR THE YEARS ENDED
JUNE 30, 2016 AND 2015**



**RIVERSIDE COMMUNITY
COLLEGE DISTRICT FOUNDATION
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June 30, 2016 AND 2015**

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Independent Auditors' Report

To the Board of Directors
Riverside Community College District Foundation

Report on the Financial Statements

We have audited the accompanying financial statements of Riverside Community College District Foundation (the Foundation) which comprise the statements of financial position as of June 30, 2016 and 2015, the related statements of activities and changes in net assets, cash flows, and functional expenses for the years then ended, and the related notes to the financial statements (collectively, the financial statements).

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Board of Directors
Riverside Community College District Foundation
Page 2

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Riverside Community College District Foundation as of June 30, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

Ahna Adeock Devlin LLP

December 20, 2016

**RIVERSIDE COMMUNITY COLLEGE
DISTRICT FOUNDATION
STATEMENTS OF FINANCIAL POSITION
June 30, 2016 and 2015**

	2016	2015
ASSETS		(Restated, see Note 13)
Current assets		
Cash and cash equivalents		
Unrestricted	\$ 788,377	\$ 440,265
Restricted	421,406	611,646
Accounts receivable	32,966	-
Unconditional promises to give, net of allowance	247,731	53,816
Total current assets	1,490,480	1,105,727
Noncurrent assets		
Investments - restricted	7,003,348	6,842,957
Beneficial interest in Foundation for California Community Colleges Osher Endowment	365,168	365,168
Beneficial interest in charitable remainder unitrust agreements	1,356,107	1,372,495
Long-term unconditional promises to give, net of allowance	645,402	44,535
Total noncurrent assets	9,370,025	8,625,155
Total assets	\$10,860,505	\$9,730,882
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable	\$ 124,360	\$ 165,157
Refundable advance	239,500	-
Promises to give to others	-	97,138
Total current liabilities	363,860	262,295
Total liabilities	363,860	262,295
Net assets		
Unrestricted		
Undesignated	502,868	286,530
Board designated	66,665	18,653
Total unrestricted net assets	569,533	305,183
Temporarily restricted	1,862,328	1,387,035
Permanently restricted	8,064,784	7,776,369
Total net assets	10,496,645	9,468,587
Total liabilities and net assets	\$10,860,505	\$9,730,882

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

**RIVERSIDE COMMUNITY COLLEGE
DISTRICT FOUNDATION
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
For the Years Ended June 30, 2016 and 2015**

	2016			Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
REVENUES AND RECLASSIFICATIONS				
Donations	\$ 223,161	\$1,427,766	\$ 549,840	\$ 2,200,767
In-kind donations				
Donated assets	171,558	-	-	171,558
Donated material	10,493	-	-	10,493
Donated services	627,824	-	-	627,824
Forgiveness of debt	<u>92,218</u>	-	-	<u>92,218</u>
Total revenues	<u>1,125,254</u>	<u>1,427,766</u>	<u>549,840</u>	<u>3,102,860</u>
Assets released from restriction	<u>1,214,584</u>	<u>(952,578)</u>	<u>(262,006)</u>	<u>-</u>
Total revenues and reclassifications	<u>2,339,838</u>	<u>475,188</u>	<u>287,834</u>	<u>3,102,860</u>
EXPENSES				
Program expenses	1,409,806	-	-	1,409,806
Support services expenses	373,038	-	-	373,038
Fundraising expenses	<u>293,918</u>	-	-	<u>293,918</u>
Total expenses	<u>2,076,762</u>	<u>-</u>	<u>-</u>	<u>2,076,762</u>
OTHER INCOME AND EXPENSES				
Realized gains on investments	48,871	2,449	377,021	428,341
Unrealized losses on investments	(55,925)	(2,802)	(431,436)	(490,163)
Interest and dividends income	9,147	458	70,565	80,170
Unrealized loss on beneficial interest in trusts	<u>(819)</u>	<u>-</u>	<u>(15,569)</u>	<u>(16,388)</u>
Total other income and expenses	<u>1,274</u>	<u>105</u>	<u>581</u>	<u>1,960</u>
Change in net assets	<u>264,350</u>	<u>475,293</u>	<u>288,415</u>	<u>1,028,058</u>
Net assets, beginning of year, as previously stated	305,183	1,387,035	7,776,369	9,468,587
Net assets, beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net assets, beginning of year	<u>305,183</u>	<u>1,387,035</u>	<u>7,776,369</u>	<u>9,468,587</u>
Net assets, end of year	<u>\$ 569,533</u>	<u>\$1,862,328</u>	<u>\$8,064,784</u>	<u>\$10,496,645</u>

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

**RIVERSIDE COMMUNITY COLLEGE
 DISTRICT FOUNDATION
 STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
 For the Years Ended June 30, 2016 and 2015**

2015 (Restated, See Note 13)			
Unrestricted	Temporarily Restricted	Permanently Restricted	Total
\$ 116,051	\$ 959,774	\$ 198,814	\$1,274,639
47,043	-	-	47,043
25,064	-	-	25,064
465,732	-	-	465,732
-	-	-	-
<u>653,890</u>	<u>959,774</u>	<u>198,814</u>	<u>1,812,478</u>
<u>1,010,898</u>	<u>(810,301)</u>	<u>(200,597)</u>	<u>-</u>
<u>1,664,788</u>	<u>149,473</u>	<u>(1,783)</u>	<u>1,812,478</u>
1,142,622	-	-	1,142,622
296,852	-	-	296,852
<u>129,815</u>	<u>-</u>	<u>-</u>	<u>129,815</u>
<u>1,569,289</u>	<u>-</u>	<u>-</u>	<u>1,569,289</u>
9,674	5,161	311,353	326,188
(5,987)	(3,193)	(192,673)	(201,853)
2,305	1,229	74,175	77,709
<u>(676)</u>	<u>-</u>	<u>(12,849)</u>	<u>(13,525)</u>
<u>5,316</u>	<u>3,197</u>	<u>180,006</u>	<u>188,519</u>
<u>100,815</u>	<u>152,670</u>	<u>178,223</u>	<u>431,708</u>
135,067	1,234,365	6,281,427	7,650,859
<u>69,301</u>	<u>-</u>	<u>1,316,719</u>	<u>1,386,020</u>
<u>204,368</u>	<u>1,234,365</u>	<u>7,598,146</u>	<u>9,036,879</u>
<u>\$ 305,183</u>	<u>\$1,387,035</u>	<u>\$7,776,369</u>	<u>\$9,468,587</u>

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

**RIVERSIDE COMMUNITY COLLEGE
DISTRICT FOUNDATION
STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2016 and 2015**

	2016	2015
Cash flows from operating activities		(Restated, See Note 13)
Change in net assets	\$1,028,058	\$ 431,708
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Realized gains on investments	(428,341)	(326,188)
Unrealized losses on investments	490,163	201,853
Unrealized losses on beneficial interest in trusts	16,388	13,525
Provision for doubtful accounts	(48,249)	400
Forgiveness of debt	(92,218)	-
(Increase) decrease in:		
Accounts receivable	(32,966)	8,897
Prepaid expenses	-	2,000
Unrestricted unconditional promises to give	(145,666)	(9,496)
Increase (decrease) in:		
Accounts payable	(40,797)	(14,951)
Refundable advance	239,500	(94,677)
Net cash provided by operating activities	<u>985,872</u>	<u>213,071</u>
Cash flows from investing activities		
Purchases of investments	<u>(222,213)</u>	<u>(264,784)</u>
Cash flows from financing activities		
Change in long-term unconditional promises to give	(600,867)	5,490
Payments on promises to give to others	(4,920)	-
Changes in restricted cash	<u>190,240</u>	<u>(265,986)</u>
Net cash used in financing activities	<u>(415,547)</u>	<u>(260,496)</u>
Net change in cash and cash equivalents	348,112	(312,209)
Cash and cash equivalents		
Balance, beginning of year	<u>440,265</u>	<u>752,474</u>
Balance, end of year	<u>\$ 788,377</u>	<u>\$ 440,265</u>

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

**RIVERSIDE COMMUNITY COLLEGE
 DISTRICT FOUNDATION
 STATEMENTS OF FUNCTIONAL EXPENSES
 For the Years Ended June 30, 2016 and 2015**

	2016			
	Operating	Program	Fundraising	Total
Donated assets	\$ -	\$ 171,558	\$ -	\$ 171,558
Donated materials	10,493	-	-	10,493
Donated services	258,633	78,563	290,628	627,824
Support – instructional and student programs	-	369,307	-	369,307
Scholarships	-	476,260	-	476,260
Printing	8,701	2,695	3,290	14,686
Allowance for uncollected pledges	-	45,573	-	45,573
Investment fees	-	49,819	-	49,819
Office supplies	1,571	-	-	1,571
Postage	196	-	-	196
Other services	93,444	216,031	-	309,475
Total expenses	\$ 373,038	\$1,409,806	\$293,918	\$2,076,762

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

**RIVERSIDE COMMUNITY COLLEGE
 DISTRICT FOUNDATION
 STATEMENTS OF FUNCTIONAL EXPENSES
 For the Years Ended June 30, 2016 and 2015**

2015 (Restated, See Note 13)			
Operating	Program	Fundraising	Total
\$ -	\$ 47,043	\$ -	\$ 47,043
25,064	-	-	25,064
220,151	115,766	129,815	465,732
-	357,463	-	357,463
-	412,844	-	412,844
10,576	7,674	-	18,250
(46)	3,902	-	3,856
-	49,530	-	49,530
-	-	-	-
196	-	-	196
40,911	148,400	-	189,311
<u>\$296,852</u>	<u>\$1,142,622</u>	<u>\$129,815</u>	<u>\$1,569,289</u>

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

**RIVERSIDE COMMUNITY COLLEGE
DISTRICT FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2016 and 2015**

NOTE 1 - ORGANIZATION

The Riverside Community College District Foundation (the Foundation) was formed as a nonprofit corporation on October 21, 1975, to solicit funds, provide support for the programs and projects of the Riverside Community College District (the District), and to account for the issuance of scholarships to the students of the District. The Foundation also serves as a link between the District and the community.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Statement Presentation

The Foundation prepares its financial statements in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

The Foundation and the District are financially interrelated organizations as defined by the Financial Accounting Standards Board (FASB), Accounting Standards Codification 958-20, *Transfers of Assets to a Nonprofit or Charitable Trust that Holds Contributions for Others*. The Foundation reflects contributions received for the benefit of the District as revenue in its financial statements. The expenses related to these contributions are accounted for under program expenses.

Net Asset Classification

Under U.S. GAAP, funds that have similar characteristics are combined on the financial statements into three net asset categories: unrestricted, temporarily restricted, or permanently restricted.

Unrestricted net assets are not restricted by donors, or the donor-imposed restrictions have expired.

Temporarily restricted net assets contain donor-imposed restrictions that permit the Foundation to use or expend the assets as specified. These restrictions are satisfied either by the passage of time or by actions of the Foundation.

Permanently restricted net assets contain donor-imposed restrictions and stipulate that the resources be maintained permanently, but permit the Foundation to use, or expend part or all of the income derived from the donated assets for either specified or unspecified purposes.

Expiration of Donor-Imposed Restrictions

Temporarily restricted net assets have donor-imposed restrictions that permit the Foundation to use up or expend the donated assets as specified and are satisfied either by the passage of time or by actions of the Foundation. As the restrictions expire and become available for expenditure, the funds are released to unrestricted net assets.

**RIVERSIDE COMMUNITY COLLEGE
DISTRICT FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2016 and 2015**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fair Value Measurements

The fair value of equity and debt securities with readily determinable fair values approximates their respective quoted market prices. All other financial instruments' fair values approximate their carrying amounts due to the short maturities of these instruments.

Endowment Funds

The Foundation endowment funds are subject to the Uniform Prudent Management of Institutional Funds Act of 2006 (UPMIFA) which has been enacted by the State of California. Donations made to the Foundation are classified as permanently restricted if the donor has stipulated the donation is to be held in perpetuity by the Foundation.

The Foundation has a spending policy which governs the funds to be transferred from the endowment. If the donor has provided endowment funds that are permanently restricted, the Foundation will obtain from the donor a description of any further restrictions to be placed on any earnings from the permanently restricted funds. If there are further restrictions, either program or time restrictions, the earnings are considered temporarily restricted until such time as the restrictions are met. Unspent earnings are returned to the corpus if required by the original agreement with the donor.

The Foundation's investment policy for endowment funds is to preserve and enhance the purchasing power while providing a relatively predictable, stable, and constant stream of earnings consistent with the Foundation's spending needs to enable the Foundation to provide scholarships to District students. Investments will be diversified to avoid undue risk and will be sufficiently liquid to meet operating requirements. Annual spending parameters take into consideration the rate of inflation and real growth of the pooled investment fund. Spending percentage will be equal to average earnings of the past three years, less inflation rate, at a maximum of 4.5 percent of a three-year average market value.

The permanently restricted balances at June 30, 2016 and 2015 were \$8,064,784 and \$7,776,369, respectively, and the balances designated by the board for scholarships were \$66,665 and \$18,653, respectively. The endowment funds consist of pooled investment funds. The activity in the permanently restricted net asset class is reflected in the statement of activities and changes in net assets. Amounts appropriated for expenditures and/or reclassification are shown as net assets released from restriction. Board designated balance is included in the unrestricted net asset class.

**RIVERSIDE COMMUNITY COLLEGE
DISTRICT FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2016 and 2015**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Public Support and Revenue

The Foundation receives substantially all of its revenue from direct donations and pledges. Revenues are reported as increases in unrestricted net assets unless use of the related asset is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Realized gains/losses and unrealized gains/losses on investments and other assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law. Expiration of restrictions on the net assets (i.e. the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) is reported as assets are released from restriction between the applicable classes of net assets.

Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions of assets, other than cash, are recorded at their estimated fair value at the time of the gift.

Donated Assets, Services, and Facilities

The Foundation records the value of donated assets, services, and facilities when there is an objective basis available to measure their value. Donated facilities are reflected as support in the accompanying statements at their estimated values at date of donation and fair market value of facilities for the year. Donated assets, if received for the benefit of the Foundation, are capitalized at the stated donated value and depreciated in accordance with Foundation policies. When donated assets, services and facilities are passed through to the District, they are recorded as revenue from in-kind donations and expensed as in-kind distributions. During the years ended June 30, 2016 and 2015, all donated assets have been passed through to the District. Donated services are reflected in the accompanying statements when the criteria for recognition have been met and are recorded at fair value.

Charitable Remainder Unitrust Agreements

The Foundation is the beneficiary of two charitable remainder unitrust agreements administered by a third-party. The third-party administrator reports the present value of the Foundation's remainder interest annually. The remainder interest is recorded in accounts receivable and is classified as temporarily restricted and permanently restricted.

Income Tax

The Foundation is a charitable not-for-profit organization and is exempt from federal income taxes under the provisions of Section 501(c)(3) of the Internal Revenue and Code Section 23701(d) of the California Revenue and Taxation Code.

**RIVERSIDE COMMUNITY COLLEGE
DISTRICT FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2016 and 2015**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash Equivalents for Statements of Cash Flows

For purposes of the statements of cash flows, the Foundation considers all highly liquid unrestricted investments available for current use purchased with a maturity of three months or less at the purchase date to be cash equivalents, and does not include restricted cash.

Pledges Receivable

Contributions are recognized when the donor makes a promise to give to the Foundation that is, in substance, unconditional. Donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

The Foundation uses the allowance method to determine uncollectible unconditional promises receivable. The allowance is based on prior years' experience and management's analysis of specific promises made. Management has determined the amount of allowance for uncollectible promises to give at June 30, 2016 and 2015 to be \$48,249 and \$5,176, respectively.

Functional Allocation of Expenses

The costs of providing various programs and activities have been summarized on a functional basis. Accordingly, based upon management's estimates, certain costs have been allocated among the programs, support services, and fundraising activities.

Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period, as well as the disclosure of contingent assets and liabilities at the date of the financial statements and accompanying notes. While management believes that these estimates are adequate, actual results could differ from those estimates.

Reclassifications

Certain reclassifications have been made to the 2015 financial statements to conform to the 2016 presentation with no impact on net assets.

**RIVERSIDE COMMUNITY COLLEGE
DISTRICT FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2016 and 2015**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Recent Accounting Pronouncements

In August 2016, the FASB issued ASU 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities* (Topic 958). This accounting principle is effective for fiscal years beginning after December 15, 2017. Early application of the amendments in this update is permitted. The amendments should be applied on a retrospective basis in the year that the update is first applied. The update makes certain improvements that address many of the identified issues about the current financial reporting for not for profit entities. The Foundation is currently assessing the potential impact of implementing this standard.

In June 2016, the FASB issued ASU 2016-13, *Financial Instruments—Credit Losses (Topic 326): Measurement of Credit Losses on Financial Statements*, which require a financial asset measured at amortized cost basis to be presented at the net amount expected to be collected. The measurement of expected credit losses is based on relevant information about past events, including historical experience, current conditions, and reasonable and supportable forecasts that affect the collectability of the reported amount. ASU 2016-13 will be effective for fiscal years beginning after December 15, 2020 and the transition method will be a cumulative-effect adjustment to net assets as of the beginning of the first reporting period. The Foundation is currently assessing the potential impact of implementing this standard.

In January 2016, the FASB issued ASU 2016-01, *Financial Instruments – Overall* (Subtopic 825-10): *Recognition and Measurement of Financial Assets and Financial Liabilities*, which updates certain aspects of recognition, measurement, presentation, and disclosure of financial instruments. ASU 2016-01 will be effective for the Foundation for fiscal years beginning after December 15, 2018. The Foundation is currently assessing the potential impact of implementing this standard.

In May 2015, FASB issued ASU 2015-07, *Fair Value Measurement* (Topic 850): *Disclosures for Investments in Certain Entities That Calculate Net Asset Value per Share (or Its Equivalent)*, which removes the requirement to categorize within the fair value hierarchy all investments for which fair value is measured using the net asset value per share practical expedient. ASU 2015-07 also limits certain disclosures to investments for which the entity has elected to measure the fair value using the practical expedient. This ASU will be effective for the Foundation for fiscal years beginning after December 15, 2016. Early adoption is permitted and the amendments in ASU 2015-07 should be applied retrospectively to all periods presented. The Foundation is currently assessing the potential impact implementing this standard.

**RIVERSIDE COMMUNITY COLLEGE
 DISTRICT FOUNDATION
 NOTES TO THE FINANCIAL STATEMENTS
 June 30, 2016 and 2015**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

In May 2014, the FASB issued ASU 2014-09, *Revenue from Contracts with Customers* (Topic 606). This accounting principle's effective date for fiscal years beginning after December 15, 2017 for nonpublic entities has been postponed for one year by ASU 2015-14. Additional guidance was issued under ASU 2016-12 and ASU 2016-08 with the same effective date. Early adoption is permitted for fiscal years beginning after December 15, 2016 and retrospective application is required. The update outlines a single comprehensive model for entities to use in accounting for revenue arising from contracts with customers and supersedes most current revenue recognition guidance, including industry-specific guidance. The Foundation is currently assessing the potential impact of implementing this standard.

NOTE 3 – RISKS AND UNCERTAINTIES

The Foundation has cash and cash equivalents in financial institutions that may or may not be insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 at each institution. At various times throughout the year, the Foundation may have cash balances at financial institutions which exceed the FDIC insurance limit. Additionally, the Foundation deposits are covered under the collateralization of governmental funds agreement which provides for collateralization of deposits with eligible securities at a rate of 110 percent of the deposit on hand. As of June 30, 2016, the balances held in financial institutions of \$723,274 were not fully insured, but were collateralized with securities held by the financial institution, but not in the Foundation's name. Management reviews the balances and the financial condition of these financial institutions on a periodic basis and does not believe this concentration of cash results in a high level of risk for the Foundation.

The Foundation invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term. The volatility of the market and credit institutions after June 30, 2016 could have a significant, negative effect on the Foundation's investments.

NOTE 4 – UNCONDITIONAL PROMISES TO GIVE

Unconditional promises to give at June 30, 2016 and 2015 consist of pledges and are due within the following schedule:

	<u>2016</u>	<u>2015</u>
Restricted	\$645,402	\$44,535
Unrestricted	<u>247,731</u>	<u>53,816</u>
Total promises to give	<u>\$893,133</u>	<u>\$98,351</u>

**RIVERSIDE COMMUNITY COLLEGE
DISTRICT FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2016 and 2015**

NOTE 4 – UNCONDITIONAL PROMISES TO GIVE (Continued)

	<u>2016</u>	<u>2015</u>
Due within one year	\$257,666	\$56,648
Due within one to five years	679,311	46,879
Due in more than five years	<u>28,000</u>	<u>-</u>
Total promises to give	964,977	103,527
Less discounts to net present value	(23,595)	-
Less allowance for uncollectible promises to give	<u>(48,249)</u>	<u>(5,176)</u>
Net promises to give	<u><u>\$893,133</u></u>	<u><u>\$98,351</u></u>

Promises to give are discounted at 1.41 percent at June 30, 2016.

NOTE 5 - INVESTMENTS

Investments are presented at fair value in the financial statements and are composed of the following at June 30, 2016:

	<u>2016</u>		
	<u>Adjusted Cost</u>	<u>Fair Market Value</u>	<u>Unrealized Gain</u>
Equities	\$2,104,117	\$2,256,660	\$ 152,543
Corporate bonds	1,067,743	1,102,467	34,724
Government bonds	66,642	69,863	3,221
Mutual funds	<u>3,793,553</u>	<u>3,574,358</u>	<u>(219,195)</u>
	<u><u>\$7,032,055</u></u>	<u><u>\$7,003,348</u></u>	<u><u>\$(28,707)</u></u>

Investments are presented at fair value in the financial statements and are composed of the following at June 30, 2015:

	<u>2015</u>		
	<u>Adjusted Cost</u>	<u>Fair Market Value</u>	<u>Unrealized Gain</u>
Equities	\$1,918,223	\$2,094,820	\$176,597
Corporate bonds	1,142,917	1,153,436	10,519
Government bonds	73,885	76,267	2,382
Mutual funds	<u>3,462,086</u>	<u>3,518,434</u>	<u>56,348</u>
	<u><u>\$6,597,111</u></u>	<u><u>\$6,842,957</u></u>	<u><u>\$245,846</u></u>

**RIVERSIDE COMMUNITY COLLEGE
DISTRICT FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2016 and 2015**

NOTE 5 – INVESTMENTS (Continued)

Market Value of Financial Assets and Liabilities

The Foundation determines the fair market values of certain financial instruments based on the fair value hierarchy established in U.S. GAAP which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value.

The following provides a summary of the hierarchical levels used to measure fair value:

- Level 1 Quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date. Level 1 asset and liabilities may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

- Level 2 Observable inputs other than level 1 prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities. Level 2 assets and liabilities may include debt securities with quoted prices that are traded less frequently than exchange-traded instruments and other instruments whose value is determined using a pricing model with inputs that are observable in the market or can be derived principally from or corroborated by observable market data. This category generally includes U.S. Government and agency mortgage-backed debt securities, corporate debt securities, derivative contracts, residential mortgage, and loans held-for-sale.

- Level 3 Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities. Level 3 assets and liabilities include financial instruments whose value is determined using pricing models, discounted cash flow methodologies, or similar techniques, as well as instruments for which the determination of fair value requires significant management judgment or estimation. This category generally includes certain private equity investments, where independent pricing information was not able to be obtained for a significant portion of the underlying assets.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2016 and 2015:

**RIVERSIDE COMMUNITY COLLEGE
DISTRICT FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2016 and 2015**

NOTE 5 – INVESTMENTS (Continued)

Equities: Valued at the closing price in the active market on which the individual equities are traded.

Corporate and government bonds: Valued at the closing price reported in the active market on which the individual securities are traded.

Mutual funds: Valued at the closing price reported in the active market on which the individual securities are traded.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair value. Furthermore, while the Foundation believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The table below presents the balance of assets measured at fair value for 2016. There were no liabilities outstanding and measured at fair value as of June 30, 2016.

	Carrying Value at			
	June 30, 2016	Level 1	Level 2	Level 3
Investments – corporate and government bonds	\$1,172,330	\$1,172,330	\$ -	\$ -
Investments – equities	2,256,660	2,256,660	-	-
Mutual funds	<u>3,574,358</u>	<u>3,574,358</u>	-	-
	<u>\$7,003,348</u>	<u>\$7,003,348</u>	\$ -	\$ -

The table below presents the balance of assets measured at fair value for 2015. There were no liabilities outstanding and measured at fair value as of June 30, 2015.

	Carrying Value at			
	June 30, 2015	Level 1	Level 2	Level 3
Investments – corporate and government bonds	\$1,229,703	\$1,229,703	\$ -	\$ -
Investments – equities	2,094,820	2,094,820	-	-
Mutual funds	<u>3,518,434</u>	<u>3,518,434</u>	-	-
	<u>\$6,842,957</u>	<u>\$6,842,957</u>	\$ -	\$ -

**RIVERSIDE COMMUNITY COLLEGE
 DISTRICT FOUNDATION
 NOTES TO THE FINANCIAL STATEMENTS
 June 30, 2016 and 2015**

**NOTE 6 – BENEFICIAL INTEREST IN FOUNDATION FOR CALIFORNIA
 COMMUNITY COLLEGES OSHER ENDOWMENT**

The RCCD Foundation is participating in a gift-match program in conjunction with the Foundation for California Community Colleges and the Bernard Osher Foundation. There are two types of Osher Foundation Scholarships that the Foundation for California Community Colleges is managing. The first sets of scholarships were completely funded through an initial donation of \$25,000,000 from the Osher Foundation and were allocated to each of the 112 California Community Colleges. Each year, Riverside Community College District Foundation receives scholarships to award based upon the Osher Foundation criteria. The RCCD Foundation does not include this investment on its financial statements.

The second sets of scholarships are funded through donations received by the RCCD Foundation and are included in the RCCD Foundation’s financial statements with the approval of the Foundation for California Community Colleges. The value stated includes only the actual donation amount and does not include the Osher Foundation gift-match amount. All of the funds are managed by an investment firm hired by the Foundation for California Community Colleges.

NOTE 7 – CHARITABLE REMAINDER UNITRUST AGREEMENTS

Charitable remainder unitrust agreements are administered by the First Trust of America Company. The change in present value of these agreements for the years ended June 30, 2016 and 2015 were decreases of \$16,388 and \$13,525 respectively.

This information is reflected in the financial statements, allocated within the total for temporarily restricted and permanently restricted other income.

NOTE 8 – ACCOUNTS PAYABLE

Accounts payable for the Foundation consisted of the following:

	June 30,	
	2016	2015
Payable to District for program expenses	\$121,570	\$164,321
Vendor payables	2,790	836
	\$124,360	\$165,157

NOTE 9 – REFUNDABLE ADVANCES

During the year ended June 30, 2016, the Foundation was awarded a \$250,000 grant to sustain and strengthen campus-based support and services that promote the health, wellbeing and higher education success of current and former foster youth across the District, through May 31, 2019. As of June 30, 2016, the entire grant was received. Of the total received, \$10,500 had been incurred as general and administrative fees and thus recognized as revenue through the year ended June 30, 2016.

**RIVERSIDE COMMUNITY COLLEGE
DISTRICT FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2016 and 2015**

NOTE 10 – NET ASSETS

At June 30, temporarily restricted net assets were available for the following purposes:

	2016	2015
Scholarships	\$ 512,862	\$ 408,149
Programs	<u>1,349,466</u>	<u>978,886</u>
	<u>\$1,862,328</u>	<u>\$1,387,035</u>

At June 30, 2016 and 2015, investment earnings are permanently restricted net assets for scholarships.

NOTE 11 – RELATED PARTY TRANSACTIONS

The Foundation provides various levels of monetary support and service to the District. The transactions are recorded within the financial statements as instructional and student programs and scholarship expense. The Foundation has contributed \$296,277 and \$357,463 to the District for student programs for the years ended June 30, 2016 and 2015, respectively. The Foundation has contributed \$349,886 and \$412,844 to the District for student scholarships for the years ended June 30, 2016 and 2015, respectively. Additionally, the Foundation promised to give a total \$5,833,783, of which \$1,700,000 and \$3,054,000 were to be passed through from the County of Riverside and the City of Riverside, respectively, under a memorandum of understanding with the District for construction of the Aquatics Complex. As of June 30, 2015, the Foundation owed \$97,138. During the year ending June 30, 2016, the remaining balance of \$92,218 was forgiven by the District.

The District provides office space and other support to the Foundation. The Foundation office is currently housed in a building, which is owned by the District, and is jointly used by both the District and the Foundation. The Foundation leases the property at a cost of \$1.00 per year. This agreement expires November 30, 2018.

The Foundation received contributed employee services, other professional services, and materials valued at \$505,984 and \$490,796 from the District for the years ended June 30, 2016 and 2015, respectively.

**RIVERSIDE COMMUNITY COLLEGE
 DISTRICT FOUNDATION
 NOTES TO THE FINANCIAL STATEMENTS
 June 30, 2016 and 2015**

NOTE 12 – PRIOR PERIOD ADJUSTMENT

Subsequent to the issuance of the financial statements for the year ended June 30, 2014, a restatement was made in recorded beneficial interest in charitable remainder unitrust agreements. This restatement was made and has the following effect on the beginning net assets for the year ended June 30, 2015:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Beginning net assets, as previously reported	\$135,067	\$1,234,365	\$6,281,427	\$7,650,859
Adjustments to record beneficial interest in charitable remainder unitrust agreements	69,301		1,316,719	1,386,020
Balance as restated, June 30, 2014	\$204,368	\$1,234,365	\$7,598,146	\$9,036,879

NOTE 13 – SUBSEQUENT EVENTS

The Foundation’s management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through December 20, 2016, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.



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To the Board of Directors
Riverside Community College District Foundation

We have audited the financial statements of Riverside Community College District Foundation (the "Foundation") for the year ended June 30, 2016, and have issued our report thereon dated December 20, 2016. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 3, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Foundation are described in Note 2 to the financial statements. The accounting policy for charitable remainder unitrust agreements was adopted during the year ended June 30, 2016, and is included in Note 2 to the financial statements. The application of existing policies was not changed during the year ended June 30, 2016. We noted no transactions entered into by the Foundation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- The fair market value of investments is based upon market analysis as of June 30, 2016. We have obtained information from the investment managers in determining the fair presentation of these amounts.
- Management's estimate of the allowance for uncollectible promises to give is based on an amount determined to be reasonable by management that is at least one percent of total promises to give, or specifically identified past due pledges that are likely to be uncollectible.
- Management's estimate of fair market value of donated services and materials, which is based on the actual cost of donated materials and hours allocated to the Foundation at the prevailing wage rate for the employees involved in the Foundation's activities, and cost of materials which is expected to approximate fair value at the time of donation.

To the Board of Directors
Riverside Community College District Foundation
Page 2

- Management's estimate of the allocation of functional expenses is based on usage, percentage of total and direct allocation of expenses.
- The forgiveness of debt was the write-off of the remaining balance due to the District that was originally estimated by management as the estimated construction costs that the Foundation was raising contributions for under a memorandum of understanding between the District and the Foundation.

We evaluated the key factors and assumptions used to develop the management estimates in determining that they are reasonable in relation to the financial statements taken as a whole. The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

The completion of our audit was delayed upon discovery of two unrecorded beneficial interest in charitable remainder unitrust agreements, which required additional time and effort to obtain information and calculate the basis for recording the interest.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The adjustment to record the beneficial interest in the two charitable remainder unitrust agreements totaling \$1,356,107 at June 30, 2016 was a material misstatement detected as a result of audit procedures and corrected by management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 20, 2016.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a second opinion on certain situations. If a consultation involves application of an accounting principle to the Foundation's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

To the Board of Directors
Riverside Community College District Foundation
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Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Foundation's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors of the Foundation and is not intended to be, and should not be, used by anyone other than these specified parties.

Ahera Adcock Devlin LLP

December 20, 2016

To the Board of Directors
Riverside Community College District Foundation
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RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

Summary of Passed Adjustments

June 30, 2016

(1)

Releases from restrictions (temporarily restricted)	\$12,500	
Released to unrestricted		\$12,500
To reverse Century Circle funds for \$12,500 transferred to restricted funds.		



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To the Board of Directors and Management
Riverside Community College District Foundation

In planning and performing our audit of the financial statements of Riverside Community College District Foundation (the "Foundation") as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the Foundation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

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

Charitable Remainder Unitrust Agreements

During the audit, we became aware of two charitable remainder unitrust agreements ("unitrusts") that should have been recognized and recorded several years ago. While there were several individuals who were aware of the existence of the unitrusts, the requirement to record the agreements and annual activity was not considered. This breakdown in internal controls constitutes a deficiency in the Foundation's control system.

The Foundation should adopt a policy with respect to the initial recording of unitrusts as well as the annual change in valuation of the unitrusts. We recommend that a person with knowledge of accounting for not-for-profit organizations be made responsible for financial reporting to ensure communication with Foundation staff regarding these types of transactions and other potentially complex financial reporting issues to ensure complete reporting for the Foundation.

To the Board of Directors and Management
Riverside Community College District Foundation
Page 2

This communication is intended solely for the information and use of management, board of directors, and others within Riverside Community College District Foundation, and is not intended to be, and should not be, used by anyone other than these specified parties.

Ahena Adcock Devlin LLP

December 20, 2016

Agenda Item (VIII-E-1)

Meeting	2/21/2017 - Regular
Agenda Item	Committee - Facilities (VIII-E-1)
Subject	Agreement Amendment No. 4 for Project Labor Administration with Padilla and Associates, Inc.
College/District	District
Funding	District and Riverside City College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Agreement Amendment No. 4 in the amount not to exceed \$60,000 for project labor administration with Padilla and Associates, Inc. for the two remaining construction projects: 1) the Culinary Arts Academy/District Office Building; 2) the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts Building; and 3) extend their services through April 30, 2017, based on an anticipated Notice of Completion filed for both projects.

Background Narrative:

On June 15, 2010, the Board of Trustees approved an agreement with Padilla & Associates, Inc. in the amount not to exceed \$1,600,000 to provide administrative assistance as required by the Project Labor Agreement (PLA) for Measure C projects within the Riverside Community College District. On November 18, 2014, the Board of Trustees approved Amendment No. 1 in the amount of \$200,000 as the number of projects exceeded the projects envisioned when the PLA was originally passed by the Board. In April, 2015 Amendment No. 2 was executed for time extension only, without additional compensation for remaining projects. Lastly, on August 16, 2016, the Board of Trustees approved Amendment No. 3 in the amount of \$105,000 for additional administrative services, for the two remaining construction projects: 1) the Culinary Arts Academy/District Offices (CAA/DO); and Coil School for the Arts (CSA), extending their services through December 31, 2016 based on an anticipated Notice of Completion filed for both projects.

As of December 31, 2016, all Notices of Completions for CAA/DO and CSA have not yet concluded, hence it is requested that the Board of Trustees approve Amendment 4 with Padilla & Associates, Inc. in the amount not to exceed \$60,000 for additional administrative services, including Construction and Close-Out tasks and Deliverables for the two remaining projects: 1) CAA/DO; 2) CSA; and 3) extend their services through April 30, 2017, based on anticipated Notice of Completions filed for both projects. Amendment No. 4 would bring Padilla & Associates' total contract amount to \$1,965,000. Details are listed on Exhibit A on the attached amendment for both CAA/DO and CSA.

Prepared By: Wolde-Ab Isaac, President, Riverside
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director

Attachments:

[Amendment No 4_Padilla and Associates](#)

FOURTH (4) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
PADILLA & ASSOCIATES, INC.
(Project Labor Agreement)

This document amends the original agreement between the Riverside Community College District and Padilla & Associates, Inc., which was originally approved by the Board of Trustees on June 15, 2010.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$60,000, including reimbursable expenses, totaling agreement to \$1,965,000. The term of this agreement shall be from the original agreement date of June 15, 2010, to the extended amended date of April 30, 2017, based on an anticipated Notice of Completion filed for both projects.

Payments and final payment shall coincide with original agreement.

Detailed scope of work shall be provided in Exhibits A, attached for both CAA/DO and CSA.

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.

PADILLA & ASSOCIATES, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

By: _____

Patricia K. Padilla
President
211 E. City Place Drive
Santa Ana, CA 92706

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit A



TRANSMITTED VIA E-MAIL: Bart.Doering@rccd.edu

December 21, 2016

Mr. Bart Doering
Facilities Development Director
Facilities, Planning & Development
Riverside Community College District
450 E. Alessandro Blvd., Riverside, CA 92508
Phone: (951) 222-8962

RE: RCC Culinary Arts Academy & District Offices (CAADO) Project
SUBJECT: Cost Proposal Extension: Project Labor Agreement and Labor Compliance Services for Pre-Construction, Construction and Close-Out Task and Deliverables

Dear Mr. Doering:

As requested, Padilla & Associates, Inc. (P&A) is pleased to submit for your review the enclosed cost proposal extension for the scope of work under our existing RCCD Agreement for the Project Labor Agreement and Labor Compliance Services for Pre-Construction, Construction and Close-Out Task and Deliverables for the RCC Culinary Arts Academy & District Offices (CAADO) Project. This project will be administered and enforced utilizing RCCD's Labor Compliance Program.

Should you have any questions regarding any aspect of the enclosed proposal, please feel free to contact me or Tony Dupré at (714) 973-1335, or by e-mail at ppadilla@padillainc.com or tdupre@padillainc.com.

Sincerely,

Patricia K. Padilla
President

Enclosures

Corporate Office
211 E. City Place Drive
Santa Ana, CA 92705
Phone (714) 973-1335

717 K Street, Ste. 427
Sacramento, CA 95814
Phone (714) 973-1335

PADILLA & ASSOCIATES, INC.
RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
RCC CULINARY ARTS ACADEMY & DISTRICT OFFICES (CAADO) COST PROPOSAL

June 16, 2016

PROJECT UNDERSTANDING

Campus: District
 Project: RCC Culinary Arts Academy & District Offices
 Estimated Project Budget: \$33,134,262.00

TASK AND DELIVERABLES

The following table serves to identify the tasks and deliverables required in performing the PLA & LCP administrative duties. This project will be administered and enforced utilizing RCCD's Labor Compliance Program. Please see the proposal attached as "Exhibit A" to this proposal.

CONSTRUCTION TASK AND DELIVERABLES	
14	Work with local unions and general contracting community (union and non-union) via the dispatch process to identify and refer competent craft persons as needed for the project.
15	Promote employment of local residence toward meeting RCCD Local Hire goal of 50%.
16	Monitor, tract, and report contractor's utilization of local hires statistics in database.
17	At the request of a participating union to the PLA, obtain proof of contractor core employee and review to ensure compliance with the criteria set forth in the PLA.
18	Review submitted request in accordance with Article 5 Section 5 of the PLA to assess the contractor's eligibility for exemption.
19	Verify that the requested contractor's fringe benefits for their core workforce are equal to, or better than, those designated in the Schedule A's.
20	Secure and collect weekly Certified Payroll Records (CPR's) no later than the 10th of each month following the commencement of the work.
21	Issue discrepancy notices at least monthly to each prime contractor.
22	Make recommendations to withhold contract payments and withholdings equal to the amount of underpayments for unresolved discrepancies after second notices have been sent to the contractors.
23	Prepare withholding and penalty request to the Department of Industrial Relations on behalf of the District.
24	Perform jobsite field interviews.
25	Collect and reconcile jobsite field interviews against the respective CPR's.
26	Process and coordinate the enforcement of the PLA in response to work stoppages and lock-outs in accordance with Article 7 of the PLA.
27	Prepare and issue project specific submittal logs on a bi-monthly basis to RCCD and Tilden-Coil to facilitate/remedy areas of discrepancy or non-compliance.
28	Work with a representative of the Council, the contractor, and workers to settle grievances under Article 10 of the PLA.
29	Work with grieving parties to resolve disputes in accordance with the provisions set forth in Articles 7, 8 or 10 of the PLA.
30	Notify the District and contractor of all actions taken at steps 2 and 3 of Section 10.2 of the PLA, and participate as a neutral administrative party to all proceedings at such steps including Arbitration.

**PADILLA & ASSOCIATES, INC.
 RIVERSIDE COMMUNITY COLLEGE DISTRICT
 PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
 RCC CULINARY ARTS ACADEMY & DISTRICT OFFICES (CAADO) COST PROPOSAL**

31	Perform ongoing monitoring to ensure compliance by all contractors and subcontractors in accordance with the PLA.
32	Monitor apprenticeship ratio in accordance with the PLA, and issue cure notices as necessary.
33	Respond to inquiries and complaints from third parties.
34	Provide technical assistance to Contractors and subcontractors.
35	Receive worker complaints, conduct labor investigations, issue findings, process Notice of Contractor Withholding and conduct labor proceedings with DIR and District legal counsel.
36	Maintain project specific files and electronic databases (contractors, unions, Letter of Assent, Core Employee List, DAS 140, third party requests, etc.)
37	Respond to RFI's regarding the PLA and other Labor Compliance requirements from contractors, subcontractors, unions, and other parties.
38	Prepare quarterly reports relative to Local Hire and Apprentice Utilization of RCCD service area residents.
PROJECT CLOSE-OUT TASK AND DELIVERABLES	
39	Initiate final audit of PLA and LCP contractor documents.
40	As a part of the final acceptance, ensure that all outstanding final documentation required of the contractor has been received.
41	Secure certification from each contractor and subcontractor has paid all fringe benefit contributions due and owing to the appropriate Trust or fringe benefit program prior to the release of final payment/retention, as applicable.
42	Prepare final project close-out report.

EXHIBIT "A"
PADILLA & ASSOCIATES, INC.
RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
RCC CULINARY ARTS ACADEMY & DISTRICT OFFICES (CAADO) COST PROPOSAL

FIXED FEE SCHEDULE		FIXED PRICE
PROJECT:		CONTRACT
RCC CULINARY ARTS ACADEMY & DISTRICT OFFICES - Budget: \$33,134,262.00		
Current Project Duration - 28 Months: Pre-Construction February 2014, Construction: March 2014 – May 2016		\$225,000.00 *
Projected Project Extension Duration - 7 Months: On-Going Construction: June 2016 – December 2016		\$41,415.43 *
Projected Project Extension Duration - 4 Months: On-Going Construction: January 2016 – March 2017, Close-out April 2017		\$23,665.96 *
SCOPE OF SERVICES:		
➤ Project Labor Agreement and Labor Compliance Administrator Services		
➤ This project will be administered and enforced utilizing Padilla & Associates, Inc.'s Labor Compliance Program.		
	TOTAL FIXED PRICE FEE SCHEDULE	\$290,081.39 *

*Fixed Price Fee Schedule is reflective of rates which include a 4% escalation in effect January increase per calendar year and associated travel and material costs.

Exhibit A



TRANSMITTED VIA E-MAIL: Bart.Doering@rccd.edu

December 21, 2016

Mr. Bart Doering
Facilities Development Director
Facilities, Planning & Development
Riverside Community College District
450 E. Alessandro Blvd., Riverside, CA 92508
Phone: (951) 222-8962

RE: Coil, School of the Arts (CSA) Project (1 Project)

SUBJECT: Cost Proposal Extension: Project Labor Agreement and Labor Compliance Services for Pre-Construction, Construction and Close-Out Task and Deliverables

Dear Mr. Doering:

As requested, Padilla & Associates, Inc. (P&A) is pleased to submit for your review the enclosed cost proposal extension for the scope of work under our existing RCCD Agreement for the Project Labor Agreement and Labor Compliance Services for Pre-Construction, Construction and Close-Out Task and Deliverables for the RCCD Coil, School of the Arts (CSA) Project (1 Project). This project will be administered and enforced utilizing RCCD's Labor Compliance Program.

Should you have any questions regarding any aspect of the enclosed proposal, please feel free to contact me or Tony Dupré at (714) 973-1335, or by e-mail at ppadilla@padillainc.com or tdupre@padillainc.com.

Sincerely,

Patricia K. Padilla
President

Enclosures

Corporate Office
211 E. City Place Drive
Santa Ana, CA 92705
Phone (714) 973-1335

717 K Street, Ste. 427
Sacramento, CA 95814
Phone (714) 973-1335

**PADILLA & ASSOCIATES, INC.
 RIVERSIDE COMMUNITY COLLEGE DISTRICT
 PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
 COIL SCHOOL OF THE ARTS (CSA) COST PROPOSAL**

December 21, 2016

PROJECT UNDERSTANDING

Campus: District
 Project: Coil School of the Arts Project (1 Project)
 Estimated Project Budget: \$43,088,000.00

TASK AND DELIVERABLES

The following table serves to identify the tasks and deliverables required in performing the PLA & LCP administrative duties. This project will be administered and enforced utilizing RCCD's Labor Compliance Program. Please see the proposal attached as "Exhibit A" to this proposal.

CONSTRUCTION TASK AND DELIVERABLES	
14	Work with local unions and general contracting community (union and non-union) via the dispatch process to identify and refer competent craft persons as needed for the project.
15	Promote employment of local residence toward meeting RCCD Local Hire goal of 50%.
16	Monitor, tract, and report contractor's utilization of local hires statistics in database.
17	At the request of a participating union to the PLA, obtain proof of contractor core employee and review to ensure compliance with the criteria set forth in the PLA.
18	Review submitted request in accordance with Article 5 Section 5 of the PLA to assess the contractor's eligibility for exemption.
19	Verify that the requested contractor's fringe benefits for their core workforce are equal to, or better than, those designated in the Schedule A's.
20	Secure and collect weekly Certified Payroll Records (CPR's) no later than the 10th of each month following the commencement of the work.
21	Issue discrepancy notices at least monthly to each prime contractor.
22	Make recommendations to withhold contract payments and withholdings equal to the amount of underpayments for unresolved discrepancies after second notices have been sent to the contractors.
23	Prepare withholding and penalty request to the Department of Industrial Relations on behalf of the District.
24	Perform jobsite field interviews.
25	Collect and reconcile jobsite field interviews against the respective CPR's.
26	Process and coordinate the enforcement of the PLA in response to work stoppages and lock-outs in accordance with Article 7 of the PLA.
27	Prepare and issue project specific submittal logs on a bi-monthly basis to RCCD and Tilden-Coil to facilitate/remedy areas of discrepancy or non-compliance.
28	Work with a representative of the Council, the contractor, and workers to settle grievances under Article 10 of the PLA.
29	Work with grieving parties to resolve disputes in accordance with the provisions set forth in Articles 7, 8 or 10 of the PLA.
30	Notify the District and contractor of all actions taken at steps 2 and 3 of Section 10.2 of the PLA, and participate as a neutral administrative party to all proceedings at such steps including Arbitration.

**PADILLA & ASSOCIATES, INC.
 RIVERSIDE COMMUNITY COLLEGE DISTRICT
 PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
 COIL SCHOOL OF THE ARTS (CSA) COST PROPOSAL**

31	Perform ongoing monitoring to ensure compliance by all contractors and subcontractors in accordance with the PLA.
32	Monitor apprenticeship ratio in accordance with the PLA, and issue cure notices as necessary.
33	Respond to inquiries and complaints from third parties.
34	Provide technical assistance to Contractors and subcontractors.
35	Receive worker complaints, conduct labor investigations, issue findings, process Notice of Contractor Withholding and conduct labor proceedings with DIR and District legal counsel.
36	Maintain project specific files and electronic databases (contractors, unions, Letter of Assent, Core Employee List, DAS 140, third party requests, etc.)
37	Respond to RFI's regarding the PLA and other Labor Compliance requirements from contractors, subcontractors, unions, and other parties.
38	Prepare quarterly reports relative to Local Hire and Apprentice Utilization of RCCD service area residents.
PROJECT CLOSE-OUT TASK AND DELIVERABLES	
39	Initiate final audit of PLA and LCP contractor documents.
40	As a part of the final acceptance, ensure that all outstanding final documentation required of the contractor has been received.
41	Secure certification from each contractor and subcontractor has paid all fringe benefit contributions due and owing to the appropriate Trust or fringe benefit program prior to the release of final payment/retention, as applicable.
42	Prepare final project close-out report.

EXHIBIT "A"

PADILLA & ASSOCIATES, INC.
RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
COIL SCHOOL OF THE ARTS (CSA) COST PROPOSAL

FIXED FEE SCHEDULE		FIXED PRICE
PROJECT:		CONTRACT
COIL SCHOOL OF THE ARTS PROJECT (1 PROJECT) - Budget: \$43,088,000.00		
Current Project Duration - 25 Months: Pre-Construction May 2014, Construction: June 2014 – May 2016		\$244,843.72 *
Projected Project Extension Duration - 7 Months: On-Going Construction: June 2016 – December 2016		\$63,478.03 *
Projected Project Extension Duration - 4 Months: On-Going Construction: January 2017 – March 2017, Close-out April 2017		\$36,273.16 *
SCOPE OF SERVICES:		
➤ Project Labor Agreement and Labor Compliance Administrator Services		
➤ This project will be administered and enforced utilizing Padilla & Associates, Inc.'s Labor Compliance Program.		
TOTAL FIXED PRICE FEE SCHEDULE		\$344,594.91 *

*Fixed Price Fee Schedule is sum of rates which include a 4% escalation in effect January increase per calendar year and associated travel and material costs.

Agenda Item (IX-A-1)

Meeting	2/21/2017 - Regular
Agenda Item	Administrative Reports (IX-A-1)
Subject	Resolution Number 39-16/17 Decrease Numbers of Academic Employees
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees adopt Resolution Number 39-16/17, authorizing the Chancellor, or Designee, of the District to send the Notice of Recommendation Not to Reemploy in accordance with the provisions of Education Code Sections 87740 and 87743 to the Director/Assistant Professor of the Physician Assistant program.

Background Narrative:

As the result of the discontinuation of the Physician Assistant Program at the Moreno Valley College, it is recommended that the Board of Trustees authorize the elimination of the Director/Assistant Professor, Physician Assistant Program in the amount of 1 FTE employee, effective June 30, 2017.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

[20170221_Res No 39-16.17 Dec Numbers of Acad Emp_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution of the Board of Trustees for the Riverside Community College District of the Discontinuance of a Particular Kind of Service

Resolution No. 39-16/17

WHEREAS, pursuant to Education Code Section 87743, the Governing Board of the Riverside Community College District has determined that it is necessary to reduce or discontinue the following particular kinds of services of the District no later than the beginning of the 2017-2018 academic year; and

WHEREAS, it shall be necessary to terminate at the end of the 2016-2017 academic year the employment of certain academic employees of the District as a result of the elimination of the particular kinds of service; and

THEREFORE, BE IT RESOLVED by the Governing Board of the Riverside Community College District that the following services shall be reduced or eliminated no later than the beginning of the 2017-2018 academic year:

Eliminate 1.0 full-time equivalent Director/Assistant Professor, Physician Assistant Program

BE IT FURTHER RESOLVED that the Chancellor, or his designee, is directed to give the Notice of Recommendation Not to Reemploy, in accordance with the provisions of Section 87740 and 87743 of the Education Code, to the number of academic employees allowed pursuant to Education Code Section 87743.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Riverside Community College District held on February 21, 2017, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President of the Board of Trustees

ATTEST:

Secretary, Board of Trustees

Agenda Item (IX-A-2)

Meeting	2/21/2017 - Regular
Agenda Item	Administrative Reports (IX-A-2)
Subject	Resolution Number 42-16/17 Non Renewal of Probationary/Contract Employee
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees adopt Resolution Number 42-16/17, authorizing the Chancellor, or Designee, of the District to give the Notice of Non-Renewal pursuant to Government Code section 54957.

Background Narrative:

Pursuant to the terms of Article XI.C.1.c of the collective bargaining agreement (CBA) between the District and CCA/CTA/NEA, by the end of the fall 2016 semester, the tenure review committee made the recommendation of and communicate notification of non-renewal by December 10, 2016. The probationary faculty person appealed the determination by the first workday in January.

In advance of this meeting, each Board member was forwarded the complete packet of information related to this matter, which included:

- Tenure Review Committee's Recommendation for Non-Renewal
- Probationary Faculty Member's Written Appeal
- Recommendation of the Appeal Committee for Non-Renewal
- Chancellor's Recommendation for Non-Renewal
- 2015/16 Tenure Review Committee's Improvement of Instruction Recommendations

Per the terms of the CBA, the matter was reviewed by the Chancellor, the Association President (or designee), and the most senior tenured available member of the probationary faculty member's discipline. The appeal committee accepted the recommendation of the Improvement of Instruction Tenure Review Committee. As such, the Chancellor now forwards for your consideration this matter.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

[20170221_Res No 42-16.17_NonRen of Prob-Contract Emp_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution of the Board of Trustees for the Riverside Community College District for the
Non-Renewal of Probationary/Contract Employee

Resolution No. 42-16/17

WHEREAS the Board of Trustees of the Riverside Community College District, has considered the recommendation of the Chancellor, the Improvement of Instruction Tenure Review Committee, and the Appeal Committee.

BE IT THEREFORE RESOLVED that the Board of Trustees of the Riverside Community College District does not renew the contract of probationary Employee No. XXXXXXXX;

BE IT FURTHER RESOLVED that the Chancellor, or his designee, is directed to give the Notice of Non-Renewal, in accordance with the provisions of the Education Code as set forth by law.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Riverside Community College District held on February 21, 2017, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President of the Board of Trustees

ATTEST:

Secretary, Board of Trustees

Agenda Item (IX-A-3)

Meeting	2/21/2017 - Regular
Agenda Item	Administrative Reports (IX-A-3)
Subject	Appointment of RCCD Representative on AB86/104 About Students Regional Consortium
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve the appointment of Richard L. Keeler, Dean, Grants and Economic Development, to represent the District on the AB86/104 ABOUT Students Regional Consortium for Adult Education.

Background Narrative:

Riverside Community College District is a member of the AB86 "ABout Students" Regional Consortium for Adult Education. In AB104 as part of the Budget Act Trailer Bill, the law requires in section 84905 (c), "A member of the consortium shall be represented only by an official designated by the governing board of the member."

The role of the appointed representative is to participate in meetings, planning, and decision making activities, including approval of an adult education plan and approval of a distribution schedule as it relates to services provided by the members of the consortium. Apportionment funds will not be distributed to the consortium until all members have a board approved designee and are approved by the Chancellor of the California Community Colleges and the Superintendent of Public Instruction.

Therefore, we are recommending that the Dean, Grants and Economic Development, be approved by the Board of Trustees to represent the District in the consortium.

Prepared By: Michael Burke, Ph.D., Chancellor
Richard Keeler, Dean, Grants and Economic Development

Attachments:

None.

Agenda Item (XII-A)

Meeting 2/21/2017 - Regular

Agenda Item Business From Board Members (XII-A)

Subject Update from Members of the Board of Trustees on Business of the Board.

College/District District

Information Only

Background Narrative:

Members of the Board of Trustees will briefly share information about recent events/conferences they attended since the last meeting including any updates regarding the following assigned associations:

- Association of Community College Trustees (ACCT)
- Association of Governing Board of Universities and Colleges (AGB)
- California Community College Trustees and Legislative Network (CCCT)
- Community College League of California (CCLC)
- Latino Trustees Association
- Inland Valleys Trustees and CEO Association
- African-American Organizations Liaison Riverside Branch - NAACP
- Hispanic Chambers of Commerce: Corona, Moreno Valley and Riverside
- Chambers of Commerce: Corona, Moreno Valley, Norco and Riverside
- Riverside County School Boards Association
- Riverside County Committee on School District Organization
- Alvord Unified School District Ad-Hoc Committee

At the September 20, 2016 Board of Trustees meeting, the Board approved the attached goals and may wish to address them.

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

Attachments:

[BOT Goals](#)

Board Goals for 2016-2017

1. Create and implement a process/ program to study emerging and persistent issues impacting the college.

- 1.1. Board holds workshops on identified issues and becomes better informed
 - 1.1.1. Board to hold workshop to identify subjects to be studied and identify the process to be used for such reviews.
 - 1.1.2. Develop a calendar for Board workshops
 - 1.1.3. In 2016/17 review implementation and value of workshops.
 - 1.1.3.1. 06/30/2017.

2. Study the relationship between the 3 colleges and establish a model to equalize services and funding.

- 2.1. Board adopts by 5/31/17 new policies on issues affecting the balancing of services and funding among the colleges.
 - 2.1.1. Hold a Board workshop before 1/1/17 on the factors to be considered for review and evaluation
 - 2.1.2. Review models from other multi-college districts for equalization of services and funding.
 - 2.1.3. Consider Chancellor's recommended model for equalization of funding and services.
 - 2.1.4. Adopt a model by 5/31/17.
 - 2.1.4.1. 05/31/2017.

3. Update Board policies to reflect expansion to 3 colleges in the District.

- 3.1. Board identifies, reviews, and adopts revised policies by 6/30/17
 - 3.1.1. Assign task to appropriate Board committee.
 - 3.1.2. Identify and review appropriate Board policies requiring updates.
 - 3.1.3. Board review and adoption of revised Board policies by 6/30/17
 - 3.1.3.1. 06/30/2017.

4. Improve Board relations and seek consensus on issues to act as a team.

- 4.1. Board evaluates and reports on improved relations by 1/1/17.
 - 4.1.1. Board to adjust behavior by listening more before speaking, seeking related data, asking questions rather than making statements, and seeking a solution that contains the elements from all members of the Board.
 - 4.1.2. Periodically self-evaluate the Board's practices and behavior.
 - 4.1.3. Thru the Board chair mentor Board members that are struggling with this goal.
 - 4.1.3.1. *On-going, but no later than 01/01/2017.*

5. Review District's governing budget policies and update where needed to reflect the Board's direction.

- 5.1. Board adopts revised budget policies by 4/30/17.
 - 5.1.1. Board to seek models of Board policies affecting District budgets.
 - 5.1.2. Board to identify its budget goals to be included in updated Board budget policies.
 - 5.1.3. Board considers and adopts Board policies to be used to guide.
 - 5.1.3.1. 04/30/2017.

6. Improve communications w/ Chancellor & among members of the Board of Trustees.

6.1. Board & Chancellor participation in a communications training session.

6.2. Board and Chancellor resolve any communications issues by 1/1/17.

6.2.1. Meet with Chancellor to identify communication difficulties and potential resolutions.

6.2.2. Obtain communications training for the Board and Chancellor to resolve difficulties.

6.2.3. Evaluate communications with Chancellor by 1/1/17.

6.2.3.1. *As quickly as possible, but not later than 01/01/2017.*

Agenda Item (XIII-A)

Meeting	2/21/2017 - 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: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

None.