

**Board of Trustees - Regular Meeting
Tuesday, November 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. (This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used.)

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 and speak to an Executive Administrative Assistant 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 October 3, 2017](#)
Recommend approving the October 3, 2017 Board of Trustees Regular/Committee meeting minutes as prepared.
- B. [Minutes of the Board of Trustees Special Meeting of October 10, 2017](#)
Recommend approving the October 10, 2017 Board of Trustees Special meeting minutes as prepared.
- C. [Minutes of the Board of Trustees Regular Meeting of October 17, 2017](#)
Recommend approving the October 17, 2017 Board of Trustees Regular meeting minutes as prepared.

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

- A. [Chancellor's Communications](#)
Information Only
- B. [Presentation on Committee Structuring](#)
Information Only
- C. [Five to Thrive Presentation: Norco College and Loma Linda Service Learning Collaboration](#)
Information Only

- D. [Resolution 28-17/18 - Recognizing the 25th Anniversary of the Moreno Valley College Gospel Singers](#)
Recommend adopting Resolution No. 28-17/18 recognizing the 25th Anniversary of the Moreno Valley College Gospel Singers.
- 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 \$2,841,492 and District Warrant Claims totaling \$6,901,011
 - 2. Budget Adjustments
 - a. [Budget Adjustments](#)
Recommend approving the budget transfers as presented.
 - 3. Resolution(s) to Amend Budget
 - a. [Resolution No. 27-17/18 – 2017-2018 CCC Maker Implementation Grant](#)
Recommend adding the revenue and expenditures of \$100,000 to the budget.
 - b. [Resolution No. 29-17/18 – 2017-2018 Student Success and Support Program](#)
Recommend adding the revenue and expenditures of \$1,072,642 to the budget.
 - c. [Resolution No. 30-17/18 – 2017-2018 Bulletproof Vest Partnership Grant](#)
Recommend adding the revenue and expenditures of \$2,970 to the budget.
 - d. [Resolution No. 31-17/18 – 2017-2018 City of Moreno Valley Promise Grant](#)
Recommend adding the revenue and expenditures of \$50,000 to the budget.
 - e. [Resolution No. 32-17/18 – 2017-2018 Foster and Kinship Care Commercial Sexual Exploitation of Children \(CSEC\) Grant](#)
Recommend adding the revenue and expenditures of \$6,250 to the budget.
 - f. [Resolution No. 33-17/18 – 2017-2018 One-Time Emergency Aid Funding for Dreamer Students](#)
Recommend adding the revenue and expenditures of \$167,925 to the budget.
 - g. [Resolution No. 34-17/18 – 2017-2018 Disabled Students Support Services](#)
Recommend adding the revenue and expenditures of \$225,134 to the budget.

- h. [Resolution No. 35-17/18 – 2017-2018 Basic Skills Program](#)
Recommend adding the revenue and expenditures of \$751,398 to the budget.
- 4. Contingency Budget Adjustments (None)
- 5. Bid Awards
 - a. [Purchase Scientific Equipment Utilizing the University of California awarded agreement number 463/OP/016](#)
Recommend approving the purchase of scientific equipment from Olympus America Inc., utilizing the University of California awarded agreement number 463/OP/016.
 - b. [Bid Award for Voice/Data Cabling Maintenance Services](#)
Recommend awarding RFP No. 2017/18-09 – Voice/Data Cabling Maintenance Services to Black Box Network Services.
- 6. Grants, Contracts and Agreements
 - a. [Contracts and Agreements Report Less than \\$88,300 – All District Resources](#)
Recommend ratifying contracts totaling \$370,506 for the period of October 1, 2017 through October 31, 2017.
 - b. [Agreement to Provide Services for Disabled Consumers with the Department of Rehabilitation](#)
Recommend approving the three year agreement (#30483) with the Department of Rehabilitation.
 - c. [Amendment to the Architectural Design Services Agreement for Ben Clark Training Center Scenario Building with Holt Architecture](#)
Recommend approving amendment #02, to the original contract for additional Geotechnical Engineering Services to provide an updated Geotechnical Report for the project site as outlined in the attached amendment for a lump sum of \$9,004.
- 7. [Out-of-State Travel](#)
Recommend approving out-of-state travel.
- 8. Other Items
 - a. [Destruction of Records](#)
Recommend approving the destruction of the records on the attached listing.
 - b. [Surplus Property](#)
Recommend by unanimous vote to 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.
 - c. [Notice of Completions](#)
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 1st Quarter Ended - September 30, 2017](#)
Information Only
- B. [Monthly Financial Report for Month Ending – October 31, 2017](#)
Information Only

VIII. BOARD COMMITTEE REPORTS

- A. Governance (None)
- B. Teaching and Learning
 - 1. [Proposed Curricular Changes](#)
Recommend approving the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.

- C. Planning and Operations (None)
- D. Resources
 - 1. [FY 2016-2017 Proposition 39 Financial and Performance Audits](#)
Recommend receiving the Proposition 39 independent financial and performance audits of the District's Measure C general obligation bond for the year ended June 30, 2017 for the permanent file of the District.
- E. Facilities (None)
- IX. ADMINISTRATIVE REPORTS
 - A. Vice Chancellors
 - B. Presidents
- X. ACADEMIC SENATE REPORTS
 - A. Moreno Valley College/Riverside Community College District
 - B. Norco College
 - C. Riverside City College
- XI. BARGAINING UNIT REPORTS
 - A. CTA - California Teachers Association
 - B. CSEA - California School Employees Association
- XII. BUSINESS FROM BOARD MEMBERS
 - A. [Presentation of 2016-17 Annual Report by Measure C Citizens' Bond Oversight Committee](#)
Information Only
 - B. [Update from Members of the Board of Trustees on Business of the Board.](#)
Information Only
- XIII. CLOSED SESSION
 - A. [Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release](#)
Recommended Action to be Determined.
 - B. [Pursuant to Government Code Section 54957, Public Employee Appointment Title: New Chancellor](#)
Recommended Action to be Determined.
- XIV. ADJOURNMENT

Agenda Item (II-A)

Meeting	11/21/2017 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of October 3, 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 October 3, 2017 Board of Trustees Regular/Committee meeting minutes as prepared.

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

Attachments:

[10032017 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 OCTOBER 3, 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 (left at 7:02 p.m.)
Janet Green, Secretary
Mary Figueroa, Board Member
Bill Hedrick, Board Member
Jeanette Hazelwood, Student Trustee

Staff Present

Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Dr. Dennis Anderson, Interim Vice Chancellor, Educational Services
Ms. Chris Carlson, Chief of Staff and Facilities Development
Mr. Shawn Larry, Interim Director, Human Resources and Employee Relations
Mr. Carlos Lopez, Vice President, Academic Affairs, Moreno Valley College
Dr. Bryan Reece, President, Norco College
Dr. Wolde-Ab Isaac, President, Riverside City College
Mr. Richard Keeler, Dean, Grants and Economic Development
Mr. Robert Gunzel, Chief of Police

Guests Present

Mr. Tony Dupre, Senior Project Manager, Padilla & Associates

Student Trustee Jeanette Hazelwood led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

A moment of silence was held for the victims of the mass shooting in Las Vegas, Nevada on Sunday, October 1, 2017; including RCC student Angela Gomez.

Ms. Amy Balent spoke regarding a possible art gallery at Moreno Valley College.

COMMENTS FROM THE PUBLIC

Dr. Rhonda Taube provided comments regarding maintaining Performance Riverside and campus art galleries; strongly supports the arts and an art gallery at Moreno Valley College.

Ms. Juliana Leung spoke regarding support for an art gallery at Moreno Valley College. Read letter from Karin Skiba supporting a gallery.

Professor Quinton Bemiller spoke regarding the art gallery at Norco College and the events that occur at the gallery. Urged the Board to establish an art gallery at Moreno Valley College.

Leslie Brown spoke regarding the art gallery at RCC; last show attended by 2,000 people. Strongly supports an art gallery at Moreno Valley College.

The Committee Chair Tracey Vackar convened the meeting at 6:25 p.m. Committee members in attendance: Mr. Aaron Brown, Vice Chancellor, Business and Financial Services; Academic Senate Representatives: Dr. LaTonya Parker, Moreno Valley College/RCCD; Ms. Peggy Campo, Norco College; Dr. Mark Sellick, Riverside City College; and Management Association Representative: Melody Graveen

TEACHING AND LEARNING
COMMITTEE

Dr. Anderson led the committee review of the proposed curricular changes for inclusion in the college catalog and in the schedule of class offerings that will be presented to the Board for acceptance at the October 17 regular meeting. Discussion followed.

Proposed Curricular Changes

Mr. Keeler presented the committee with the Grants Office Fall 2017 Report. Discussion followed.

Grants Office Fall 2017
Report

The committee adjourned the meeting at 6:34 p.m.

Adjourned

The Committee Chair Mary Figueroa convened the meeting at 6:35 p.m. Committee members in attendance: Mr. Aaron Brown, Vice Chancellor, Business and Financial Services; Academic Senate Representatives: Dr. LaTonya Parker, Moreno Valley College/RCCD and Ms. Peggy Campo, Norco College; Dr. Mark Sellick, Riverside City College; and Management Association Representative: Tenisha James

PLANNING AND OPERATIONS
COMMITTEE

Chief Gunzel presented the committee with the 2014-2016 Clery Act Report. Discussion followed.

2014-2016 Clery Act Report

The committee adjourned the meeting at 7:02 p.m.

Adjourned

The Committee Chair Bill Hedrick convened the meeting at 7:03 p.m. Committee members in attendance: Ms. Chris Carlson, Chief of Staff and Facilities Development; Academic Senate Representatives: Dr. LaTonya Parker (Moreno Valley College/RCCD); Ms. Peggy Campo (Norco College); and Dr. Mark Sellick (Riverside City College).

FACILITIES COMMITTEE

Ms. Carlson presented the committee with a summary of the achievements made within the Riverside Community College District as a result of Measure C funds.

Presentation on Measure C

Mr. Dupre provided an annual status update for 2016/17 on the District's Project Labor Agreement Program with Padilla & Associates.

Presentation on the Wrap-up of the Project Labor Agreement Program with Padilla & Associates

The committee adjourned the meeting at 8:07 p.m.

Adjourned

OTHER BUSINESS

Hedrick/Green moved that Resolution Number 04-17/18 be amended as follows: "WHEREAS, to qualify for DACA eligible applicants must not have been *convicted a felony or misdemeanor of violence or moral turpitude*, have been brought into the country under the age of 16, have lived continuously in the United States since 2007 *and have to be either currently in school, have graduated from high school, and are currently serving or have been honorably discharged from the US Armed Forces; and* Motion carried. (4 ayes, 1 absent [Vackar])

Resolution Number 04-17/18
In Support of Codifying
Deferred Action for Childhood
Arrivals into Federal Law

Hedrick/Green moved that Resolution Number 04-17/18 be amended as follows: "NOW THEREFORE, BE IT RESOLVED, ...and to provide our nation's "Dreamers" with continued relief from deportation, and a path to permanent citizenship, *as promised*; and Motion carried. (4 ayes, 1 absent [Vackar])

Hedrick/Green moved that the Board of Trustees approve Resolution 04-17/18 as amended. Motion carried. (4 ayes, 1 absent [Vackar])

The committee adjourned the meeting at 8:15 p.m.

Adjourned

The Board adjourned the meeting at 8:16 p.m.

ADJOURNMENT

Official Minutes
Approved on

Certified By: _____

Agenda Item (II-B)

Meeting	11/21/2017 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Special Meeting of October 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 October 10, 2017 Board of Trustees Special meeting minutes as prepared.

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

Attachments:

[10102017 Minutes](#)

MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING
OF OCTOBER 10, 2017

President Blumenthal called the Board of Trustees
Special Joint meeting with Corona-Norco Unified School
District to order at 6:00 p.m., Norco College, Humanities
111, 2001 Third Street, Norco, California, 92860

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Tracey Vackar, Vice-President
Janet Green, Secretary (left at 7:10 p.m.)
Mary Figueroa, Board Member
Bill Hedrick, Board Member

Absent

Jeanette Hazelwood, Student Trustee

Staff Present

Michael L. Burke, Ph.D., Chancellor
Dr. Bryan Reece, President, Norco College
Ms. Chris Carlson, Chief of Staff and Facilities Development
Dr. Wolde-Ab Isaac, President, Riverside City College
Dr. Monica Green, Vice President, Student Affairs, Norco College
Dr. Samuel Lee, Interim Vice President, Academic Affairs, Norco College
Mr. Jim Reeves, Interim Vice President, Business Services, Norco College
Ms. Peggy Campo, Academic Senate Representative, Norco College
Ms. Peggy Cartwright, Associate Vice Chancellor

Corona-Norco Unified School District Board of Trustees

Bill Newberry, President
John "Mr. Z" Zickefoose, Vice President
Mary Helen Ybarra, Clerk
Dr. Jose W. Lalas, Member
Bill Pollock, Member

Corona-Norco Unified School District Executive Cabinet Present

Dr. Michael Lin, Superintendent
Ms. Petria Gonzales, Principal, Kennedy Middle College High School
Ms. Jennifer Montgomery, Assistant Principal, Roosevelt High School
Dr. Samuel Buenrostro, Deputy Superintendent, Instructional Support
Dr. Lisa Simon, Associate Superintendent, Educational Services
Glen Gonsalves, Assistant Superintendent, Human Resources
Alan Giles, Assistant Superintendent, Business Services
Ben Odipo, Assistant Superintendent, Information Technology
Judy K. Now, Chief of Staff, Executive Services

Ms. Mary Ybarra led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

DUAL ENROLLMENT – A VISION FOR THE FUTURE

Ms. Petria Gonzales presented on Kennedy Middle College High School. Discussed the growth over the past two years. Working on marketing, social media and partnership with Norco College.

Kennedy Middle College High School Update

Ms. Jennifer Montgomery presented on Roosevelt High School. Discussed Dual Enrollment program provided by Assembly Bill AB288; collaboration and teamwork with Norco College for career-ready students.

Roosevelt High School Update

Dr. Reece presented on Dual Enrollment program between Roosevelt High School and Norco College. Parents have a lot of concerns regarding college fees; First generation students are eager to try college on their own campus, with teachers, counselors and administrative support. Norco College has the goal to expand Dual Enrollment program at one high school per semester with grant funds for the next two years; will need to look for future grant funds.

Expanding Dual Enrollment

Dr. Lin discussed Dual Enrollment expansion and serving the student community creating a partnership. Provided a road map; enrollment projections from South Corona; CNUSD does not have a need for a full comprehensive high school; a partnership with RCCD/Norco College will be worth pursuing.

PARTNERSHIP IDEAS

Dr. Reece presented on secondary access. Ad-hoc Committee met; three options to study. Looking to find a common solution with all parties, as well as scarce funding.

AD-HOC COMMITTEE UPDATE

BOARD MEMBER COMMENTS

OTHER BUSINESS

The Boards adjourned the meeting at 8:32 p.m.

ADJOURNMENT

Official Minutes
Approved on

Certified By: _____

Agenda Item (II-C)

Meeting	11/21/2017 - Regular
Agenda Item	Approval of Minutes (II-C)
Subject	Minutes of the Board of Trustees Regular Meeting of October 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 October 17, 2017 Board of Trustees Regular meeting minutes as prepared.

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

Attachments:

[10172017 Minutes](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF OCTOBER 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
Mary Figueroa, Board Member
Jeanette Hazelwood, Student Trustee

Trustees Absent

Janet Green, Secretary
Bill Hedrick, Board Member

Staff Present

Michael L. Burke, Ph.D., Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Dr. Dennis Anderson, Interim Vice Chancellor, Educational Services
Dr. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations
Ms. Chris Carlson, Chief of Staff and Facilities Development
Dr. Robin Steinback, President, Moreno Valley College
Dr. Bryan Reece, President, Norco College
Dr. Wolde-Ab Isaac, President, Riverside City College
Dr. LaTonya Parker, Academic Senate Representative, District/Moreno Valley College
Ms. Peggy Campo, Academic Senate Representative, Norco College
Dr. Mark Sellick, Academic Senate Representative, Riverside City College

Guests Present

Dr. Kathryn Stevenson, Associate Professor, English, Moreno Valley College
Dr. Dyrell Foster, Vice President, Student Services, Moreno Valley College
Mr. Carlos Lopez, Interim Vice President, Academic Affairs, Moreno Valley College

Student Trustee Hazelwood led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Figueroa/Vackar moved that the Board of Trustees approve Trustee Green and Trustee Hedrick's absence as excused. Motion carried (3 ayes, 2 absent [Green and Hedrick])

MOTION TO EXCUSE ABSENCE

Figueroa/Vackar moved that the Board of Trustees approve amending the agenda to move Closed Session Item XIII. Conference with legal counsel – anticipated litigation. Significant exposure to litigation pursuant to paragraph two of subdivision (d) of section 54956.9; 1 potential case. Motion carried. (3 ayes, 2 absent [Green and Hedrick])

AMEND AGENDA

Trustee Blumenthal provided guidelines for open session. Dr. Hampton presented the charges for Eric Thompson, associate professor at Moreno Valley College. Mr. Michael Peffer (attorney for Eric Thompson) spoke in open session regarding the charges against his client, Eric Thompson.

COMMENTS FROM THE PUBLIC
OPEN SESSION

Figueroa/Vackar moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of September 5, 2017. Motion carried. (3 ayes, 2 absent [Green and Hedrick])

MINUTES OF THE BOARD OF
TRUSTEES REGULAR/COMMITTEE
MEETING OF SEPTEMBER 5, 2017

Figueroa/Vackar moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of September 19, 2017. Motion carried. (3 ayes, 2 absent [Green and Hedrick])

MINUTES OF THE BOARD OF
TRUSTEES REGULAR MEETING OF
SEPTEMBER 19, 2017

CHANCELLOR’S REPORTS

Dr. Stevenson presented on the One Book/One College Program at Moreno Valley College.

Five to Thrive Presentation: One Book/One College Program

Dr. Foster and Mr. Lopez presented on behalf of Moreno Valley College.

Moreno Valley College Presentation: Increasing College and Career Readiness

Dr. Hampton reported there are two open items currently being investigated.

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

STUDENT REPORT

CONSENT ITEMS

Action

Vackar/Figueroa moved that the Board of Trustees:

Approve/ratify the listed academic appointments, separations, and assignment

Academic Personnel

and salary adjustments;

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 \$3,375,473 and District Warrant Claims totaling \$3,870,972;

Purchase Order and Warrant Report
– All District Resources

Approve budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$681,649 to the budget;

Resolution No. 05-17/18-2017-
2018 Student Equity Program

Approve adding the revenue and expenditures of \$6,438 to the budget;

Resolution No. 06-17/18 – 2017-
2018 Upward Bound TRIO Patriot
High School

Approve adding the revenue and expenditures of \$19,634 to the budget;

Resolution No. 07-17/18 – 2017-
2018 Upward Bound TRIO Jurupa
Valley High School

Approve adding the revenue and expenditures of \$82,000 to the budget;

Resolution No. 08-17/18 – 2017-
2018 TANF and CalWORKs
program

Approve adding the revenue and expenditures of \$61,808 to the budget;

Resolution No. 09-17/18 – 2017-
2018 Hunger Free Campus Support
Allocation

Approve adding the revenue and expenditures of \$343,500 to the budget;

Resolution No. 10-17/18 – 2017-
2018 Community College
Completion Grant

Approve adding the revenue and expenditures of \$12,265 to the budget;

Resolution No. 11-17/18 – 2017-
2018 Student Support Services
RISE Grant

Approve adding the revenue and expenditures of \$12,884 to the budget;

Resolution No. 12-17/18 – 2017-
2018 Student Support Services
TRIO Grant

Approve adding the revenue and expenditures of \$263,937 to the budget;

Resolution No. 13-17/18 – 2017-
2018 Upward Bound – Corona
High School Grant

Approve adding the revenue and expenditures of \$12,265 to the budget;	Resolution No. 14-17/18 – 2017-2018 Student Support Services
Approve adding the revenue and expenditures of \$12,265 to the budget;	Resolution No. 15-17/18 – 2017-2018 Disabled Student Support Services
Approve adding the revenue and expenditures of \$12,265 to the budget;	Resolution No. 16-17/18 – 2017-2018 Veteran’s Student Support Services
Approve adding the revenue and expenditures of \$7,923 to the budget;	Resolution No. 17-17/18 – 2017-2018 Upward Bound – Centennial High School Grant
Approve adding the revenue and expenditures of \$6,755 to the budget;	Resolution No. 18-17/18 – 2017-2018 Upward Bound – Norte Vista High School Grant
Approve adding the revenue and expenditures of \$20,000 to the budget;	Resolution No. 19-17/18 – 2017-2018 JFK Middle College High School Counseling Agreement
Approve adding the revenue and expenditures of \$12,265 to the budget;	Resolution No. 21-17/18 – 2017-2018 MVC TRIO SSS Grant
Approve adding the revenue and expenditures of \$257,500 to the budget;	Resolution No. 22-17/18 – 2017-2018 Upward Bound Valley View High School Grant
Approve adding the revenue and expenditures of \$13,938 to the budget;	Resolution No. 23-17/18 – 2017-2018 Upward Bound Math & Science Program
Approve adding the revenue and expenditures of \$6,000 to the budget;	Resolution No. 24-17/18 – 2017-2018 Moreno Valley College Talent Search Program
Approve adding the revenue and expenditures of \$ 3,950 to the budget;	Resolution No. 25-17/18 – 2017-2018 Moreno Valley College’s Cyber Camp Agreement
Approve adding the revenue and expenditures of \$124,400 to the budget;	Resolution No. 26-17/8-2017 - 2018 EOPS and CARE Program
Approve the purchase of computer equipment, peripherals and related services from authorized sellers, utilizing Western States Contracting Alliance (WSCA) – National Association of State Procurement Officials (NASPO) ValuePoint Contracts	Purchase Computer Equipment, Peripherals and Related Services from Authorized Resellers Utilizing the Western States Contracting Alliance (WSCA) – National Association of State Procurement

through May 31, 2019;

Officials (NASPO) ValuePoint
Contracts

Approve the selection of African-American Male Education Network and Development (A2MEND), to provide resources to foster the academic success of African American males and other underrepresented students within the California community college system;

California Community Colleges
Chancellor's Office – Student
Success and Support Program Set-
Aside Grant

Approve the selection of CSU Fullerton Auxillary Services Corporation, to provide training and technical assistance to develop and mentor new emerging leaders for the California community college system;

RFP Award for Emerging Leaders

Ratify contracts totaling \$649,295 for the period of September 1, 2017 through September 30, 2017;

Contracts and Agreements Report
Less than \$88,300 – All District
Resources

Approve the Final Contract Amendment with Blue Mountain Two L.P. for the Spruce Street Culinary Location thus completing the required building renovations through June 19, 2017, not to exceed \$32,072.37;

Contract Agreement with Blue
Mountain Two L.P. – Culinary
Contract Final Payment

Approve the Promise Initiative Program agreement with the City of Moreno Valley;

Agreement for Promise Initiative
Program with the City of Moreno
Valley

Approve out-of-state-travel;

Out-of-State-Travel with noted
corrections to titles

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

Accept 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. (3 ayes, 2 absent
[Green and Hedrick])

The Board adjourned to closed session at 6:56 p.m. and reconvened to open session at 8:01 p.m. with no reportable actions.

ADJOURNED TO CLOSED SESSION

Conference with legal counsel – anticipated litigation. Significant exposure to litigation pursuant to paragraph two of subdivision (d) of section 54956.9; 1 potential case

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

CONSENT AGENDA INFORMATION

The Board received the annual financial status report for the year ending June 30, 2017.

2016-2017 CCFS-311 – Annual Financial and Budget Report

BOARD COMMITTEE REPORTS

Teaching and Learning

Blumenthal/Figueroa moved that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.

Proposed Curricular Changes

ADMINISTRATIVE REPORTS

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

Presidents

ACADEMIC SENATE REPORTS

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

Moreno Valley College/District

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

Norco College

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

Riverside City College

BARGAINING UNIT REPORTS

Dr. Haghghat presented the report on behalf of the CTA.

CTA – California Teachers Association

Mr. Segura presented the report on behalf of the CSEA.

CSEA – California School
Employees Association

BUSINESS FROM BOARD MEMBERS

Trustee Figueroa attended the ACCT Conference in Las Vegas; thanked Dr. Isaac and Dr. Burke for delivering an excellent Pathways Initiative. Topics discussed at ACCT were student mental health, homeless issues, as well as accreditation; attended the CLSBA conference in Del Mar, CA.

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

Trustee Vackar thanked the Chancellor’s Search Committee for moving forward with meeting dates, and review process; working with Ms. Cartwright on updating Board website page; working with Growing Inland Achievement regarding our CTE programs.

Trustee Blumenthal attended the investiture for Dr. Steinback; attended two football games; homecoming and Chaffey game at RCC.

The Board adjourned the meeting at 9:03 p.m.

ADJOURNMENT

Official Minutes
Approved on

Certified By: _____

Agenda Item (IV-A)

Meeting 11/21/2017 - 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 11/21/2017 - Regular
Agenda Item Chancellor's Reports (IV-B)
Subject Presentation on Committee Structuring
College/District District
Information Only

Background Narrative:

Chancellor will give a presentation on his proposed committee structuring within the district.

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

Attachments:

[Committee Structuring Presentation](#)

A photograph of three young adults, two women and one man, smiling and posing together. They are wearing hoodies; the man in the center has a light blue hoodie with 'MVC' on it, and the woman on the right has a grey hoodie with 'RIVERSIDE CITY COLLEGE 1916' on it. The background is a blurred brick wall. The image is overlaid with a dark blue semi-transparent filter.

RCCD
RIVERSIDE
COMMUNITY
COLLEGE
DISTRICT

BOARD COMMITTEE MEETINGS

IDEAS FOR AN INCLUSIVE STRUCTURE
CHANCELLOR MICHAEL BURKE, PH.D.
NOVEMBER 21, 2017

DESIRED OUTCOMES

- Concrete connection
- Discussion and debate
- Structural cohesion



CHALLENGES

01 "Fully baked" vs. "robust discussion"

02 "Intimidating space" for "divergent opinions"

03 "Lack of engagement"

04 "District-centric" vs. "College-centric"

05 "Lack of flow"



NEW MODEL...

RCCD Board

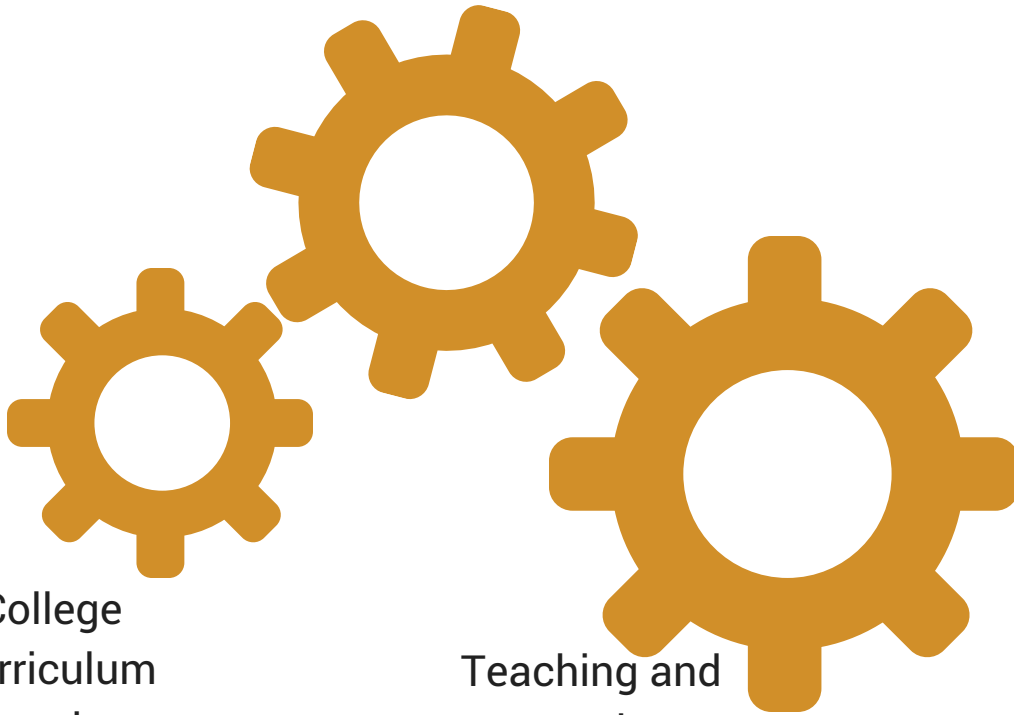
Board Planning and Operations Committee

District Strategic Planning Committee

College Planning Committee

ALREADY DOING IT....

District Curriculum
Committee



College
Curriculum
Committee

Teaching and
Learning
Committee





GETTING THERE....

- Five committees, chaired by Trustee
- Map college/district committees to Board committees
- Populate Board committees with Subject Matter Experts from college/District Committees
- Meet serially, 1st Tuesday, 6-8pm



UPSIDE...

- Engagement
- Expertise
- Flow
- Vetted
- Integration



Questions...?

Agenda Item (IV-C)

Meeting 11/21/2017 - Regular

Agenda Item Chancellor's Reports (IV-C)

Subject Five to Thrive Presentation: Norco College and Loma Linda Service Learning Collaboration

College/District Norco

Information Only

Background Narrative:

Norco College School of Science, Technology, Math & Engineering students, in collaboration with Master's candidates from the Orthotics and Prosthetics Department at Loma Linda Health University, designed, engineered and printed a 3D hand for a Loma Linda participant.

Andy Robles, BS/MS Mathematics, Applied Associate Professor Mathematics, Faculty Advisor, STEM Club
Ashley Etchison, Director, Strong Workforce Strategic Communications & Marketing

Students:

Tyler Hackett, Computer Science & Engineering, Norco Software Engineering Club
Brian Lim, STEM Mentor, Philosophies Affair Club President, Software Engineering Club
Cesar Navarro, Mechanical Engineering: Engineering Pathways, President, STEM Club
Jetrho Sapino, Mechanical Engineering, STEM Club
Paul Guyett, Aerospace Engineering
Sherrie Zettlemyer, Physics, STEM Club
Esteban Tabares, Physics, Software Engineering Club
Cesar Cerda, Mechanical Engineering, STEM Club
Tandy Dang, Computer Science, Software Engineering Club President

Prepared By: Bryan Reece, President Norco College

Attachments:

[Norco College and Loma Linda Service Learning Collaboration Presentation](#)



LOMA LINDA UNIVERSITY

NORCO
COLLEGE

A collaboration between Norco College School of Science, Technology, Engineering & Mathematics and the Loma Linda Orthotics and Prosthetics Department.

The Team

Abdul Hakim Abbas

Edmar Ramos

Ryan Melendez

Faculty Advisors:

Brian Lim

Esteban Tabares

Sean Lester-Wilson

Glen Graham, Andy Robles

Cesar Navarro

Ian Harshbarger

Sherrie Zettlemyer

College Support:

Cesar Cerda

Jetrho Sapino

Tandy Dang

Ashley Etchison, Lorena

Danh Dang

Paul Guyett

Tyler Hackett

Newson, Patricia Gill



Background

- *2014-2015 Externship Program*
 - Electronics students developed electronic components for prosthetics
 - Worked directly with the O & P Clinical Manager, Michael Davidson.
- Extending Partnerships
 - Both campuses wanted to extended the partnership to more students
 - Developed the collaboration to become a part of the Loma Linda Master Candidates Service Learning Project
- Under the guidance of faculty advisors Glen Graham and Andy Robles
 - Students designed, engineered and printed a 3D hand for a Loma Linda participant

The Experience

- Membership doubled from initial size
- A joint effort between the STEM and Software Engineering Club
- Students *became* engineers



The Collaboration



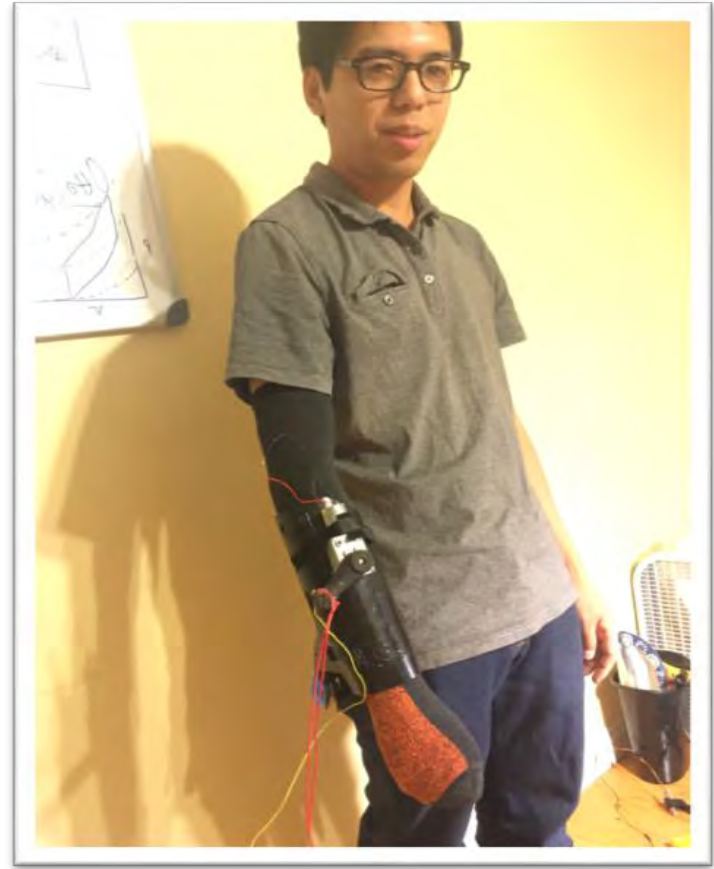
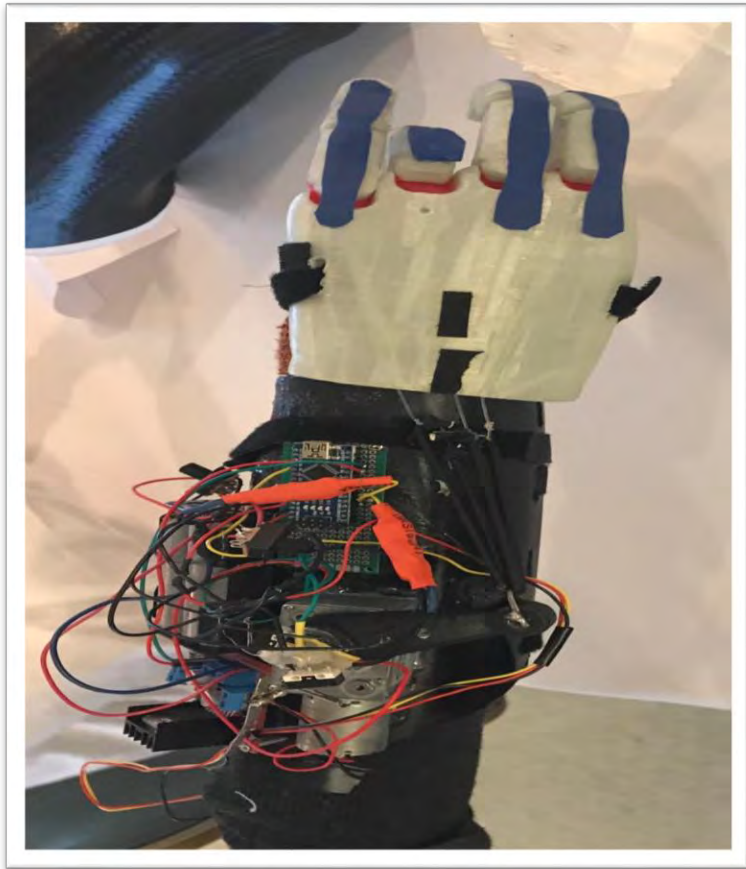
Raptor Hand



Norco College Hand

<https://www.youtube.com/watch?v=rli4dnJ0-bl>

Norco College Hand



*Science is about knowing;
Engineering is about doing.*

Henry Petroski



LOMA LINDA UNIVERSITY

NORCO
COLLEGE

Agenda Item (IV-D)

Meeting	11/21/2017 - Regular
Agenda Item	Chancellor's Reports (IV-D)
Subject	Resolution 28-17/18 - Recognizing the 25th Anniversary of the Moreno Valley College Gospel Singers
College/District	Moreno Valley
Funding	N/A
Recommended Action	That the Board approve Resolution No. 28-17/18

Background Narrative:

The Moreno Valley Gospel Choir was founded 25 years ago. In recognition of this anniversary, we respectfully request the Board adopt the following resolution.

Prepared By: Michael Burke, Ph.D., Chancellor
Robin Steinback, President, Moreno Valley College

Attachments:

[RESOLUTION NO. 28-17/18](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
RIVERSIDE COMMUNITY COLLEGE DISTRICT
RECOGNIZING THE 25TH ANNIVERSARY OF THE
MORENO VALLEY COLLEGE GOSPEL SINGERS**

RESOLUTION NO. 28-17/18

WHEREAS, the Moreno Valley College Gospel Singers were formed in 1992, under the direction of Marvina M. Levy; and

WHEREAS, on November 17, 1996, the Gospel Singers appeared on America's Funniest Home Videos, performing the show's theme song and comedy with Bob Sagat; and

WHEREAS, the Gospel Singers have recorded two CD's with the Collegiate Gospel Choir Fellowship; and

WHEREAS, the Gospel Singers have traveled to Sendai, Japan, performing concerts for the city, the Miyagi Gakuin Women's College and the Tohoku Fukushi University; and

WHEREAS, the Gospel Singers have performed with 22 choirs in Europe hosted by the University of Rome, performing twice for Pope John Paul II; and

WHEREAS, in 2004, 2010 and 2013 the Gospel Singers toured Las Vegas, Nevada, performing at the Board Meeting for the Gospel Music Workshop of America; and

WHEREAS, the Gospel Singers performed locally before the Riverside County Board of Supervisors, Disney's Community Arts Showcase, Janet Goeske Senior Center; the Moreno Valley Community Creche & Choral Festival, Riverside Orange Blossom Festival, Moreno Valley Summer Concerts in the Park, at the Mayor of Moreno Valley's inauguration ceremony; and

WHEREAS, in 2012, the Gospel Singers purchased new choir robes through generous donations from Supervisor Marion Ashley and the Associated Students of Moreno Valley;

NOW THEREFORE, the Board of Trustees of the Riverside Community College District hereby honors Moreno Valley Gospel Singers for its 25 years of inspirational gospel music.

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

President of the Board of Trustees
Riverside Community College District

Agenda Item (IV-E)

Meeting 11/21/2017 - 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 11/21/2017 - 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:

[Master Planning Calendar](#)

RECOMMENDED 2017-18 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR

Month	Planned Agenda Item *(Consent Item)
August	<ul style="list-style-type: none"> • Resolution Regarding Appropriations Subject to Proposition 4 – Gann Limitation*
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* • Jeanne Clery Act Report
November	<ul style="list-style-type: none"> • CCFS-311Q 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 • Signature Authorization*
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 • Agreement for Information Technology Support Services to the Galaxy System with Riverside County Superintendent of Schools*
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 • Annual Institutional Effectiveness Gals for Fiscal Viability and Programmatic Compliance with State and Federal Guidelines
June	<ul style="list-style-type: none"> • Administration of Oath of Office to Student Trustee • Spring Scholarship Award to Student Trustee • Department Chairs and Stipends, Academic Year • Coordinator Assignments • Extra-Curricular Assignments • Notices of Employment–Tenured Faculty; Contract Faculty; and Categorically Funded Academic Administrator Employment Contracts • Tentative Budget • 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

December 2017

Page 1

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 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="text-align: center; color: red; font-weight: bold; margin-top: 10px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY *11/21/2017 & 12/06/2017.</p> </div>	<ul style="list-style-type: none"> ■ Revision to MP, Approval of Project and Approval of Budget for the MVC Student Service Building. (Steinback, Jones, Carlson) 	<ul style="list-style-type: none"> • FY 2016-17 Independent Audit Report for RCCD (Brown/Elwood) • FY 2016-17 Independent Audit Report for RCCD Foundation (Brown/Elwood) • Certification of Signatures (Brown/Askar) 	<ul style="list-style-type: none"> ■ MVC Student Services – Firm Selection and Architectural Design Services Agreement with HPI Architecture. (Steinback, Jones, Carlson) ■ RCC Noble Demo & Parking Lot Construction – Amendment 1 with GHD Inc. (Isaac, Carlson, Doering)

Updated 11/14/17

Agenda Item (V-A)

Meeting 11/21/2017 - 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:

[Moreno Valley November 2017](#)
[Norco November 2017](#)
[Riverside November 2017](#)



**ASSOCIATED STUDENTS MORENO VALLEY COLLEGE
BOARD REPORT
November, 2017**

National American Indian & Alaskan Native Heritage Month

- The Annual “Halloween Valley” for our surrounding and college community members and their children was held on Friday, October 27 from 4:30 - 7:30 pm. The event was successful. Clubs/Organizations sold food as a fundraiser and the children in attendance enjoyed face painting, crafts, dancing, and the “Haunted Maze”. This event “kicks-off” our Annual *Thanksgiving Food Drive* where we collect non-perishable food items in preparation to provide meals for community members in need for the Thanksgiving Holiday.
- A total of 6 student leaders and Faculty Coordinator of Student Activities, Ms. Frankie Moore attended the 31st Annual Hispanic Association of Colleges and Universities, (HACU) Annual Student Conference in San Diego, CA, October 28 – October 31st. One of ASMVC’s Student leaders was selected for an interview with the opportunity to be selected for a summer internship with “Kellogg’s”. Updates to follow.
- On Thursday, November 2, the Multi-Cultural Advisor Council of ASMVC hosted the “Day of the Dead Event” in collaboration with the Spanish Club and the Puente Club, from 12-2 pm. A “Community Altar” was set-up and all was invited to participate. Throughout the event students were able to get their faces-painted by a professional face painter. Light refreshments were provided. The Spanish Club hosted a fundraiser at the event, selling “Churros” for one-dollar.
- Tuesday, November 7 ASMVC hosted a “Veteran’s Day Celebration & BBQ” from 12-2 pm. The purpose of the event was to recognize and honor our Veteran’s and thank them for their Service to our country. There were a few Veteran’s in attendance and we “acknowledged them by applauding” and standing up.
- On Tuesday, November 14th ASMVC will be hosting the Native American Celebration from 12-2 pm. There will be a speaker, performance by the “Eagle Spirit Dancers” and a traditional “Native American” meal will be served.
- Thursday, November 16th – Sunday, November 19th, seven members from the ASMVC Student Leadership Team will be participating in Student Senate for California Community Colleges Fall General Assembly in Sacramento, CA.
- On Friday, November 17th the ASMVC Thanksgiving Food Drive will end, however we will continue to accept canned goods.
- Tuesday, November 21, ASMVC will be hosting the “Annual Thanksgiving Celebration”, from 12-2 pm. We have invited the Gospel Singers to come and perform along with allowing an “Open Mic” for participants to state what they are “thankful for”. At the conclusion of the event ASMVC student leaders along with students from the Human Services Club will deliver approximately 150 “Thanksgiving Meals” to needy families in the City of Moreno Valley.
- On Thursday, November 30th ASMVC will be hosting its Annual “Fall Student Leadership Banquet” at the Moreno Valley Conference & Recreational Center from 6 pm -12 am. Club/Organization members will be recognized for outstanding volunteer for the semester, Staff and Faculty Advisors will be recognized for continued support of ASMVC and the evening will conclude with “dancing music”, a photo booth, board games and dessert!



Norco College's report:

- Harvest Festival was a success we had over 4,000 attendees.
- Our clubs and organizations donated over 4,000 lbs. of candy to our 23rd annual Harvest Festival.
- On October 13-15 two of our ASNC members attended CCCSAA (California Community College Student Affairs Association) conference in San Jose, Ca
- On October 25th we unveiled the project site for the new Veterans Resource Center. We were honored of having Assemblywomen Sabrina Cervantes, Chancellor Eloy Ortiz Oakley and Trustee Bill Hedrick be there with us celebrating this great event
- On October 28-30 six ASNC members went to their first HACU conference in San Diego, Ca.
- On Nov. 9th we will be having our Veterans Benefit Concert at the Amphitheatre. We are selling tickets and T-Shirts and all the proceeds go to the Veterans Resource Center.
- On Nov. 17-19 50 students from our college will be attending Circle of Change Leadership Conference in Cal State Dominguez Hills.
- Also, on Nov. 17-19, 5 Executive members from ASNC will be attending SSSCC in Sacramento.

ASSOCIATED STUDENTS of riverside city college



November 2017 Board of Trustees Student Monthly Report

- ASRCC collected \$202.37 for the Breast Cancer Awareness Month in October. The Executive Cabinet will be matching this amount and donating it to Coaches Vs. Cancer.
- On October 11-2017 we hosted Health Day. Clubs came out to provide stress relieving activities and crafts for students, as well as a make-your-own trail mix table.
- We hosted our annual Halloween Town Festivities October 24-26 and Halloween Town on October 27th. The Art Club took 1st place in the wall decorating contest. We had about 20 or more clubs participate in this event. We were able to get new clubs and organizations to participate this year, which was one of our goals. We had thousands of people in attendance.
- This year for Halloween Town our Supreme Court Pro Tempore built a maze in our basement of the Quad and it was a big hit! We had people who drove from Fullerton and different cities from around to come through our maze.
- The Executive Cabinet has been discussing and working alongside the Campus Activity Council for our Day of Thanks. We plan to host a can food drive and donate the collected items to students who identify as homeless on our campus. On November 14th ASRCC is hosting a meal for students on campus, one will be a brunch and one will be a dinner. The purpose is to make students who are homeless feel at home and provide a hot meal for them. ASRCC will be sitting with these students to enjoy the meal and all students are welcomed as well, we want students to feel as at home as possible.
- On November 4-2017 we hosted our last Football game for the season, RCC nominated 51-14 vs Long Beach CC. We are still undefeated with 9 Wins – 0 losses. Our last season game is on November 11th Vs Mt. SAC
- We are so excited to be attending General Assembly again this semester and to be traveling to Sacramento. We are taking some Exec members, Senators, and Public Relations members.
- We will be having our Fall Banquet on December 1st.

Best Regards,

Associated Student of Riverside City College

Agenda Item (VI-A-1)

Meeting 11/21/2017 - 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:

[20171121_Academic Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Academic Personnel

Date: November 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 Contract

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE			
Kim-Han, Jeannie	Dean, Grants and Academic Resource Development	12/11/17-06/30/19	W-4

b. Contract Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE			
ASSISTANT PROFESSOR			
Alanis, Isabel	Counseling	02/09/18	D-2

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE			
VISITING ASSISTANT PROFESSOR			
Fernandez, Nidia	Counseling (Long-Term Temporary, Categorically Funded)	11/22/17	D-6
Nguyen, Kasey	Computer Information Cyber Security (Long-Term Temporary, Categorically Funded)	02/09/18	H-6
Ramirez, Cynthia	Counseling (Academic Year 2017-18)	11/22/17	D-1
RIVERSIDE CITY COLLEGE			
VISITING INSTRUCTOR			
Williams, Mark	Automotive Body Technology (Fall 2017)	09/18/17	C-6

Subject: Academic Personnel

Date: November 21, 2017

1. Appointments (continued)

- d. Coordinator Assignments, Academic Year 2016-17
Additions/Changes to the list submitted/approved by the Board of Trustees on June 21, 2016.

<u>Name</u>	<u>Activity</u>	<u>Addition/Change</u>
Brown, Jami	Faculty Development Coordinator	Change to 0%
Greathouse, Laura	Faculty Development Coordinator	Addition to 100%

- e. Coordinator Assignments, Academic Year 2017-18
Additions/Changes to the list submitted/approved by the Board of Trustees on June 20, 2017.

<u>Name</u>	<u>Activity</u>	<u>Addition/Change</u>
Brown, Leslie	Director, Art Gallery	Addition to 100%

2. Salary Reclassification(s)

Board Policy 7160 establishes the procedures for professional growth and salary reclassification. It is recommended the Board of Trustees grant a salary reclassification to the following faculty member(s).

<u>Name</u>	<u>From Column</u>	<u>To Column</u>	<u>Effective Date</u>
Kim, Joyce	G	H	10/01/17
Wicken, Ingrid	E	F	12/01/17

3. 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>
RESIGNATIONS:		
(None)		
RETIREMENTS:		
(None)		

Agenda Item (VI-A-2)

Meeting 11/21/2017 - 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:

[20171121_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Classified Personnel

Date: November 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 (On/After)</u>	<u>Contract/ Salary</u>	<u>Action</u>	
a.	Management/Supervisory (None)				
b.	Management/Supervisory – Categorically Funded (None)				
c.	Classified/Confidential				
	MORENO VALLEY COLLEGE				
	Senior, Jeffrey	Officer, Safety and Police	11/22/17	N-3	Appointment
	NORCO COLLEGE				
	Cook, Rochelle	Admissions & Records Operations Assistant (48.75%)	11/22/17	C-1	Appointment
	RIVERSIDE CITY COLLEGE				
	Davis, LeTroy	Custodian	11/22/17	C-1	Appointment
	Girgis, Nassef	Assistant to the Coordinator, International Education Program	11/22/17	I-1	Appointment
	Miller, Dale	Maintenance Mechanic – General	11/22/17	L-1	Appointment
d.	Classified/Confidential - Categorically Funded				
	MORENO VALLEY COLLEGE				
	Gilbert, Laurie	College Health Registered	11/22/17	Q-1	Appointment
	Valdez, Veronica	Marketing and Media Technician (Part-Time, 48.75%)	11/22/17	I-1	Appointment

Subject: Classified Personnel

Date: November 17, 2017

1. Appointments (continued)

d. Classified/Confidential - Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date (On/After)</u>	<u>Contract/ Salary</u>	<u>Action</u>
NORCO COLLEGE				
Emorey, Zachary	Outreach & Recruitment Services Technician	11/22/17	I-1	Appointment
Jones-Santos, Ruth	Student Success Coach	12/05/17	M-5	Promotion
RIVERSIDE CITY COLLEGE				
Aikens, Dorinda	Administrative Assistant II	11/22/17	G-5	Promotion
Vazquez, Amanda	Administrative Assistant II	11/22/17	G-1	Promotion

2. Requests to Rescind Appointment

At its meeting of June 20, 2017, the Board of Trustees approved the appointment of Michael Juan, Analyst/Programmer – District. After some consideration, Mr. Juan declined the District’s offers of employment.

At its meeting of October 17, 2017, the Board of Trustees approved the appointments of Ariel Davis, Student Success Coach – Norco College and Jamina Ovbude, Assistant to the Coordinator, International Education Program – Riverside City College. After some consideration, both Ms. Davis and Ms. Ovbude declined the District’s offers of employment.

It is recommended the Board of Trustees rescind the appointments of Michael Juan, Analyst/Programmer – District; Ariel Davis, Student Success Coach – Norco College; and Jamina Ovbude, Assistant to the Coordinator, International Education Program – Riverside City College.

3. Request(s) for Temporary Increase 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>
Granados, Jennifer	Enrollment Services Assistant	50% to 100%	09/18/17-11/30/17
Hinojosa, Michelle	Customer Service Clerk	47.5% to 65%	09/09/17-12/14/17
Shipp, Daniel	Community Service Aide 1	48.75% to 100%	07/01/17-6/30/18
Valentines, Sylvia	Community Service Aide 1	48.75% to 100%	07/01/17-6/30/18

Subject: Classified Personnel

Date: November 17, 2017

4. Request(s) for Permanent Increase 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>
Youngquist, Patrick	Food Service Worker III	80% to 100%	12/01/17

5. Change of Request for Permanent Increase in Workload

At their meeting of October 17, 2017, the Board of Trustees approved the permanent increase for Desiree Rivera without a percentage stated. It is recommended the Board of Trustees approve percentage of permanent increase in workload as stated below. The request has the approval of the college President.

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date(s)</u>
Rivera, Desiree	Upward Bound Outreach Specialist	48.75 % to 100%	10/18/17

6. Reclassification of Position(s)

It is recommended the Board of Trustees approve the reclassification of the following position(s), retroactive to April 19, 2017.

<u>From Position:</u>	<u>To Position:</u>	<u>Incumbent:</u>
College Nurse Grade: O	College Health Registered Nurse Grade: Q	Baehr, Donnette

7. Reorganization of Position(s) Due to Significant Job Content Changes

In accordance with Board Policy 7232, a reorganization of a position may occur when any change in administrative structure that affects the duties assigned to a position since the last time it was studied, creation of a new assignment for the employee, or an increases or decrease in staffing that causes a change in the assignment of the employee. This reorganization has the support of the area administrator(s).

It is recommended the Board of Trustees approve the reorganization and title change of the following position(s), effective December 1, 2017:

<u>From:</u>	<u>To:</u>	<u>Incumbent:</u>
Director, Upward Bound Grade: R	Director, TRiO Programs Grade: T	Diaz, Jose
Project Director, Adult Education Block Grant Grade: R	Executive Director, Adult Education and Community Initiatives Grade: T	Quigley, Thea

Subject: Classified Personnel

Date: November 17, 2017

8. 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>
RESIGNATION(S)		
Faulknerloser, Sheila	Student Resource Specialist	11/17/17
Greenwood, Roxanne	Facilities & Planning Specialist/ Support Services	11/03/17
Hug, Shaun	Laboratory Technician II	10/23/17
Joachin, Alain	Learning Center Assistant	09/21/17
Purper, Lynn	Facilities Development Director	11/03/17
Rose, Lisette	Financial & Technical Analyst	09/28/17
RETIREMENT(S)		
Martinez, Patricia	Administrative Assistant III	12/29/17
Sims, Carnell	Gymnasium Attendant	12/05/17
Valenzuela, Cyndie	Auxiliary Business Services Specialist	12/29/17

Agenda Item (VI-A-3)

Meeting	11/21/2017 - 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:

[20171121_Other Personnel](#)
[20171121_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Other Personnel

Date: November 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				
	Foundation Administrative			
Aluizo, Catharyne	Technician	Foundation	11/08/17-01/06/18	\$25.09
MORENO VALLEY				
Bergquist, Jonathan	Custodian	Facilities	10/27/17-06/30/18	\$17.39
		Student Finacial		
Erebholo, Anneliese	Financial Aid Advisor	Services	10/31/17-12/31/17	\$21.95
NORCO				
Cook, Rochelle	Operations Assistant	Records	11/13/17-11/21/17	\$17.39
RIVERSIDE				
Curz, Meg Anne	Custodian	Facilities	11/6/17-06/30/18	\$17.39
Davis, LeTroy	Custodian	Facilities	11/6/17-06/30/18	\$17.39
	Instructional			
	Media/Broadcast	Technology Support		
Hidalgo, Arturo	Coordinator	Services	01/01/18-06/30/18	\$33.16
Lomas, Pedro	Maintenance Mechanic	Facilities	11/9/17-06/30/18	\$26.59
Morgan, Ericka	Custodian	Facilities	11/7/17-06/30/18	\$17.39
	Nursing Skills Lab			
Vermillion III, Walter J.	Technician	School of Nursing	8/2817-12/31/17	\$21.95
Toler, Katie	Administrative Assisatnt II	CalWORKs	11/22/17-1/19/18	\$20.86
	Instructional			
	Media/Broadcast	Technology Support		
Ruiz, Nancy	Coordinator	Services	1/1/18-6/30/18	\$33.16
	Instructional Department	English/Media		
Timme, Mia	Specialist	Studies	11/2/17-6/30/18	\$25.09

SHORT TERM ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
(None)				
MORENO VALLEY				
Carrio, Carlos	Student Health Specialist	Health Services	11/01/17-06/30/18	\$30.00
Mendoza, Cassandra	Office Assistant IV	Student Services	11/22/17-06/30/18	\$14.00
O'Farrell, Jared	Role Player	Law Enforcement Traiing Programs	01/02/18-06/30/18	\$10.50
NORCO				
Gallo, Pime	Tutor IV	Upward Bound Programs	11/15/17-06/30/18	\$10.50
Kaan, Brandon	Grant Facilitator	Upward Bound Programs	11/15/17-06/30/18	\$40.00
Martinez, Nicholas	Tutor IV	Upward Bound Programs	11/15/17-06/30/18	\$10.50
Munoz, Sandra	Upward Bound College Mentor	Upward Bound Programs	10/01/17-06/30/18	\$12.00
RIVERSIDE				
Carrio, Carlos	Student Health Specialist	Student Health & Psychological Services	11/01/17-06/30/18	\$30.00
Iest, Amber	Grant Facilitator	Upward Bound Programs	11/01/17-06/30/18	\$40.00
McCarver, Garrett	Laboratory Aide II	Film and Television Healthy & Psychological	09/01/17-06/30/18	\$10.50
Scribner, Kelly	Student Health Specialist	Services Disability Resource Center	10/18/17-6/30/18	\$30.00
Taylor, Jory	Interpreter II	Center	10/18/17-6/30/18	\$30.00
Trubey, Jacob	Tutor IV	Math Learning Center	10/9/17-6/30/18	\$10.50
Sheffler, Travis	Box Office Specialist	Landis Performing Arts Center/CSA	10/15/17-6/30/18	\$13.00

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

Backup Other Personnel
November 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				
Cifuentes, Abraham	Student Aide IV	Upward Bound	11/08/17	\$ 13.00
Cuevas, Luis	Student Aide III	Tutorial	10/12/17	\$ 12.00
Murga-Duarte, Melanie	Student Aide I	Food Services	10/17/17	\$ 10.50
Rigsby, Stephanie	Student Aide V	Student Services	11/08/17	\$ 14.00
Vega, Maria	Student Aide I	Food Services	11/08/17	\$ 10.50
Zepeda Valle, Edgar	Student Aide III	Academic Support	10/13/17	\$ 12.00
NORCO COLLEGE				
Neuenschwander, Andrya	Student Aide II	BEIT	10/11/17	\$ 11.00
Daniel, Jasmine	Student Aide II	Student Equity	08/01/17	\$ 13.50
Tessitore, Sienne	Student Aide I	Library	09/22/17	\$ 10.50
Vera, Clara	Student Aide I	Library	10/09/17	\$ 10.50
Walcott, Mark	Student Aide I	Library	10/09/17	\$ 10.50
Rami, Ronak	Student Aide I	Tutorial Services	09/15/17	\$ 12.50
Tavares, Joshua	Student Aide III	STEM	10/02/17	\$ 12.50
RIVERSIDE CITY COLLEGE				
Aure, Drake	Student Aide III	Academic Support	*08/15/17	\$ 12.00
Blair, Brandon	Student Aide I	Performing Arts / Music	10/13/17	\$ 10.50
Boban, Lawrence	Student Aide IV	International Student Ctr	11/07/17	\$ 13.00
Caddel, Shea	Student Aide III	Life Sciences	10/13/17	\$ 12.00
Clemmer, Christopher	Student Aide III	Academic Support	10/25/17	\$ 12.00
		Extended Opportunity		
Colores Gutierrez, Maria	Student Aide I	Programs and Services	10/10/17	\$ 10.50
Currie, Adam	Student Aide III	Life Sciences	10/13/17	\$ 12.00
Eckman, Ariana	Student Aide III	Life Sciences	10/19/17	\$ 12.00
Garcia, Wilman	Student Aide III	Life Sciences	10/13/17	\$ 12.00
Gomez, Miranda	Student Aide I	Library	10/11/17	\$ 10.50
Gonzalez, Arlene	Student Aide I	Tutorial Services	10/25/17	\$ 10.50
Gonzalez, Luis	Student Aide I	Tutorial Services	11/08/17	\$ 10.50
Huang, Yunjie	Student Aide I	Tutorial Services	10/11/17	\$ 10.50
		Disability Resource		
Johal, Shehnaya	Student Aide III	Center / TRIO	10/13/17	\$ 12.00
Kirolos, Cleopatra	Student Aide I	Tutorial Services	10/13/17	\$ 10.50
Lee, Hyun	Student Aide I	Tutorial Services	10/11/17	\$ 10.50
Li, Xuemei	Student Aide I	Tutorial Services	10/13/17	\$ 10.50
Lin, Bochi	Student Aide I	Tutorial Services	10/25/17	\$ 10.50

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

Backup Other Personnel
November 21, 2017
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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>RIVERSIDE CITY COLLEGE (Continued)</u>				
Lopez Guerrero, Xochil	Student Aide I	Upward Bound	10/13/17	\$ 10.50
Lua Cedillo, Natalia	Student Aide I	Upward Bound	10/13/17	\$ 10.50
Magnan, Arnaud	Student Aide I	Tutorial Services	10/11/17	\$ 10.50
Marquis, Rachael	Student Aide I	Performing Arts / Dance Extended Opportunity	*09/01/17	\$ 10.50
Mendoza, Karina	Student Aide I	Programs and Services	10/11/17	\$ 10.50
Merwin, Julisa	Student Aide III	Disability Resource Ctr	10/17/17	\$ 11.00
Moncrief, Kaylee	Student Aide II	Disability Resource Ctr	11/02/17	\$ 11.00
Moya, Maria	Student Aide I	Tutorial Services	10/16/17	\$ 10.50
Nogueira, Krista	Student Aide I	Upward Bound	10/13/17	\$ 10.50
Perez, Daisy	Student Aide I	Tutorial Services	10/25/17	\$ 10.50
Ramos, Edmar	Student Aide I	Tutorial Services	10/25/17	\$ 10.50
Rivas, Jennifer	Student Aide I	Tutorial Services	10/25/17	\$ 10.50
Sanchez, Brandon	Student Aide I	Tutorial Services Extended Opportunity	10/23/17	\$ 10.50
Zaki, Youssef	Student Aide I	Programs and Services Kinesiology / Athletics	10/10/17	\$ 10.50
Zaoui, Farouk	Student Aide III	Office	09/01/17	\$ 12.50
Zuniga Resendiz, Roberto	Student Aide I	Performing Arts / Theatre	11/02/17	\$ 10.50
<u>CATEGORICAL FUNDS</u>				
<u>AMERICA READS PROGRAM</u>				
Linares, Angelica	Student Aide V	Tomas Rivera Middle School - MVC	11/02/17	\$ 14.75
<u>AMERICA COUNTS PROGRAM</u>				
Quazi, Ishrat	Student Aide V	Music Changing Lives- MVC	10/17/17	\$ 14.00
Ramos, Emiliano	Student Aide V	Boys and Girls Club of Perris - MVC	10/24/17	\$ 14.75
<u>CALWORKS WORK STUDY</u>				
Clarke, Joseph	Student Aide I	Food Services - MVC Workforce Preparation - MVC	10/24/17	\$ 10.50
Hart, Sidra	Student Aide II	Workforce Preparation- MVC	11/08/17	\$ 11.00
Martinez, Beatris D	Student Aide I	Disability Support Services-MVC	10/16/17	\$ 10.50
Morse, Shalyse	Student Aide I	Services-MVC	10/17/17	\$ 10.50

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

Backup Other Personnel
November 21, 2017
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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
COMMUNITY SERVICE PROGRAM				
Armijo, Olivia	Student Aide I	UCR ARTSBlock- RCC City of Riverside/	10/13/17	\$ 10.50
Dao, Quang Uyen Nhi	Student Aide II	Arlington Library - RCC	11/08/17	\$ 11.00
Quintos, Jeanna	Student Aide I	Early Childhood Educ.	10/24/17	\$ 10.50
LITERACY PROGRAM				
MORENO VALLEY COLLEGE				
Estrada, Andrea	Student Aide III	Dental Hygiene	10/17/17	\$ 11.75
Gomez-Guerra, Maria	Student Aide III	Music (HASS)	10/12/17	\$ 12.00
Pierce, Amy	Student Aide V	Student Services	11/08/17	\$ 14.00
Quintero, Sandra	Student Aide I	Library	10/12/17	\$ 10.50
Ruiz, Evelyn	Student Aide I	Library	10/12/17	\$ 10.50
NORCO COLLEGE				
Jauregui, Adam	Student Aide I	Music	10/12/17	\$ 10.50
RIVERSIDE CITY COLLEGE				
Clarke, Kimberly	Student Aide I	Admissions and Records	10/13/17	\$ 10.50
Gallardo, Maria	Student Aide I	Facilities Life Sciences/	11/08/17	\$ 10.50
Gonzalez, Corina	Student Aide II	Community Garden Business Administration/	11/07/17	\$ 11.75
Smith, Nancy	Student Aide II	Pathway to Law	10/16/17	\$ 11.75
Torres, Marc	Student Aide I	Culinary Academy	10/19/17	\$ 10.50
Vargas, Christina	Student Aide II	Business Administration	10/16/17	\$ 11.50

*Revised

Agenda Item (VI-B-1)

Meeting	11/21/2017 - 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 \$2,841,492 and District Warrant Claims totaling \$6,901,011

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 \$2,841,492 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 276926 - 278269) totaling \$6,901,011, 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:

[11212017_Contracts and Purchase Orders Over \\$88,300 Report \(October\)](#)

Contract and Agreements Report-All District Resources
 \$88,300 and Over
 10/01/17 thru 10/31/17

PO #	Department	Vendor	Business Location	Description	Amount
B0016731	Student Financial Services - Riverside	State of California Grants	Sacramento	Student Financial Grants	\$ 343,500
<u>Approved/Ratify Purchase Orders of \$88,300 and Over</u>					
C0004098	Human Resources & Diversity	HealthNow Administrative Services	Blue Bell, PA	Insurance & Claims	600,000
				Total	<u>\$ 943,500</u>
				All Purchase Orders, Contracts, and Additions for the Period of 10/01/17 - 10/31/17	
				Contracts C5798 - C5816	370,506
				Contract Additions C2677 - C5756	
				Purchase Orders P61735 - P62323	1,370,721
				Purchase Order Additions P59951 - P61656	
				Blanket Purchase Orders B16706 - B16744	156,765
				Blanket Purchase Order Additions B15879 - B16682	
				Total	<u>\$ 1,897,992</u>
				Grand Total	<u>\$ 2,841,492</u>

Agenda Item (VI-B-2-a)

Meeting	11/21/2017 - 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 2017-18 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:

[11212017_Budget Adjustments](#)

Budget Adjustments November 21, 2017

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to reallocate the Student Support Services program grant budget, and to purchase new laptops. (Fund 12, Resource 1190)		
From: Student Services	Academic PT Non-Instr	\$ 14,000
	Classified FT Administrator	10,748
	Other Services	1,600
To: Student Services	Instructional Supplies	\$ 21,048
	Equipment	5,300
R2. Transfer to reallocate the Disabled Student Support Services program grant budget, and to purchase new laptops. (Fund 12, Resource 1190)		
From: Student Services	Classified FT Administrator	\$ 11,070
To: Student Services	Instructional Supplies	\$ 5,700
	Professional Services	70
	Equipment	5,300
R3. Transfer to reallocate the Veterans Student Support Services program grant budget, and to purchase new laptops. (Fund 12, Resource 1190)		
From: Student Services	Academic PT Non-Instr	\$ 10,462
	Student Help – Non-Instr	24,309
To: Student Services	Instructional Supplies	\$ 16,391
	Consultants	10,600
	Meeting Expenses	2,480
	Equipment	5,300
R4. Transfer to provide for CTE Engagement Center copy machines.		
From: CTE	Administrative Contingency	\$ 46,956
To: CTE	Equipment	\$ 46,956

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
R5.	Transfer to provide funding for landscape engineering and to purchase furniture and a cellphone.		
	From: VP, Business Services	Supplies	\$ 16,542
	To: Facilities	Equipment	\$ 9,562
		Engineering	6,980
R6.	Transfer to purchase a new computer.		
	From: VP, Business Services	Other Services	\$ 7,171
	To: Technology Support Services	Equipment	\$ 7,171
R7.	Transfer to purchase an air conditioner unit.		
	From: Facilities	Repair Parts	\$ 800
	To: Facilities	Equipment	\$ 800
R8.	Transfer to purchase a golf cart.		
	From: President	Administrative Contingency	\$ 15,606
	To: President	Equipment	\$ 15,606
R9.	Transfer to provide for annual subscription fees.		
	From: Information Systems and Technology	Other Services	\$ 750
	To: Information Systems and Technology	Periodicals/Magazines	\$ 750
R10.	Transfer to provide for repair parts.		
	From: Applied Technology	Rents and Leases	\$ 1,955
		Repair Services	45
	To: Applied Technology	Repair Parts	\$ 2,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R11. Transfer to realign the Puente budget.		
From: Counseling	Student Help	\$ 3,922
	Short-Term Temporary	1,040
	Employee Benefits	76
To: Counseling	Copying and Printing	\$ 941
	Supplies	3,297
	Travel Expenses	800

R12. Transfer to fund Athletics post season competitions.

From: Athletics	Academic FT Administrator	\$ 42,544
To: Athletics	Entry Fees	\$ 2,220
	Transportation	13,324
	Travel Expenses	27,000

R13. Transfer to purchase a new printer.

From: International Students	Advertising	\$ 2,200
To: International Students	Equipment	\$ 2,200

Norco

N1. Transfer to purchase supplies.

From: VP, Business Services	Other Services	\$ 108
To: VP, Business Services	Supplies	\$ 108

N2. Transfer to provide for flooring, furniture, camera, and computers.

From: VP, Academic Affairs	Instructional Supplies	\$ 17,076
To: VP, Academic Affairs	Remodel Project	\$ 3,900
	Equipment	13,176

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N3. Transfer to provide for conferences. (Fund 12, Resource 1190)		
From: Completion Initiative Planning	Copying and Printing	\$ 3,000
To: Completion Initiative Planning	Conferences	\$ 3,000
N4. Transfer to provide for mileage.		
From: Career and Tech Ed	Instructional Supplies	\$ 2,000
To: Career and Tech Ed	Mileage	\$ 2,000
N5. Transfer to provide for full time salaries and benefits. (Fund 12, Resource 1190)		
From: Strong Workforce Regional	Instructional Supplies	\$ 3,910
	Copying and Printing	2,500
	Professional Services	30,000
	Comp Software Maint/Lic	5,000
	Equipment	20,000
	Educational Supplies	5,000
To: Strong Workforce Regional	Classified FT Administrator	\$ 53,197
	Employee Benefits	13,213
N6. Transfer to purchase a water filtration system. (Fund 12, Resource 1190)		
From: STEM Engineering Pathways	Supplies	\$ 5,002
To: STEM Engineering Pathways	Equipment	\$ 5,002
N7. Transfer to purchase supplies.		
From: VP, Student Services	Administrative Contingency	\$ 2,500
To: VP, Student Services	Supplies	\$ 2,500

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N8. Transfer to provide for additional staff hours.		
From: VP, Student Services	Administrative Contingency	\$ 828
To: Admissions and Records	Classified Perm PT	\$ 666
	Employee Benefits	162
N9. Transfer to provide for repairs.		
From: Student Financial Services	Supplies	\$ 1,017
To: Student Financial Services	Repairs	\$ 1,017
N10. Transfer to realign the Foster Youth Stuart grant budget, and to purchase new chromebooks. (Fund 12, Resource 1190)		
From: Foster Youth Stuart	Copying and Printing	\$ 1,509
	Supplies	3,933
	Food	4,268
To: Foster Youth Stuart	Travel Expenses	\$ 2,600
	Conferences	110
	Other Services	6,000
	Equipment	1,000
N11. Transfer to realign the Student Success and Support Program grant budget. (Fund 12, Resource 1190)		
From: Student Success and Support	Copying and Printing	\$ 500
	Supplies	35,803
	Conferences	500
	Comp Software Maint/Lic	48,097
	Other Services	11,000
	Equipment	42,484
	Educational Supplies	300
To: Student Success and Support	Academic PT Non-Instr	\$ 135,337
	Academic Special Project	127
	Classified Perm PT	2,603
	Classified Overtime	617

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Moreno Valley</u>		
M1. Transfer to purchase supplies. (Fund 12, Resource 1190)		
From: Strong Workforce Regional	License Fees	\$ 5,000
To: Strong Workforce Regional	Supplies	\$ 5,000
M2. Transfer to purchase supplies and provide for additional staff hours.		
From: VP, Business – Budget Savings Distribution	Administrative Contingency	\$ 13,876
To: Student Services – Budget Savings Distribution	Supplies	\$ 9,607
	Instructional Supplies	1,000
	Classified Perm PT	3,183
	Employee Benefits	86
M3. Transfer to purchase supplies and a standing desk.		
From: Academic Affairs	Administrative Contingency	\$ 484
To: Institutional Effectiveness	Supplies	\$ 54
	Equipment	430
M4. Transfer to purchase supplies and a cell phone.		
From: President	Administrative Contingency	\$ 10,300
	Memberships	3,682
To: President	Supplies	\$ 13,626
	Equipment	356

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M5. Transfer to provide for academic special projects for the Community Colleges Basic Skills and Student Outcomes Transformation Program grant. (Fund 12, Resource 1190)		
From: BSSOT	Supplies	\$ 20,000
To: BSSOT	Academic Special Project	\$ 17,074
	Employee Benefits	2,926
M6. Transfer to reallocate the Basic Skills/ESL 2016/17 Program grant budget. (Fund 12, Resource 1190)		
From: Basic Skills 2016/17	Supplies	\$ 43,615
To: Basic Skills 2016/17	Academic Special Project	\$ 12,000
	Short-Term Temporary	9,000
	Employee Benefits	2,104
	Conferences	14,208
	Library Subscriptions	6,303
M7. Transfer to reallocate the Nuview Union School District Early College High School Program grant budget. (Fund 12, Resource 1190)		
From: Middle College High School	Supplies	\$ 13,000
	Mileage	3,000
	Conferences	10,000
	Equipment	7,000
	Remodel Project	3,000
To: Middle College High School	Classified FT	\$ 25,719
	Student Help – Non-Instr	2,820
	Short-Term Temporary	7,461

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M8. Transfer to provide for academic special project and purchase instructional supplies, survivor agility training dummy, steel storage shelving, Swivl C Series Robot and a standing desk.		
From: PSET	Instructional Aides, Hourly	\$ 6,769
	Professional Services	3,555
	Lecturers	1,500
	Mileage	1,387
	Memberships	300
	Rents and Leases	8,844
	Repairs	1,790
	Other Services	1,400
	Telephone	1,000
To: PSET	Academic Special Project	\$ 5,851
	Employee Benefits	918
	Instructional Supplies	16,371
	Equipment	3,405
M9. Transfer to reallocate the Nuview Union School District Early College High School Program grant budget. (Fund 12, Resource 1190)		
From: Middle College High School	Supplies	\$ 13,000
	Mileage	3,000
	Conferences	10,000
	Equipment	7,000
	Remodel Project	3,000
To: Middle College High School	Classified FT	\$ 25,719
	Student Help – Non-Instr	2,820
	Short-Term Temporary	7,461
M10. Transfer to provide for academic special projects for the Gates LEA Implementation Network grant. (Fund 12, Resource 1190)		
From: Student Services	Food	\$ 15,000
	Conferences	15,000
To: Student Services	Academic Special Project	\$ 25,613
	Employee Benefits	4,387

<u>Program</u>	<u>Account</u>	<u>Amount</u>
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M11. Transfer to provide for an academic special project for the UMOJA Mentoring Project.

From: Student Services	Rents and Leases	\$	2,449
	Memberships		4,157
 To: Student Services	Academic Special Project	\$	5,640
	Employee Benefits		966

M12. Transfer to provide for a membership, lecturers, and classified overtime and substitutes for the Student Success & Support Program grant. (Fund 12, Resource 1190)

From: SSSP	Academic PT Non-Instr	\$	12,517
	Academic FT Non-Instr		10,110
 To: SSSP	Classified Overtime	\$	10,000
	Classified Substitutes		10,000
	Lecturers		2,517
	Memberships		110

District Office and District Support Services

D1. Transfer to purchase supplies.

From: Communications & Web Develop	Comp Software Maint/Lic	\$	450
 To: Communications & Web Develop	Supplies	\$	450

D2. Transfer to purchase a camera and laptop.

From: Finance, Indirect Expense Holding Account	Administrative Contingency	\$	4,450
 To: Strategic Communications, Indirect Expense Holding Account	Equipment	\$	4,450

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D3. Transfer to purchase a scanner.		
From: Grants	Supplies	\$ 462
To: Grants	Equipment	\$ 462
D4. Transfer to provide for classroom presentations. (Fund 12, Resource 1190)		
From: CTE Transitions	Short Term Temporary	\$ 2,500
	Employee Benefits	74
	Supplies	4,626
To: CTE Transitions	Professional Services	\$ 7,200
D5. Transfer to provide for short-term help and to purchase a computer. (Fund 12, Resource 1190)		
From: CTE Pathways	Other Services	\$ 8,348
To: CTE Pathways	Short Term Temporary	\$ 6,480
	Employee Benefits	175
	Equipment	1,693
D6. Transfer to provide for consultants and exhibition space. (Fund 12, Resource 1190)		
From: Sector Navigator	Classified FT	\$ 23,746
To: Sector Navigator	Consultants	\$ 10,000
	Other Services	13,746
D7. Transfer to realign the Perkins Title I-C grant budget. (Fund 12, Resource 1190)		
From: Perkins Title I-C	Student Help – Non-Instr	\$ 28,664
	Instructional Aides, Hourly	906
	Employee Benefits	354
To: Perkins Title I-C	Copying and Printing	\$ 12,927
	Supplies	1,414
	Other Services	15,583

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D8. Transfer to provide for book grants. (Fund 12, Resource 1190)		
From: Innovation in Higher Education	Student Help – Non-Instr	\$ 2
To: Innovation in Higher Education	Book Grants	\$ 2
D9. Transfer to purchase HP drives for the Red Hat Linux Migration project, HP blades for the Virtual Environment project, scrutinizer hardware appliance for the Network Flow Analyzer project, and security appliances for the VPN and Firewall Projects.		
From: Administration & Finance – Budget Savings Distribution	Administrative Contingency	\$ 176,808
To: Information Services – Budget Savings Distribution	Equipment	\$ 176,808
D10. Transfer to purchase supplies.		
From: Administration & Finance	Professional Services	\$ 1,000
To: Administration & Finance	Supplies	\$ 1,000

Agenda Item (VI-B-3-a)

Meeting	11/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 27-17/18 – 2017-2018 CCC Maker Implementation Grant
College/District	Moreno Valley
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$100,000 to the budget.

Background Narrative:

The Riverside Community College District's Moreno Valley College has received funding for the 2017-2018 CCC Maker Implementation Grant in the amount of \$100,000 from the California Community Colleges Chancellor's Office, passed through from the Sierra Joint Community College District. The funds will be used for operating expenses.

Prepared By: Robin Steinback, President, Moreno Valley College
Melody Graveen, Dean of Instruction, CTE

Attachments:

[11212017_Resolution No. 27-17/18 – CCC Maker Implementation Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 27-17/18

2017-2018 CCC Maker Implementation Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$100,000 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 November 21, 2017.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 27-17/18
 2017-2018 CCC Maker Implementation Grant

Year	County	District	Date	Fund
18	33	07	11/21/2017	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	F00	1190	0	0000	0120	8627	100,000 00	REVENUE
								EXPENDITURES
12	FJC	1190	0	6010	4120	4555	500 00	Copying and Printing
12	FJC	1190	0	6010	4120	5110	2,000 00	Consultants
12	FJC	1190	0	6010	4120	5198	12,800 00	Professional Services
12	FJC	1190	0	6010	4120	5644	3,200 00	Maintenance/Repairs
12	FJC	1190	0	6010	4120	6481	48,236 00	Equip Additional \$200-\$4999
12	FJC	1190	0	6010	4120	6482	23,408 00	Equip Additional \$5000 >
12	FJC	1190	0	6010	4120	6485	9,856 00	Comp Equip Addl \$200-\$4999
							100,000 00	TOTAL REVENUE
							100,000 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-b)

Meeting	11/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 29-17/18 – 2017-2018 Student Success and Support Program
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$1,072,642 to the budget.

Background Narrative:

The Riverside Community College District's colleges have received additional funding for the 2017-2018 Student Success and Support Program in the amount of \$1,072,642 from the California Community Colleges Chancellor's Office. The additional funding by college follows: Riverside City College - \$575,501, Norco College - \$259,073, and Moreno Valley College - \$238,068. The funds will be used for salary, benefits, and other operating expenses.

Prepared By: Wolde-Ab Isaac, President, Riverside
Bryan Reece, President Norco College
Robin Steinback, President, Moreno Valley College
FeRita Carter, Vice President of Student Services (RCC)
Monica Green, Vice President, Student Services (NC)
Dyrell Foster, Vice President, Student Services (MVC)

Attachments:

[11212017_Resolution No. 29-17/18 – Student Success and Support Program](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 29-17/18

2017-2018 Student Success and Support Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$1,072,642 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 November 21, 2017.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
Resolution No. 29-17/18
2017-2018 Student Success and Support Program

Year	County	District	Date	Fund
18	33	07	11/21/2017	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0080	8659	575,501 00	REVENUE
12	E00	1190	0	0000	0080	8659	259,073 00	↓
12	F00	1190	0	0000	0080	8659	238,068 00	↓
								EXPENDITURES
12	DZC	1190	0	6301	0080	1219	100,000 00	Acad Reg FT Non-Instructional
12	DZC	1190	0	6301	0080	3130	14,430 00	Employee Benefits
12	DZC	1190	0	6301	0080	3335	1,450 00	↓
12	DZC	1190	0	6301	0080	3470	200 00	↓
12	DZC	1190	0	6301	0080	3530	50 00	↓
12	DZC	1190	0	6301	0080	3430	11,532 00	↓
12	DZC	1190	0	6301	0080	3630	1,000 00	↓
12	DZT	1190	0	6450	0080	5899	446,839 00	Administrative Contingency
12	EZT	1190	0	6301	0080	4590	259,073 00	Office and Other Supplies
12	FZT	1190	0	6301	0080	1439	25,613 00	Acad PT Non-Instructional
12	FZT	1190	0	6301	0080	3130	3,696 00	Employee Benefits
12	FZT	1190	0	6301	0080	3335	371 00	↓
12	FZT	1190	0	6301	0080	3530	13 00	↓
12	FZT	1190	0	6301	0080	3630	256 00	↓
12	FZT	1190	0	6301	0080	3470	51 00	↓
12	FZT	1190	0	6217	0080	2331	136,363 00	Student Help Non-Instruct
12	FZT	1190	0	6217	0080	3620	1,364 00	Employee Benefits
12	FZT	1190	0	6217	0080	3460	273 00	↓
12	FZT	1190	0	6301	0080	4590	20,068 00	Office and Other Supplies
12	FZT	1190	0	6301	0080	5649	50,000 00	Comp Software Maint/Lic
							1,072,642 00	TOTAL REVENUE
							1,072,642 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-c)

Meeting	11/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 30-17/18 – 2017-2018 Bulletproof Vest Partnership 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 \$2,970 to the budget.

Background Narrative:

The Riverside Community College District has received additional funding for the 2017-2018 Bulletproof Vest Partnership Grant in the amount of \$2,970 from the United States Department of Justice. The funds will be used to purchase bulletproof vests.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Michael Simmons, Director, Risk Management, Safety & Police Services
Robert Gunzel, Chief of Police

Attachments:

[11212017_Resolution No. 30-17/18 – Bulletproof Vest Partnership Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 30-17/18

2017-2018 Bulletproof Vest Partnership Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$2,970 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 November 21, 2017.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
Resolution No. 30-17/18
2017-2018 Bulletproof Vest Partnership Grant

Year	County	District	Date	Fund
18	33	07	11/21/2017	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	A00	1190	0	0000	0386	8190	2,970 00	REVENUE
								EXPENDITURES
12	AZR	1190	0	6774	0386	6481	2,970 00	Equip Additional \$200-\$4999
							2,970 00	TOTAL REVENUE
							2,970 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-d)

Meeting	11/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-d)
Subject	Resolution No. 31-17/18 – 2017-2018 City of Moreno Valley Promise Grant
College/District	Moreno Valley
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$50,000 to the budget.

Background Narrative:

The Riverside Community College District's Moreno Valley College has received funding for the 2017-2018 Moreno Valley College's College Promise Program in the amount of \$50,000 from the City of Moreno Valley. The funds will be used for operational expenses of the program.

Prepared By: Robin Steinback, President, Moreno Valley College
Dyrell Foster, Vice President, Student Services (MVC)

Attachments:

[11212017_Resolution No. 31-17/18 – City of Moreno Valley Promise Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 31-17/18

2017-2018 City of Moreno Valley Promise Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$50,000 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 November 21, 2017.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 31-17/18
 2017-2018 City of Moreno Valley Promise Grant

Year	County	District	Date	Fund
18	33	07	11/21/2017	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
12	F00	1190	0	0000	0127	8890	50,000	00	REVENUE
									EXPENDITURES
12	FZQ	1190	0	7321	0127	7640	50,000	00	Book Grants
							50,000	00	TOTAL REVENUE
							50,000	00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-e)

Meeting	11/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-e)
Subject	Resolution No. 32-17/18 – 2017-2018 Foster and Kinship Care Commercial Sexual Exploitation of Children (CSEC) 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 \$6,250 to the budget.

Background Narrative:

The Riverside Community College District's Riverside City College has received additional funding for the 2017-2018 Foster and Kinship Care Commercial Sexual Exploitation of Children (CSEC) Grant in the amount of \$6,250. The funds will be used for operating expenses.

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

Attachments:

[11212017_Resolution No. 32-17/18 – Commercial Sexual Exploitation of Children \(CSEC\) Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 32-17/18

2017-2018 Foster and Kinship Care Commercial Sexual Exploitation of Children (CSEC) Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$6,250 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 November 21, 2017.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT

Resolution No. 32-17/18

2017-2018 Foster and Kinship Care Commercial Sexual Exploitation of Children (CSEC) Grant

Year	County	District	Date	Fund
18	33	07	11/21/2017	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0338	8690	6,250 00	REVENUE
								EXPENDITURES
12	DCW	1190	0	6020	0338	2129	5,023 00	Classified Perm Part Time
12	DCW	1190	0	6020	0338	3220	780 00	Employee Benefits
12	DCW	1190	0	6020	0338	3325	73 00	
12	DCW	1190	0	6020	0338	3520	3 00	
12	DCW	1190	0	6020	0338	3460	10 00	
12	DCW	1190	0	6020	0338	3320	311 00	
12	DCW	1190	0	6020	0338	3620	50 00	↓
							6,250 00	TOTAL REVENUE
							6,250 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-f)

Meeting	11/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-f)
Subject	Resolution No. 33-17/18 – 2017-2018 One-Time Emergency Aid Funding for Dreamer Students
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 \$167,925 to the budget.

Background Narrative:

The Riverside Community College District's colleges have received funding for the 2017-2018 One-Time Emergency Aid Funding for Dreamer Students in the amount of \$167,925 from the California Community Colleges Chancellor's Office. The funding by college follows: Norco College - \$38,623, Riverside City College - \$92,358, and Moreno Valley College - \$36,944. The funds will be used for direct aid to students.

Prepared By: Bryan Reece, President Norco College
Wolde-Ab Isaac, President, Riverside
Robin Steinback, President, Moreno Valley College
Monica Green, Vice President, Student Services (NC)
FeRita Carter, Vice President of Student Services (RCC)
Dyrell Foster, Vice President, Student Services (MVC)

Attachments:

[11212017_Resolution No. 33-17/18 – One-Time Emergency Aid Funding for Dreamer Students](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 33-17/18

2017-2018 One-Time Emergency Aid Funding for Dreamer Students

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$167,925 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 November 21, 2017.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 33-17/18
 2017-2018 One-Time Emergency Aid Funding for Dreamer Students

Year	County	District	Date	Fund
18	33	07	11/21/2017	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	E00	1190	0	0000	0048	8620	38,623 00	REVENUE
12	D00	1190	0	0000	0048	8620	92,358 00	↓
12	F00	1190	0	0000	0048	8620	36,944 00	↓
								EXPENDITURES
12	EZE	1190	0	7321	0048	7620	38,623 00	Student Financial Grants
12	DZE	1190	0	7321	0048	7620	92,358 00	↓
12	FZE	1190	0	7321	0048	7620	36,944 00	↓
							167,925 00	TOTAL REVENUE
							167,925 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-g)

Meeting	11/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-g)
Subject	Resolution No. 34-17/18 – 2017-2018 Disabled Students Support Services
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 \$225,134 to the budget.

Background Narrative:

The Riverside Community College District's colleges have received additional funding for the 2017-2018 Disabled Students Support Services in the amount of \$225,134 from the California Community Colleges Chancellor's Office. The additional funding by college follows: Riverside City College - \$134,111, Norco College - \$27,786, and Moreno Valley College - \$63,237. The funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Wolde-Ab Isaac, President, Riverside
Bryan Reece, President Norco College
Robin Steinback, President, Moreno Valley College
FeRita Carter, Vice President of Student Services (RCC)
Monica Green, Vice President, Student Services (NC)
Dyrell Foster, Vice President, Student Services (MVC)

Attachments:

[11212017_Resolution No. 34-17/18 – Disabled Students Support Services](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 34-17/18

2017-2018 Disabled Students Support Services

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$225,134 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 November 21, 2017.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
Resolution No. 34-17/18
2017-2018 Disabled Students Support Services

Year	County	District	Date	Fund
18	33	07	11/21/2017	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0180	8621	134,111 00	REVENUE
12	E00	1190	0	0000	0180	8621	27,786 00	↓
12	F00	1190	0	0000	0180	8621	63,237 00	↓
								EXPENDITURES
12	DZP	1190	0	809	0180	2449	325,000 00	Instructional Aides Hrly
12	DZP	1190	0	809	0180	2440	4,000 00	Instructional Aides, Overtime
12	DZP	1190	0	809	0180	3310	248 00	Employee Benefits
12	DZP	1190	0	809	0180	3315	4,770 00	
12	DZP	1190	0	809	0180	3450	657 00	
12	DZP	1190	0	809	0180	3510	165 00	
12	DZP	1190	0	809	0180	3610	1,645 00	↓
12	DZP	1190	0	809	0180	5210	200 00	Mileage
12	DZP	1190	0	809	0180	5220	350 00	Conferences
12	DZP	1190	0	809	0180	5890	100,000 00	Other Services
12	DZP	1190	0	4930	0180	2430	25,000 00	Student Help, Instructional
12	DZP	1190	0	4930	0180	3450	50 00	Employee Benefits
12	DZP	1190	0	4930	0180	3610	125 00	↓
12	DZP	1190	0	6420	0180	2331	1,130 00	Student Help Non-Instruct
12	DZP	1190	0	6420	0180	1439	62,500 00	Acad PT Non-Instructional
12	DZP	1190	0	6420	0180	2349	10,000 00	Classified Overtime
12	DZP	1190	0	6420	0180	3320	620 00	Employee Benefits
12	DZP	1190	0	6420	0180	3130	7,863 00	
12	DZP	1190	0	6420	0180	3335	906 00	
12	DZP	1190	0	6420	0180	3470	125 00	
12	DZP	1190	0	6420	0180	3530	31 00	
12	DZP	1190	0	6420	0180	3630	313 00	
12	DZP	1190	0	6420	0180	3325	145 00	
12	DZP	1190	0	6420	0180	3460	22 00	
12	DZP	1190	0	6420	0180	3520	5 00	
12	DZP	1190	0	6420	0180	3620	56 00	↓
12	DZP	1190	0	6420	0180	4555	1,000 00	Copying/Printing
12	DZP	1190	0	6420	0180	4590	2,500 00	Office and Other Supplies
12	DZP	1190	0	6420	0180	5045	138 00	Postage
12	DZP	1190	0	6420	0180	5220	8,000 00	Conferences
12	DZP	1190	0	6420	2180	5890	50,000 00	Other Services

12	DZP	1190	0	6420	0180	5649	35,000	00	Comp Software Maint/Lic	
12	EZP	1190	0	809	0180	2449	10,000	00	Instructional Aides Hrly	
12	EZP	1190	0	809	0180	3315	145	00	Employee Benefits	
12	EZP	1190	0	809	0180	3450	20	00	↓	
12	EZP	1190	0	809	0180	3510	5	00		
12	EZP	1190	0	809	0180	3610	50	00		
12	EZP	1190	0	6420	0180	1439	14,000	00		Acad PT Non-Instructional
12	EZP	1190	0	6420	0180	2129	20,000	00	Classified Perm Part Time	
12	EZP	1190	0	6420	0180	2331	5,000	00	Student Help Non-Instruct	
12	EZP	1190	0	6420	0180	2339	3,000	00	Classified PT Hrly As Needed	
12	EZP	1190	0	6420	0180	3130	1,761	00	Employee Benefits	
12	EZP	1190	0	6420	0180	3325	334	00	↓	
12	EZP	1190	0	6420	0180	3335	203	00		
12	EZP	1190	0	6420	0180	3460	56	00		
12	EZP	1190	0	6420	0180	3470	28	00		
12	EZP	1190	0	6420	0180	3520	12	00		
12	EZP	1190	0	6420	0180	3530	7	00		
12	EZP	1190	0	6420	0180	3620	140	00		
12	EZP	1190	0	6420	0180	3630	70	00		
12	EZP	1190	0	6420	0180	5890	63,088	00	Interpreting Services	
12	FZP	1190	0	809	0180	2220	12,500	00	Instructional Aides Reg PT	
12	FZP	1190	0	809	0180	3210	1,981	00	Employee Benefits	
12	FZP	1190	0	809	0180	3310	851	00	↓	
12	FZP	1190	0	809	0180	3315	133	00		
12	FZP	1190	0	809	0180	3410	11,571	00		
12	FZP	1190	0	809	0180	3450	19	00		
12	FZP	1190	0	809	0180	3510	5	00		
12	FZP	1190	0	809	0180	3610	38	00		
12	FZP	1190	0	6420	0180	2129	11,893	00		Classified Perm Part Time
12	FZP	1190	0	6420	0180	2331	5,075	00		
12	FZP	1190	0	6420	0180	3325	171	00		
12	FZP	1190	0	6420	0180	3330	942	00		
12	FZP	1190	0	6420	0180	3420	13,193	00		
12	FZP	1190	0	6420	0180	3460	34	00		
12	FZP	1190	0	6420	0180	3520	6	00	↓	
12	FZP	1190	0	6420	0180	4590	4,825	00		Supplies
								225,134	00	TOTAL REVENUE
								823,720	00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-h)

Meeting	11/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-h)
Subject	Resolution No. 35-17/18 – 2017-2018 Basic Skills Program
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$751,398 to the budget.

Background Narrative:

The Riverside Community College District's colleges have received additional funding for the 2017-2018 Basic Skills Program in the amount of \$751,398 from the California Community Colleges Chancellor's Office. The additional funding by college follows: Riverside City College - \$316,469, Norco College - \$146,963, and Moreno Valley College - \$287,966. The funds will be used for salary, benefits, and other operating expenses.

Prepared By: Wolde-Ab Isaac, President, Riverside
Bryan Reece, President Norco College
Robin Steinback, President, Moreno Valley College
FeRita Carter, Vice President of Student Services (RCC)
Monica Green, Vice President, Student Services (NC)
Dyrell Foster, Vice President, Student Services (MVC)

Attachments:

[11212017_Resolution No. 35-17/18 – Basic Skills Program](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 35-17/18

2017-2018 Basic Skills Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$751,398 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 November 21, 2017.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
Resolution No. 35-17/18
2017-2018 Basic Skills Program

Year	County	District	Date	Fund
18	33	07	11/21/2017	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0023	8659	316,469 00	REVENUE
12	E00	1190	0	0000	0023	8659	146,963 00	↓
12	F00	1190	0	0000	0023	8659	287,966 00	↓
								EXPENDITURES
12	DJA	1190	0	6010	2023	5899	316,469 00	Administrative Contingency
12	EJA	1190	0	6010	2023	2118	59,054 00	Classified FT Administrator
12	EJA	1190	0	6010	2023	2119	59,054 00	Classified FT
12	EJA	1190	0	6010	2023	3220	18,343 00	Employee Benefits
12	EJA	1190	0	6010	2023	3320	7,323 00	↓
12	EJA	1190	0	6010	2023	3325	1,713 00	↓
12	EJA	1190	0	6010	2023	3460	236 00	↓
12	EJA	1190	0	6010	2023	3520	59 00	↓
12	EJA	1190	0	6010	2023	3620	1,181 00	↓
12	FMB	1190	0	6017	8023	4590	143,983 00	Office and Other Supplies
12	FMB	1190	0	6017	8023	5890	143,983 00	Other Services
							751,398 00	TOTAL REVENUE
							751,398 00	TOTAL EXPENDITURES

Agenda Item (VI-B-5-a)

Meeting	11/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Purchase Scientific Equipment Utilizing the University of California awarded agreement number 463/OP/016
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase of scientific equipment from Olympus America Inc., utilizing the University of California awarded agreement number 463/OP/016.

Background Narrative:

Assembly Bill 653 added Section 81646 to the Education Code and Section 20653.5 to the Public Contract Code enabling Community College Districts to purchase materials, equipment, supplies, and/or services under the same conditions as those specified in a contract lawfully awarded by the University of California (UC) or the California State University (CSU). The bill permits Community College Districts, the UC and the CSU to share contracts with each other for the purpose of achieving added price savings through volume discounting. As such, the Foundation for California Community Colleges (FCCC), through the California Higher Education Shared Services (CHESS) Consortium, secured an agreement with Olympus America Inc., for scientific equipment.

Riverside Community College District utilizes multiple vendors to purchase scientific equipment. Staff recommends use of the University of California awarded agreement number 463/OP/016, as one source to purchase scientific equipment from Olympus America Inc. The term for the UC awarded agreement number 463/OP/016 is until such time as the University of California and Olympus America Inc. enter into a new agreement, or until either party provides written notice of its termination of the agreement, whichever is earlier. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that these contracts best meet 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-5-b)

Meeting	11/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-b)
Subject	Bid Award for Voice/Data Cabling Maintenance Services
College/District	District
Funding	General Fund
Recommended Action	It is recommended that the Board of Trustees award RFP No. 2017/18-09 – Voice/Data Cabling Maintenance Services to Black Box Network Services.

Background Narrative:

On November 1, 2017, the District received four (4) bids in response to a Request for Proposals for Voice/Data Cabling Maintenance Services. The service contract consists of on-site technical support to handle installation, repair and maintenance of the District's cable plant.

It is recommended that the Board of Trustees approve the award of the Voice/Data Cabling Maintenance Services RFP to Black Box Network Services. The contract term shall be one year, with options to renew for four (4) additional one-year terms. References for Black Box Network Services were checked by District Staff and found to be satisfactory.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Chris Blackmore, AVC, IT & LS
Majd Askar, Director of Business Services

Attachments:

[11212017_Lowest Responsive and Responsible Bidders Summary](#)

Lowest Responsive and Responsible Bidders Voice/Data Cabling Maintenance Services

<u>Contractor</u>	<u>Business Location</u>	<u>Hourly Rate</u>	<u>Estimated Year 1 Total Based on 80 Hours Per Week</u>
Black Box Network Services	Fontana, CA	\$ 60.00	\$ 296,400
Extenda Networks, Inc.	Mira Loma, CA	\$ 76.00	\$ 353,025
Digital Networks Group	Lake Forest, CA	\$ 92.31	\$ 407,732
Apple Valley Communications, Inc.	Apple Valley, CA	\$ 98.00	\$ 407,680

Agenda Item (VI-B-6-a)

Meeting	11/21/2017 - 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 \$370,506 for the period of October 1, 2017 through October 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:

[11212017_Contracts and Agreements Less than \\$88,300 Report \(October\)](#)

Contract and Agreements Report-All District Resources
\$88,300 and Under
10/01/17 thru 10/31/17

PO #	Department	Vendor	Business Location	Description	Amount
C0005798	Human Resources & Diversity	West Health Advocate Solutions, Inc.	Omaha, NE	Employee Assistance Program Sponsorship	\$ 35,525
C0005799	Performance Riverside	The Lamar Companies	Loma Linda	Advertising	2,500
C0005800	Counseling - Riverside	A & H Rents	Loma Linda	EZ-Up Rentals	655
C0005801	Performing Arts - Riverside	OD Music, Inc.	Woodland Hills	Paymaster Services	5,000
C0005802	Campus Student Services - Norco	I Do Love Math, Inc.	Los Angeles	Math Consultant for Upward Bound	8,750
C0005803	President - Riverside	Center for Academic Programs Abroad	Boston, MA	Spring 2018 Fees for Study Abroad in Argentina	1,000
C0005804	Applied Technology - Riverside	Avid Technology, Inc.	Burlington, MA	License Fee for Film, Television and Video Department	3,000
C0005805	Library - Norco	Benedict, Helen	New York, NY	Speaker Fee for VIP Luncheon Attendance	3,500
C0005806	Student Services - Riverside	Board of Governors California Community	Sacramento	Student Right-To-Know Reporting Subscription	17,700
C0005807	Ed. Services, Institutional Support, Pres. - Norco	Canon Financial Services, Inc.	Melville, NY	Lease Agreement for STEM Center Copy Machine	16,933
C0005808	Institutional Support, Instruction & Curriculum	Canon Financial Services, Inc.	Melville, NY	Lease Agreement for Learning Resource Center Copy Machine	16,934
C0005809	Campus Student Services - Norco	Persistence Plus, LLC	Charlestown, MA	College Persistence Program	10,000
C0005810	Library - Norco	Lynda.com, Inc.	Carpentaria	Library Subscriptions for Database	22,500
C0005811	Community & Economic Development	Humphreys Half Moon Inn and Suites	San Diego	Faculty Retreat Meeting Expenses	10,000
C0005811	Career & Tech Ed.	Humphreys Half Moon Inn and Suites	San Diego	Faculty Retreat Meeting Expenses	50,000
C0005812	Human Resources & Diversity	Association of Community College Trustees	Washington, DC	Chancellor Search Services	50,000
C0005813	Physical Science - Riverside	Spitz, Inc.	Chadds Ford, PA	Preventative Maintenance Agreement for Star Machine	9,363
C0005814	Human Resources & Diversity	Mission Inn	Riverside	Chancellor Search Services	2,675
C0005815	Allied Health - Riverside	Sharp Electronics Corp.	Santee	Copy Machine Maintenance	1,897
C0005816	Workforce Preparation - Riverside	Stephan, Victoria	Corona	Foster Parenting Class	13,832
N/A	Career & Tech Ed.	Colton, Redlands, Yucaipa Regional Occupation	Redlands	Secondary to Post Secondary Articulation Agreement	No Cost
N/A	Foster Kinship	Riverside County Office of Education	Riverside	Agreement for Student Resource Specialist	No Cost
N/A	Foster Kinship	Riverside County Office of Education	Riverside	Agreement for Student Resource Specialist	No Cost
N/A	Accounting Services	ProCare Software	Omaha, NE	Merchant Transaction Processing	No Cost
N/A	Student Employment	Jurupa Unified School District	Jurupa	Federal Work Study Program	No Cost
N/A	Foster Kinship	Marlene Victoriano	Moreno Valley	Provide Training for the Resource Family Approval (RFA)	No Cost
N/A	Dean of instruction, CTE	Sierra Joint Community College District	Rocklin	CCC Maker Implementation Grant	No Cost
N/A	Office of Economic Development	Department of Health & Human Services	San Francisco	Indirect Cost Rate Agreement	No Cost
N/A	Student Financial Services	Boys and Girls Club of Perris	Perris	Federal Work Study Off Campus Contract	No Cost
N/A	Student Financial Services	Val Verde Unified School District	Perris	Federal Work Study Off Campus Contract	No Cost
N/A	Career & Tech Ed.	Riverside County Office of Education	Riverside	Secondary to Post Secondary Articulation Agreement	No Cost
N/A	Career & Tech Ed.	Riverside County Office of Education	Riverside	Secondary to Post Secondary Articulation Agreement	No Cost
N/A	Career & Tech Ed.	San Bernardino Community College District	San Bernardino	Planning & Facilitation of 2017 Fall Faculty Retreat	No Cost
N/A	Career & Tech Ed.	College of the Desert	Palm Desert	Planning of Faculty Retreat Funded by Renewable Energy Grant	No Cost
N/A	Career & Tech Ed.	College of the Desert	Palm Desert	Planning of Faculty Retreat Funded by Prop 39 Grant	No Cost
N/A	Student Services	The Regents of the University of California	Berkeley	Educational Partnership	No Cost
N/A	Career & Tech Ed.	Corona-Norco Unified School District	Norco	Articulation Agreement ADM-68A	No Cost
N/A	Career & Tech Ed.	Corona-Norco Unified School District	Norco	Articulation Agreement ADM-68B	No Cost
N/A	Career & Tech Ed.	Chaffey Community College District	Rancho Cucamonga	Planning and Facilitation of 2017 Fall Faculty Retreat	No Cost
N/A	Upward Bound	Corona-Norco Unified School District	Corona	MOU for Centennial High School	No Cost
N/A	Upward Bound	Corona-Norco Unified School District	Corona	MOU for Corona High School	No Cost
Additions to Approved/Ratify Contracts of \$88,300 and Under					
C0002677	Culinary Academy	Blue Mountain Two, LP	Irvine	Amend. #6/Extends Term on Culinary Lease to 6/19/17	No Cost
C0004234	Institutional Effectiveness	Nuventive, LLC	Pittsburgh, PA	TracDat Subscription Services	2,904
C0004372	Institutional Effectiveness	National Student Clearinghouse	Charlotte, NC	Student Tracker Services	442
C0005220	Community & Economic Development	Plenum Revenue Group	Laguna Niguel	Business & Management Consulting for TriTech	1,625
C0005368	Community & Economic Development	Vantages Business Consulting	Newport Coast	Business & Management Consulting for TriTech	2,925
C0005443	Information Services	Network Consulting Services, Inc.	Bountiful, UT	Landdesk Software Maintenance/License	18,435
C0005476	Learning Resource Center - Moreno Valley	Acorn Technology Corporation	Riverside	Managed IT Services	10,000
C0005492	Institutional Effectiveness	International Business Machines Corporation	Armonk, NY	Computer Software Maint/Lic	1,099
C0005550	Business & Financial Services	Concur Technologies, Inc.	Bellevue, WA	Travel Management Software	5,320
C0005586	Communications Center - Moreno Valley	US Bank	St. Louis, MO	Lease and Services for Sharp Copier	36,098

Contract and Agreements Report-All District Resources
 \$88,300 and Under
 10/01/17 thru 10/31/17

PO #	Department	Vendor	Business Location	Description	Amount
C0005683	Academy / Criminal Services	Diamondback Fire & Rescue	Temecula	Comprehensive Hydraulic Rescue System Inspection	654
C0005740	Career & Tech Ed.	Regents of the University of California	Riverside	Meeting Expenses	256
C0005746	Career & Tech Ed.	Mission Inn	Riverside	Meeting Expenses	1,807
C0005756	Workforce Preparation - Riverside	Inman, Tracy	San Bernardino	Foster Kinship Care Education Program Workshops	7,177
N/A	Business & Financial Services	Express Scripts/Keenan	St. Louis, MO	Amends Term - Pharmacy Benefit Management Agreement	No Cost
N/A	Business & Financial Services	Wells Fargo Bank, N.A.	San Francisco	Amends Contract Term - Student Identification Cards	No Cost
N/A	Tri-Tech SBDC	CSU Fullerton Auxiliary Services Corporation	Fullerton	Amends Term and Award Amount - HRSA S-000384	No Cost
N/A	Planning & Development - Riverside	California Community Colleges Chancellor's Office	Sacramento	Amends Term Only -Student Svcs. & Financial Aid Funds	No Cost
				Total	<u>\$ 370,506</u>

Agenda Item (VI-B-6-b)

Meeting	11/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Agreement to Provide Services for Disabled Consumers with the Department of Rehabilitation
College/District	Riverside
Funding	12-DOO-1190-0-0000-0183-8190 Revenue Generating
Recommended Action	Recommended that the Board of Trustees approve Department of Rehabilitation Three Year Agreement #30483.

Background Narrative:

WorkAbility III (WAIII) is a cooperative effort between the Department of Rehabilitation, Inland Empire District and Riverside Community College District (RCCD) which combines the resources of both agencies to provide services to assist mutual students/DOR consumers. In the three year agreement (#30483) Riverside Community College District will provide Cooperative Employment Services to Department of Rehabilitation (DOR) consumers with disabilities, eligible to receive services from both agencies, under the terms of this agreement. Service coordination and collaboration are expected to occur within both service categories. The purpose of the WorkAbility III (WAIII) program is to provide employment services for student/DOR consumers and assist them in obtaining successful employment and resulting in successful a case closure.

DOR GOALS

For fiscal year 2017-2018, a total of 125 unduplicated student/DOR consumers will receive services through this cooperative contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 5 new cases (Applicant status)
- Develop 3 new Individual Plans for Employment (IPE)
- Close 25 cases successfully (closed-rehabilitated)

For fiscal year 2018 - 2019, a total of 125 student/DOR consumers will receive services through this cooperative contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 5 new cases (Applicant status)
- Develop 3 new Individual Plans for Employment (IPE)
- Close 25 cases successfully (closed-rehabilitated)

For fiscal year 2019 - 2020, a total of 125 student/DOR consumers will receive services through this cooperative contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 5 new cases (Applicant status)
- Develop 3 new Individual Plans for Employment (IPE)
- Close 25 cases successfully (closed-rehabilitated)

Prepared By: Wolde-Ab Isaac, President, Riverside
Greg Ferrer, Director, DSPPS (Riverside)
Cecilia Alvarado, Dean, Student Services (RCC)
FeRita Carter, Vice President of Student Services (RCC)

Attachments:

DOR WAIII ATTACHMENT 1
DOR WAIII ATTACHMENT 2
DOR WAIII ATTACHMENT 3
DOR WAIII ATTACHMENT 4
DOR WAIII ATTACHMENT 5
DOR WAIII ATTACHMENT 6
DOR WAIII ATTACHMENT 7
DOR WAIII ATTACHMENT 8
DOR WAIII ATTACHMENT 9

FULL Name of Corporation or Public Agency

Riverside Community College on behalf of Riverside City College

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

Name/Position of Person Authorized to Sign Agreement

Aaron Brown, Vice Chancellor, Business and Financial Services

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of said Agreement and all amendments. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.


CERTIFICATION

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

Address Where Board Meeting Held

4800 Magnolia Avenue, Riverside CA 92506

Date of Board Meeting	Signature of Recording Secretary	Date Signed
November 21, 2017		

Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of \$100,000 or above shall certify, under penalty of perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:

1. CALIFORNIA CIVIL RIGHTS LAWS: For contracts executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. EMPLOYER DISCRIMINATORY POLICIES: For contracts executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Proposer/Bidder Firm Name (Printed)	Federal ID Number
-------------------------------------	-------------------

By (Authorized Signature)

Printed Name and Title of Person Signing

Executed in the County of	Executed in the State of
---------------------------	--------------------------

Date Executed

CCC 04/2017

CERTIFICATION

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

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of</i>	

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

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

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

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

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

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

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

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

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

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

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

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

INSURANCE REQUIREMENTS

- A. **Commercial General Liability** – Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability. The policy endorsement must include:

(Agency/Department Name), The State of California, its officers, agents, employees and servants as additional insured, but only with respect to work performed under the Agreement.

Endorsements must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance. The endorsement must be acceptable to the DGS Office of Risk and Insurance Management.

- B. **Automobile Liability (If Applicable)** – For DOR consumers being provided transportation under said Agreement, the Contractor shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:

- **For public schools and for-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity up to 7 people** (includes driver), the Contractor's certificate of insurance shall state a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 –15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **\$1,500,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.
- **For non-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity of up to 15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.

The same additional insured designation and endorsement required for general liability is to be provided for this coverage.

- C. **Workers Compensation and Employers Liability** – Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer's liability limits of \$1,000,000 are required.

The workers' compensation policy shall contain a waiver of subrogation in favor of the State. The waiver of subrogation endorsement shall be provided.

D. Self-insurance - Contractor shall supply the consent letter of self-insurance or the Certificate of Consent to Self-Insure. The Waiver of Subrogation is not required.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
<p style="text-align: center;">State of California, its officers, agents, and employees</p>
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

POLICY NUMBER: BA12345678

COMMERCIAL AUTO
CA 20 48-02 99

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED


This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective: 10/1/2016	Countersigned By:  (Authorized Representative)
Named Insured: ACME Contractors	

SCHEDULE

Name of Person(s) or Organization(s): State of California, its officers, agents, and employees

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

CA 20 48-02 99

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule
State of California
Department of Rehabilitation

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.


(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement
Insured
ACME Contractors
Insurance Company
Grand Old Insurance Company

Effective Policy No.
WC12345678





Endorsement No.
Premium

Countersigned by




GRANTEE/CONTRACTOR: STATE OF CALIFORNIA Department of Rehabilitation 721 Capitol Mall Sacramento, California 95814	SUBGRANTEE/CONTRACTEE: (Legal Corporation/Public Agency Name & Address) Riverside Community College District Riverside City College 4800 Magnolia Avenue Riverside CA 92506
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The following persons are authorized to request reimbursement of expenses incurred as a result of the agreement between the Grantee/Contractor and Subgrantee/Contractee named above:

Signature	Name (Please Type or Print)	Title (Please Type or Print)
	Greg Ferrer	Director, Disability Resource Center
	Cecilia Alvarado	Dean, Student Services Programs
	FeRita P Carter, PhD	Vice President Student Services
		

I hereby delegate authority to request reimbursement of expenses as shown above.

Authorized Signature per Board Resolution	Name (Please Type or Print)	Date Signed
	Aaron Brown, Vice Chancellor, Business Administration	



State of California
Health and Human Services Agency

Contracts & Procurement Section
P.O. Box 944222
Sacramento, CA 94299-9222
(916) 558-5680 Office
(916) 558-5681 Fax
Sabrina.Pizzuti-Johnson@dor.ca.gov

October 16, 2017

Riverside CCD
4800 Magnolia Ave.
Riverside, CA 92506

Re: Agreement # 30483

Dear Gregory Ferrer,

Attached is your three year agreement for Fiscal Years 17/18-19/20. Complete and sign the following checked item(s):

- Print out four copies of the Standard Agreement form (STD 213) and one copy of the attached exhibits. Sign all four copies of the STD 213. All signatures must be original.
- Print out one copy of the Payee Data Record (STD 204). No payment can be made unless this form is completed.
- Print out one copy of the Contractor Certification Clauses (CCC). The CCC package contains clauses and conditions that may apply to your agreement and to persons doing business with the State of California. The CCC will be kept on file in a central location and must be renewed every three (3) years and updated as changes occur. Sign and return the first page of the current CCC. Failure to do will prohibit the State of California from doing business with your company.
- Print out one copy of the Board Resolution, complete and sign. Please make sure the person who is signing the Board Resolution is not the same person authorized to sign the Agreement. However, if the authorized signer is an elected official, you do not need the Board approval, just submit a letter stating the fact.

In lieu of the Board Resolution form, you may use your own form or Board minutes. Be sure the authorization gives approval to “**sign and execute any and all documents required by DOR to effectuate the execution of contracts and/or amendments**”. If "amendment" is not included in the authorization, we will require a new Board Resolution to process any amendments.

- Print out one copy of the Signature Authorization form, complete and sign. The person authorizing the signatures is the person who is authorized to sign the contract.
- Print out one copy of the California Civil Right Attachment and sign.
- General Liability Insurance Requirements. See Exhibit D for liability limits.
- Worker's Compensation Insurance Requirements. See Exhibit D.
- Auto Insurance Requirements. See Exhibit D for liability limits.

**** Please provide the attached insurance requirements and example to your business unit/insurance agent to expedite****

Return all four original signed copies of the STD 213 and one copy of all other related documents for further processing. **All signed documents must have original signatures.**

Department of Rehabilitation
Attn: Sabrina Pizzuti-Johnson, Contract Section
721 Capitol Mall, 6th Floor
Sacramento, California, 95814

No services should be started prior to final approval by DGS and/or the passage of the State Budget as the State is not obligated to make any payments until the contract is executed. Expeditious handling of this Agreement is appreciated.

If you have any questions please call me at (916) 445-9933.

Sincerely,

Sabrina Pizzuti-Johnson

Sabrina Pizzuti-Johnson
Contract Analyst

Enclosures
cc: Contract Administrator

AGREEMENT NUMBER
30483
REGISTRATION NUMBER

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

STATE AGENCY'S NAME

Department of Rehabilitation

CONTRACTOR'S NAME

Riverside Community College District

2. The term of this

Agreement is: July 1, 2017 through June 30, 2020

3. The maximum amount

of this Agreement is: \$870,180.00


4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

CFDA #84.126A State Vocational Rehabilitation Services Program

Exhibit A	1 page(s)
Exhibit A.1 - Contractor's Program Scope of Work	5 page(s)
Exhibit B - Budget Detail and Payment Provisions	4 page(s)
Contractor's Program Budget and Narrative	10 page(s)
Exhibit C* - General Terms and Conditions	GTC 4/2017
Exhibit D - Special Terms and Conditions (Attached hereto as part of this agreement)	8 page(s)
Exhibit E - Additional Provisions - Federally Funded Agreements	3 page(s)
Exhibit F - Additional Provision	3 page(s)
Exhibit G - Additional Provisions - Contract Monitoring & Transportation	1 page(s)

Items shown with an Asterisk (), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language*

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

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)		
Riverside Community College District		
BY (Authorized Signature)	DATE SIGNED (Do not type)	
		
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
4800 Magnolia Ave., Riverside, CA 92506		
STATE OF CALIFORNIA		
AGENCY NAME		
Department of Rehabilitation		
BY (Authorized Signature)	DATE SIGNED (Do not type)	
		
PRINTED NAME AND TITLE OF PERSON SIGNING		
Simone Dumas, Chief, Contracts and Procurement Section		
ADDRESS		
721 Capitol Mall, 6th Floor, Sacramento, CA 95814		
		<input type="checkbox"/> Exempt per:

PAYEE DATA RECORD

STD. 204 (Rev. 6-2003) (REVERSE)

1	<p><u>Requirement to Complete Payee Data Record, STD. 204</u></p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>								
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>								
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).</p>								
4	<p><u>Are you a California resident or nonresident?</u></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:</p> <table border="0"> <tr> <td>Withholding Services and Compliance Section:</td> <td>1-888-792-4900</td> <td>E-mail address:</td> <td>wscs.gen@ftb.ca.gov</td> </tr> <tr> <td>For hearing impaired with TDD, call:</td> <td>1-800-822-6268</td> <td>Website:</td> <td>www.ftb.ca.gov</td> </tr> </table>	Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov	For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov
Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov						
For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov						
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>								
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>								
	<p><u>Privacy Statement</u></p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>								

EXHIBIT A
(Standard Agreement - Subvention)

1. PURPOSE

Subvention: VR Third Party Cooperative/Case Service Agreements:

2. AUTHORITY

Legislation: Rehabilitation Act of 1973, as amended, Title I, Parts A and B, Sec. 100-111; 29 U.S.C. 720-731.

Regulations: 34 CFR 369.2 (b)

Catalog of Federal Domestic Assistance Number (CFDA) 84.126A

3. CONTRACT REPRESENTATIVES

Direct all inquiries during the term of this Agreement to the Contract Administrators listed herein:

Contract Administrator/Program Coordinator

Department of Rehabilitation Contract Administrator:

Don Renfro, Contract Administrator

464 W. 4th Street, Suite 152

San Bernardino, CA 92401-1419

(909) 383-4354

(909) 383-6880 (fax)

E-mail: drenfro@dor.ca.gov

Riverside Community College District Contract Administrator: Program Director

Gregory Ferrer, Director

4800 Magnolia Avenue

Riverside, CA 92506

(951) 222-8508

(951) 222-8059 (fax)

E-mail: Gregory.Ferrer@rcc.edu

4. DESCRIPTION OF SERVICES/DELIVERABLES

See attached program description - EXHIBIT A.1

**EXHIBIT A.1
COOPERATIVE CONTRACT
Riverside Community College District
WorkAbility III
Plan of Operation**

SCOPE OF WORK

I. Introduction

WorkAbility III (WAIll) is a cooperative effort between the Department of Rehabilitation, Inland Empire District and Riverside Community College District (RCCD) which combines the resources of both agencies to provide services to assist mutual students/DOR consumers. Riverside Community College District will provide Cooperative Employment Services to Department of Rehabilitation (DOR) consumers with disabilities, eligible to receive services from both agencies, under the terms of this agreement. Service coordination and collaboration are expected to occur within both service categories. The purpose of the WorkAbility III (WAIll) program is to provide employment services for student/DOR consumers and assist them in obtaining successful employment and resulting in successful a case closure.

Department of Rehabilitation Counselors will determine eligibility, refer individuals to the Riverside City College service site, and specify the contract services that will be needed by completing the online referral form, assign project, develop the Individualized Plan for Employment (IPE) and provide WAIll with a copy of each IPE; and coordinate non-contract services as needed.

DOR GOALS

For fiscal year 2017-2018, a total of 125 unduplicated student/DOR consumers will receive services through this cooperative contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 5 new cases (Applicant status)
- Develop 3 new Individual Plans for Employment (IPE)
- Close 25 cases successfully (closed-rehabilitated)

For fiscal year 2018 - 2019, a total of 125 student/DOR consumers will receive services through this cooperative contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 5 new cases (Applicant status)
- Develop 3 new Individual Plans for Employment (IPE)
- Close 25 cases successfully (closed-rehabilitated)

For fiscal year 2019 - 2020, a total of 125 student/DOR consumers will receive services through this cooperative contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 5 new cases (Applicant status)
- Develop 3 new Individual Plans for Employment (IPE)
- Close 25 cases successfully (closed-rehabilitated)

II. Services to be provided

The following vocational rehabilitation services are designed to be provided under the auspices of a DOR third-party cooperative agreement, and individualized to each student/DOR consumer needs, taking into account the student's preferences and interests as well as DOR IPE goals and objectives.

A. Internships

1. DESCRIPTION OF SERVICE

Internships includes short-term placement both on and off campus in a job consistent with the academic and IPE goals. The WAIII Job Developer will develop internship positions with employers and will also monitor student/DOR consumer's performance in the work environment. Internship may include paid/unpaid. Student/DOR consumers may participate in more than one internship, as appropriate and needed by the student/DOR consumer and required by their college major. Internships may be temporary placements to gain experience in the workplace. They may also result in the development of any of the following: work experience in their college degree prior certificate field, appropriate work attitudes, work ethics, interpersonal skills, speed, and accuracy as well as some limited occupational skills. Any paid or non-paid internships will be in compliance with the Department of Labor regulations. Internship supervisors will evaluate students/DOR consumers. Written reports from the WAIII program will be submitted to the referring DOR counselor on a monthly basis.

Service Goals/Number to be served

During fiscal year 2017/2018, it is expected that:

There shall be 35 student/DOR consumers who receive internship service

During fiscal year 2018/2019, it is expected that:

There shall be 35 student/DOR consumers who receive internship service

During fiscal year 2019/2020, it is expected that:

There shall be 35 student/DOR consumers who receive internship service

B. Employment Services

Description of Services

Employment Services (ES) assist a student/DOR consumer prepare for, obtain, and retain employment. A continuum of services provides guidance and direction to a student/DOR consumer in the development of job search techniques and appropriate work-related behaviors that will enhance the consumer's employability. ES components provide assistance in the development of job search skills, coordination of job search activities, and identification of appropriate job openings. Employment Retention services are designed to support DOR consumers and employers in achieving a successful employment outcome and in meeting DOR's criteria for successful case closure.

Employment Preparation

The WAIII Director, WAIII Disability Specialist, and the WAIII Alternative Media Specialist will provide employment preparation service to students/DOR consumers. Employment Preparation is

intended to support plan activities, goals and objectives. Services will be in concert with the DOR IPE.

Activities may include instruction regarding techniques for obtaining and maintaining employment includes:

- workshops and weekly classes - Job Seeking Skills; Introduction to Workability III program, Guidance-47 (Career Exploration and Planning), Guidance-48 (College Success Strategies) and WKX-200 (supervised work experience class)
- Provide support to student/DOR consumers using specialized curriculum; emphasizing job seeking skills, peer support/tutoring, group and one-to-one assistance; vocational instruction to student/DOR consumers in activities which are employment related and needed to promote work readiness. Services depend upon individual need. Activities include:
 - One-on-one assistance in activities related to seeking employment
 - Time management, organization, success strategies through Guidance 48 class
 - Strategies to identify employment goal and opportunities
 - Class instruction in computer and internet for employment related activities
 - Applications, resumes and cover letter development
 - Peer support workshops for basic skills and employment services
 - WorkAbility III Alternate Media Specialist provides information to DOR consumers on assistive technology needs in the workplace
 - Interviewing techniques
 - Resume development
 - Job Search techniques
 - Application preparation
 - Appropriate work behaviors/soft skills
 - Relevant work practices
 - Appropriate grooming and hygiene
 - Self-Advocacy
 - Identification of additional support needs
 - Assistance in becoming knowledgeable regarding the impact of employment on a student/DOR consumer's disability and benefits

Reporting on employment preparation activities will be provided to the referring DOR counselor on a monthly basis.

Service Goals/Number to be served

During fiscal year 2017/2018, it is expected that:

- There shall be 45 student/DOR consumers who receive Employment Preparation services.

During fiscal year 2018/2019, it is expected that:

- There shall be 45 student/DOR consumers who receive Employment Preparation services.

During fiscal year 2019/2020, it is expected that:

- There shall be 45 student/DOR consumers who receive Employment Preparation services.

Job Development, Placement and Retention

WAIII Job Developer will assist job ready student/DOR consumers to obtain employment in the community by identifying specific job openings that are appropriate for each student/DOR consumer, assisting in placing the student/DOR consumer in the job consistent with their IPE, orient the student/DOR consumer to the job, and identify specific ongoing support and resource needs. Activities include:

- Contact employers and build networks to develop and/or identify job opportunities
- Work site analysis, as needed
- Job site consultation to identify or modify barriers
- Negotiate job carving or other job accommodations
- Maintain an organized system of current job openings
- Assisting student/DOR consumers to find jobs which match their Individual Plan for Employment vocational goal
- Assisting a student/DOR consumer become knowledgeable regarding the conditions of their employment, such as:
 - *Job description*
 - *Name of immediate supervisor*
 - *Responsibilities of the employee*
 - *Wage payment practices*
 - *Benefits*
 - *Conflict resolution procedures*
 - *Health and safety practices*
- Continued assistance with benefits planning related to work and with reporting wages to Social Security
- Retention: A limited amount of contact with the student/DOR consumer and/or their employer post-placement to ensure job satisfaction

Monthly progress reports will be submitted to the referring DOR counselor.

Service Goals/Number to be served

During fiscal year 2017/2018, it is expected that:

- There shall be 35 student/ DOR consumers who receive job development, placement services.
- There shall be 28 student/DOR consumers placed in employment consistent with their IPE goal.
- The placements shall result in 25 successful DOR closures (closed-rehabilitated).

During fiscal year 2018/2019, it is expected that:

- There shall be 35 student/ DOR consumers who receive job development, placement services
- There shall be 28 student/DOR consumers placed in employment consistent with their IPE goal.
- The placements shall result in 25 successful DOR closures (closed-rehabilitated).

During fiscal year 2019/2020, it is expected that:

- There shall be 35 student/ DOR consumers who receive job development, placement services.
- There shall be 28 student/DOR consumers placed in employment consistent with their IPE goal.
- The placements shall result in 25 successful DOR closures (closed-rehabilitated).

III. Contract Administrator/Program Coordinator

Department of Rehabilitation Contract Administrator:

Don Renfro, Contract Administrator

464 W. 4th Street, Suite 152

San Bernardino, CA 92401-1419

(909) 383-4354

(909) 383-6880 (fax)

E-mail: drenfro@dor.ca.gov

Riverside Community College District Contract Administrator: Program Director

Gregory Ferrer, Director

4800 Magnolia Avenue

Riverside, CA 92506

(951) 222-8508

(951) 222-8059 (fax)

E-mail: Gregory.Ferrer@rcc.edu

IV. Linkages to Other Community Agencies

RCC WAIII has regular contact and ongoing working relationships with the following agencies to increase opportunities for students/DOR consumers and avoid duplication of services. This will include: the Employment Development Department (EDD), Workforce Development Center Pathways to Success and Transition Partnership Program (TPP) to assist in collaboration with the job development and/or placement components of the program.

V. In-Service Training

At least twice per year, in-service and cross-training in each agency's mission, services, procedures, and professional approach, as well as other relevant areas will occur.

EXHIBIT B
(Standard Agreement - Subvention)

BUDGET DETAIL AND PAYMENT PROVISIONS

1. INVOICING AND PAYMENT

A. Service Budget Payment of Expenditure

1. This is a cost reimbursement Agreement for subvention services. For services satisfactorily completed, and upon receipt and approval of the invoices, the Department of Rehabilitation (DOR) agrees to reimburse the Contractor for actual expenditures incurred subject to the approved Scope of Work, Service Budget, Budget Narrative, and applicable regulations as attached or referenced hereto and made a part of this Agreement.
2. All expenses shall be reviewed and approved by the DOR Contract Administrator before payment can be made to the Contractor.
3. The Service Budget must set forth in detail the reimbursable items, unit rates and extended total amounts for each line item. The Contractor's Service Budget shall include items directly related to this Agreement to include a Budget Narrative that fully explains why and how the costs are necessary to the Agreement.

B. Submission of Invoice(s)

1. Monthly invoices must be completed using the DR 801B Service Invoice form (DR801B) and shall provide an actual line-item detail of expenditure(s) that supports the approved Service Budget and Budget Narrative. The DR801B shall include the Agreement Number, and be submitted in duplicate not more frequently than monthly in arrears to the DOR Contract Administrator or designee (listed in Exhibit A).
2. An original DR801B must be submitted and signed by authorized personnel as listed on the Signature Authorization (DR 325) form.
3. Supporting documentation must be available upon request at any time by DOR staff, or other State and Federal representatives.
4. Federal and State funds are time limited, therefore, invoices (service and certified match) must be submitted as soon as possible, but no later than 60 days after the service month. Final submission of all fiscal year-end invoices is due no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.
5. If budgetary funds revert due to failure to submit timely invoices or failure to submit a properly prepared invoice, related Federal and State funds will no longer be available for use which will require the contractor to submit a claim through the Department of General Services, where approval to pay is not guaranteed.
6. The DOR is committed to issue payments as quickly as possible following the receipt of an accurate and complete invoice of allowable costs as approved by the DOR Contract Administrator.

C. **Appropriate Expenditures**

Budgets must not contain line items that are or will be reimbursed/paid by another source of funding during the period covered by this Agreement. Unexpended funds for a fiscal year shall not be carried over to another fiscal year. Agreement expenditures reimbursed by DOR must be reported as federal funds in the contractor's accounting records and on the Schedule of Federal Awards under the CFDA # listed for this Agreement and prepared for the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200) Single Audit.

D. **Invoice Claim Adjustments**

1. Surplus funds from a given line item, within a fiscal year budget may be used to defray allowable costs under the approved budget line items contained **within the same fiscal year**. A claim adjustment is required on the Service Invoice (DOR 801B) with an attached brief narrative explaining each line item impacted and may not exceed up to a cumulative amount of ten percent (10%) of the total annual contract Service Budget for all budget years as long, as there is neither an increase nor decrease of the total annual contract Service Budget. A formal amendment is required if it does not meet the above criteria.
2. Staff line item salary ranges and percentage of time are projected estimates and are subject to change based on actual salary and chargeable time costs. Claim adjustments are allowable as long as the annualized total line item costs do not exceed what is allowed in Item 1 above.

E. **Budget Contract Amendments**

A contract amendment between both parties is required for any budget changes not covered in Section D above. This includes any major category or detailed line item description changes to the approved Service Budget and Budget Narrative as outlined below:

- Adding and deleting a major category budget or detailed line item.
- Line item adjustments that exceed a cumulative amount of 10%.
- Decrease/increase to the total annual budget award or the total Agreement award for all budget years.
- Any word for word changes to the written budget narrative or budget cost detail.
(Note: ALL changes must be made in **bold**.)

F. **Travel Reimbursements**

If travel is reimbursable, the Contractor agrees that all travel expenses and per diem rates paid to its employees under this Agreement shall be reimbursed at actual costs not to exceed the California Department of Human Resources (CalHR) designated rates for excluded employees. Go to CalHR website at <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>. No travel outside the State of California except for bordering California states shall be reimbursed without prior documented written authorization from DOR.

Upon request from the DOR, Contractor will provide sufficient documentation to support travel expenditures such as travel claims, mileage logs, and receipts for lodging, transportation, and meal costs.

2. **BUDGET CONTINGENCY CLAUSE**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

3. BUDGET CONTINGENCY CLAUSE FOR FEDERALLY FUNDED AGREEMENTS

- A. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.
- B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current year and/or any subsequent year for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or to any statute enacted by Congress that may affect the provisions, terms, or funding of this Agreement in any manner.
- C. The parties mutually agree that if Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

4. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

5. PRINCIPLES AND STANDARDS FOR DETERMINING ALLOWABLE COSTS, INCLUDING REQUIREMENTS FOR DOCUMENTING PERSONNEL ACTIVITY CHARGEABLE TO THE AGREEMENT

Agreements awarded by the Department shall be subject to actual costs for services rendered under this Agreement. Allowable costs under this Agreement must meet the following general criteria:

- Be generally recognized and necessary for the operation of the Contractor's organization.
- Be reasonable for the performance of the Agreement, including acceptable sound business practices.
- Be subject to the terms and conditions of the Agreement and approved DOR budgeted line items.
- Not be used for general expenses required to carry out other responsibilities of the Contractor.
- Be properly documented and supported.

Documenting and supporting the distribution of all costs, including the allocation of time chargeable to the Agreement, is required. The Contractor agrees to comply with the 2 CFR 200 cost principles regarding documentation for the support of personnel activity chargeable to the Agreement.

6. ACCOUNTING SYSTEM REQUIREMENTS

- A. Contractor must maintain an appropriate fund accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with state and federal regulations, and generally accepted accounting principles. The Contractor's financial management system shall provide:
- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
 - Records that identify adequately the source and application of funds for federally sponsored activities.
 - Written procedures for determining the reasonableness, allocable, and allowable costs in accordance with the provisions of the applicable federal cost principles and the terms and conditions of the Agreement.
 - Accurate fund accounting records that track the revenues received from funders/sources and the expenditures paid to vendors for goods and services, and that are supported by adequate source documentation.
- B. Contractor shall submit to State such reports, accounts, and records as deemed necessary by the State to discharge its obligation under State and Federal laws and regulations

Riverside Community College District

Program Budget and Match Summary
July 1, 2017 - June 30, 2020

	FY 7/1/2017 to 6/30/2018	FY 7/1/2018 6/30/2019	FY 7/1/2019 to 6/30/2020
	<u>TOTALS</u>	<u>TOTALS</u>	<u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)	\$169,120	\$169,120	\$169,120
TOTAL PAYMENT BY DOR TO CONTRACTOR (From Service Budget)	\$290,060	\$290,060	\$290,060
TOTAL FEDERAL COSTS	\$459,180	\$459,180	\$459,180
Certified Match (If applicable)	\$153,568 25.06%	\$153,886 25.10%	\$153,886 25.10%
Total Federal Share	\$459,180 74.94%	\$459,180 74.90%	\$459,180 74.90%
Cash Match (If applicable)	\$0 0%	\$0 0%	\$0 0%
Total Federal Share	\$0 0%	\$0 0%	\$0 0%
TOTAL STATE MATCH	\$153,568	\$153,886	\$153,886

Cooperative agency certified match expenditure and cash match expenditure must be from non-federal funds and cannot be used to draw down other federal funds. The cash match expenditure must equal at least 21.3% of the designated share and the certified match expenditure must equal at least 25% of the designated share.

Riverside Community College District

DOR Program Budget July 1, 2017 - June 30, 2020

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FY 7/1/2017- 6/30/2018 TOTAL</u>	<u>FY 7/1/2018- 6/30/2019 TOTAL</u>	<u>FY 7/1/2019- 6/30/2020 TOTAL</u>
Rehabilitation Team Unit 1 FTE = \$110,377	Units	0.75	0.75	0.75
		\$82,783	\$82,783	\$82,783
Case Services (Individual Consumer Expenses)		86,337	86,337	86,337
	SUBTOTAL	\$169,120	\$169,120	\$169,120
Case Service Contract(s):				
TOTAL DOR PROGRAM COST		\$169,120	\$169,120	\$169,120

STATE OF CALIFORNIA
SERVICE BUDGET

DEPARTMENT OF REHABILITATION

Original

Amendment

Contractor Name and Address		Contract Number		Federal ID Number		Page 1 of 1	
		Annual Salary	Annual FTE	Amount Budgeted	Annual Salary	Annual FTE	Amount Budgeted
Riverside Community College District 4800 Magnolia Avenue Riverside, CA 92506-1299		33-0831357		33-0831357		Budget Period 7/01/19 - 6/30/20	
		7/01/17 - 6/30/18		7/01/18 - 6/30/19		7/01/19 - 6/30/20	
		Effective Date (Amendments Only)		Effective Date (Amendments Only)		Effective Date (Amendments Only)	
Line No.	PERSONNEL-Position Title & Time Base	Annual Salary	Annual FTE	Amount Budgeted	Annual Salary	Annual FTE	Amount Budgeted
1	WA III Job Developer 1 FTE=18 Hours/week+Benefits (12 mos)	\$24,421.00	1.00	\$24,421.00	\$24,421.00	1.00	\$24,421.00
4	WAIII Disability Specialist 1 FTE=40 Hours/week+Benefits (12 mos)	\$62,497.00	0.80	\$49,997.60	\$62,497.00	0.80	\$49,997.60
5	WAIII Career Development Specialist 1 FTE=40 Hours/week+Benefits (12 mos)	\$115,504.00	0.80	\$92,403.20	\$115,504.00	0.80	\$92,403.20
6	WAIII Career Development Specialist - Overload Hours			\$27,352.00			\$27,352.00
8	Benefits			\$70,000.00			\$70,000.00
9							
10							
11							
12							
13							
14							
15							
16							
17							
18	Subtotal			\$ 264,174			\$ 264,174
19	OPERATING EXPENSES						
20	Office Supplies/Printing			\$1,250.00			\$1,250.00
21	Instructional Materials			\$1,250.00			\$1,250.00
22	Travel			\$500.00			\$500.00
23	Mileage			\$400.00			\$400.00
24	Training			\$1,000.00			\$1,000.00
25							
26							
27	Operating Subtotal			\$ 4,400			\$ 4,400
28	Personnel and Operating Subtotal			\$ 268,574			\$ 268,574
29	Indirect Rate Percentage			8.00%			8.00%
30	Indirect Cost			\$ 21,486			\$ 21,486
	TOTAL (rounded to nearest dollar)			\$ 290,060			\$ 290,060

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
WORKABILITY III
SERVICE BUDGET NARRATIVE**

PERSONNEL

Benefits statement

All full time personnel staff receives Retirement STRS (0.0825), PERS (0.11442), Workers Compensation (0.0229), Unemployment Insurance (0.0005), Medicare (0.0145) and H&W.

All active employees, in paid status, in a monthly-salaried position of half-time or more are eligible for Medicare (0.0145), Workers Compensation (0.0229), and Unemployment Insurance (0.0005). Benefits have been included in the salaries listed on the attached Certified Expenditure Budget and Service Budget. All student workers receive Workers Compensation (0.0229).

WA III Job Developer

Contract Duties:

Under the supervision of the WA III Director, the WA III Job Developer will provide Employment Preparation, and Job Development, Placement and Retention including:

Specific Job Duties:

- Identify and contact local businesses, industries and public agencies to identify and develop job opportunities
- Partner with agencies such as county of Riverside, advocating for jobs
- Assist student/DOR consumer with understanding their accommodations in the workplace
- Assist student/DOR consumer with understanding the essential duties of the job description
- Assist student/DOR consumer to become knowledgeable regarding the conditions of employment
- A limited amount of contact with the student/DOR consumer and/or employer post-placement to ensure job satisfaction
- Prepare progress reports for DOR counselors on status of the student/DOR consumer in job placement activity
- Provides employment preparation and conduct job seeking skills workshop to student/DOR consumers
- Develop internships and volunteer experiences
- Provide for follow-up services and responsible for tracking student/DOR consumers who receive services

Non-Contract duties: Job Placement Technician

- Contact local businesses, institutions, and agencies to determine employment opportunities for students after graduation.
- Post all employment opportunities that are mailed, emailed, faxed, or called in by phone or walk-ins.
- Conduct presentations, lectures, workshops and interview panels on various work ability skills such as launching a job search, application preparation, resume writing, interview techniques, job retention, job market trends and internships
- Provides one-to-one counseling to college students on various career and occupational topics, as well as general education.

- Implement and coordinates—one career fair conducted at Riverside City College, create brochures, flyers, newsletters, and advertisements for employment information and public relations.
- Adjust and utilize various categories within the annual job placement budget.
- Provides work direction to part-time hourly employees
- Participate in District in-service training programs
- Maintain friendly supportive atmosphere for students, staff, faculty, and public
- Perform other duties related to the position as assigned

WorkAbility III Disability Specialist

Contract Duties:

Responsible for providing administrative support to WorkAbility III program and student/DOR consumers.

Specific job Duties:

- Attend in-service training
- Develop and maintain WAIII database
- Assist with WA III contract renewal
- Responsible for invoicing
- Participate in DOR quarterly meetings
- Responsible for development and maintain WA III budget
- Coordinate and oversee WA III reports
- Maintain records and WA III files for auditing purposes

Non-contract Duties: Disability Resource Center (DRC) Disability Specialist

- Conduct intake interviews with prospective students
- Assist with registration for students with disabilities
- Perform clerical tasks, disseminate college-related information.
- Facilitate accommodations, including and not limited to, adaptive furniture placements in on-campus facilities, alternate media, and testing areas
- Assist in proctoring of course examinations in alternative formats.
- Responsible for maintaining material of a highly sensitive and confidential nature.
- Maintains current knowledge of state and federal disability
- Maintain a friendly and supportive atmosphere
- Perform other related duties as assigned

WorkAbility III Career Development Specialist

Contract Duties:

Provides academic, career, and disability counseling to student/DOR consumers referred to WorkAbility III program.

Specific Job Duties:

- Facilitate student/DOR consumers for transition from college to work
- Regularly confer with DOR counselors to determine student/DOR consumer status and needs
- Collaborate with WAIII Job Developer to identify with the student/DOR consumer, the need for post-employment services

- Assist WA III Director as needed, to deliver contract services
- Maintain WA III files
- May teach Guidance 47 (Career Exploration class student/DOR consumers), as part of employment preparation and as needed
- Assess student/DOR consumers for job readiness

Non-Contract Duties: Counselor, DRC

- Provides academic and disability counseling to students with a wide range of disabilities
- Includes, but not limited to learning disabilities, psychological disabilities, acquired brain injury, health impairments, and physical disabilities, visual impairments, deaf and hard of hearing
- Assign educational accommodations, develop student education plan
- Assist student in choosing appropriate college coursework

WorkAbility III Career Development Specialist- Overload

This line item represents hours that the position will need to work during the periods of time when the position is normally scheduled to recess. This is necessary in order to maintain contact with student/DOR consumers and consistency in service delivery.

Operating Expenses

Office Supplies/Printing – paper, pens, pencils, file folders, notebooks, staplers; paperclips; expanding file holder; resume paper/envelopes; business cards for job development contacts, labels. Cost of printing WA III pamphlets.

Instructional Materials – textbooks, workbooks and classroom materials needed for Guidance 47 and Guidance 48 (Career Exploration/College Success Strategies for student/DOR consumers) classes and job seeking skills workshops; folders, lined paper, materials to be used for student/DOR consumers enrolled in Guidance 47 or 48; and job seeking skills workshops, copy paper for copying classroom materials.

Travel –Travel will consist of airfare, hotel and per diem costs, taxi and/or rental car; toll and parking fees incurred as a result of attending contract related training within the State of California. Reimbursed at the actual costs not to exceed the CalHR designated rates.

Mileage – Reimbursement for the expense of driving to deliver contract services such as local job development, job coaching, monitoring, and other program related activities. . All costs invoiced at the rate as stated on the California Department of Human Resources (CalHR) website.

Training – Will cover the cost of registration fees for contract staff to attend conferences/trainings deemed necessary to enhance performance related to the WA III contract service delivery process. All trainings require the prior- approval, in writing, of the Department of Rehabilitation Contract Administrator.

Indirect Cost – Based upon a review of accounting records by Riverside City College Accountants/Auditors, which include all direct and indirect costs. This rate is to be applied to all direct costs.

COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET

July 1, 2017 - June 30, 2020

Contractor Name and Address

**Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506-1299**

Cooperative agency agrees it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. **NOTE** No portion of the below expenditures shall come from Federal Funds.

Item Expenditure	Fiscal Year 7/1/2017 - 6/30/2018			Fiscal Year 7/1/2018 - 6/30/2019			Fiscal Year 7/1/2019 - 6/30/2020		
	Annual Salary	Annual FTE	Annual Amount Certified	Annual Salary	Annual FTE	Annual Amount Certified	Annual Salary	Annual FTE	Annual Amount Certified
WAIII Director 1 FTE=40 hrs/wk (12 mos)	\$132,279.00	0.15	\$19,841.85	\$132,279.00	0.15	\$19,841.85	\$132,279.00	0.15	\$19,841.85
WAIII Disability Specialist 1 FTE=40 hrs/wk (12 mos)	\$76,108.00	0.08	\$6,088.64	\$76,108.00	0.08	\$6,088.64	\$76,108.00	0.08	\$6,088.64
WAIII Disability Specialist 1 FTE=40 hrs/wk (12 mos)	\$75,790.00	0.08	\$6,063.20	\$75,790.00	0.08	\$6,063.20	\$75,790.00	0.08	\$6,063.20
WAIII Disability Specialist 1 FTE=40 hrs/wk (12 mos)	\$58,767.00	0.08	\$4,701.36	\$58,767.00	0.08	\$4,701.36	\$58,767.00	0.08	\$4,701.36
WAIII Counselor/Learning Disabilities Specialist 1 FTE=40 hrs/wk (10 mos)	\$122,329.00	0.08	\$9,786.32	\$122,329.00	0.09	\$11,009.61	\$122,329.00	0.09	\$11,009.61
WAIII Counselor/Learning Disabilities Specialist 1 FTE=40 hrs/wk (10 mos)	\$122,329.00	0.08	\$9,786.32	\$122,329.00	0.08	\$9,786.32	\$122,329.00	0.08	\$9,786.32
WAIII Counselor/Learning Disabilities Specialist 1 FTE=40 hrs/wk (10 mos)	\$73,951.00	0.08	\$5,916.08	\$73,951.00	0.08	\$5,916.08	\$73,951.00	0.08	\$5,916.08
WAIII Counselor/Learning Disabilities Specialist 1 FTE=40 hrs/wk (10 mos)	\$98,090.00	0.08	\$7,847.20	\$98,090.00	0.08	\$7,847.20	\$98,090.00	0.08	\$7,847.20
WAIII Counselor/Learning Disabilities Specialist 1 FTE=40 hrs/wk (10 mos)	\$115,504.00	0.20	\$23,100.80	\$115,504.00	0.20	\$23,100.80	\$115,504.00	0.20	\$23,100.80
WAIII Alternate Media Specialist 1 FTE=40 hrs/wk (12 mos)	\$90,564.00	0.09	\$8,150.76	\$90,564.00	0.08	\$7,245.12	\$90,564.00	0.08	\$7,245.12
WAIII Senior Interpreter 1 FTE=40 hrs/wk (12 mos)	\$71,482.00	0.05	\$3,574.10	\$71,482.00	0.05	\$3,574.10	\$71,482.00	0.05	\$3,574.10
WAIII Senior Interpreter 1 FTE=40 hrs/wk (12 mos)	\$67,944.00	0.05	\$3,397.20	\$67,944.00	0.05	\$3,397.20	\$67,944.00	0.05	\$3,397.20
WAIII Senior Interpreter 1 FTE=40 hrs/wk (12 mos)	\$66,292.00	0.05	\$3,314.60	\$66,292.00	0.05	\$3,314.60	\$66,292.00	0.05	\$3,314.60
Benefits			\$42,000.00			\$42,000.00			\$42,000.00
Personnel Subtotal			\$ 153,568			\$ 153,886			\$ 153,886
OPERATING EXPENSES									
Operating Subtotal									
Personnel and Operating Subtotal			\$ 153,568			\$ 153,886			\$ 153,886
Indirect Cost Percentage									
Indirect Cost Total									
TOTAL EXPENDITURES "CERTIFIED"			\$ 153,568			\$ 153,886			\$ 153,886

**COOPERATIVE AGENCY CERTIFIED EXPENDITURE BUDGET
NARRATIVE
Riverside Community College WAIII**

PERSONNEL

Benefits statement

All full time personnel staff receives Retirement STRS (0.0825), PERS (0.11442), Workers Compensation (0.0229), Unemployment Insurance (0.0005), Medicare (0.0145) and H&W. All active employees, in paid status, in a monthly-salaried position of half-time or more are eligible for Medicare (0.0145), Workers Compensation (0.0229), and Unemployment Insurance (0.0005). Benefits have been included in the salaries listed on the attached Certified Expenditure Budget.

WA III Director

Provide student/DOR consumers with employment preparation services

Contract Duties:

- Conduct Job Seeking Workshops
- Mock interviews with student/DOR consumers
- Develop resumes with student/DOR consumers
- Assist WA III Career Development Specialist with Guidance classes for employment preparation

Non-Contract Duties: Director, Disability Resource Center (DRC)

- responsible for overall coordination of counseling and support services for students with disabilities.
- responsible for staff supervision
- budget development
- maintenance of records
- responsible for compliance of legal mandates

WorkAbility III Disability Specialist

Contract Duties:

Provide vocational instruction to students/DOR consumers seeking job seeking skills and employment

- provide employment preparation to student/DOR consumers
- develop job seeking skills of students/DOR consumers

Non-contract Duties-Disability Specialist, DRC:

- assist in overall coordination of support services for students with disabilities
- maintain records and files
- responsible for compliance with legal mandates
- assist students during priority registration

WorkAbility III Counselor/Learning Disabilities Specialist

Contract Duties:

- Generates and provides the assigned DOR counselor a progress note for each student/DOR consumers served
- Facilitate enrollment in internship classes for the purpose of accessing internship service.

Non-Contract Duties: - Counselor/Learning Disabilities Specialist, DRC

- Provides academic counseling and LD testing to eligible students with disabilities.
 - provides academic counseling to students with a wide range of disabilities including, but not limited to learning disabilities, psychological disabilities, acquired brain injury, health impairments, and physical disabilities, visual impairments, deaf and hard of hearing
 - perform intake/screening interviews
 - develop educational plans and help students choose appropriate coursework
 - interact with college faculty and staff regarding equal access issues
-

WA III Alternate Media Specialist

Acts as alternate media consultant with WA III staff and DOR counselors

Contract Duties:

- regularly confer with WA III staff, DOR counselors and WAIII Job Developer on workplace accommodations for individual students/DOR consumers
- assist individual students/DOR consumers with adaptive computer needs and adaptive technology for vocational success
- assess and train student/DOR consumers on use of assistive technology needs in the workplace
- assist individual student/DOR consumers with understanding accommodations needed for the workplace
- provide vocational instruction to student/DOR consumers concerning access to adaptive, assistive and accommodation technology needs

Non-Contract Duties: Alternate Media Specialist, DRC

- provides supervision of Adaptive Technology Specialist
 - oversees adaptive computer lab, equipment and software.
 - responsible for educating staff on computer technology needs for student academic success; access, accommodation and issues concerning disabilities.
-

WorkAbility III Senior Interpreter

Provide sign language interpreting for student/DOR consumers that are hard of hearing (DHH), participating in employment services.

Contract Duties:

- Interpret for student/DOR consumers that are DHH that are referred or participating in Employment Services

- Provide interpreting in job seeking skills vocational workshop
- Provide cultural mediation for job search and workplace purposes to individual student/DOR consumers
- Address appropriate work behaviors in hearing culture during while student/DOR consumers is assessed for job readiness.
- Provide interpreting services for interviews, informational interviews; and counseling related to WorkAbility III program and DOR procedures and referral process
- Provide vocational instruction to students/DOR consumers in the form of workshops and trainings

Non-Contract duties – Senior Interpreter, DRC

- Provide sign language interpreting for academic coursework and,
- College sponsored transfer fairs
- Academic counseling meetings
- Monitor essential communication requirements in hearing community

EXHIBIT C

GENERAL TERMS AND CONDITIONS (GTC 4/2017)

PLEASE NOTE: The General Terms and Conditions will be included in the Agreement by reference, you can view them at the Department of General Services, Office of Legal Services website at <http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>
Go to Resources, click on the Standard Contract Language section to expand, then click on GTC 4/2017.

EXHIBIT D
(Standard Agreement - Subvention)

SPECIAL TERMS AND CONDITIONS

1. NOTIFICATION & COMPLIANCE

All notices required by either party shall be in writing and sent by email, mail, or personally delivered to the appropriate address. Mailing addresses may be changed by written notice.

Contractor agrees to comply with all laws, regulations, ordinances, and policies of any governmental unit having jurisdiction over the rehabilitation program with regards to construction, medicine, health, safety, wages, hours, working conditions, workers' compensation, licensing and all other activities requiring compliance. Contractor shall accept financial responsibilities in the event of non-compliance.

2. DISPUTES

If Contractor believes that there is a dispute or grievance between Contractor and the State arising out of or relating to this Agreement, Contractor shall first discuss and attempt to resolve the issue informally with the DOR Contract Administrator. If the issue cannot be resolved at this level, Contractor shall follow the following procedures:

- A. If the issue cannot be resolved informally with the DOR Contract Administrator, Contractor shall submit, in writing, a grievance report together with any evidence to the DOR Contract Administrator's Supervisor. The grievance report must state the issues in the dispute, the legal authority, or other basis for the Contractor's position and the remedy sought. Within ten (10) working days of receipt of the written grievance report from the Contractor the DOR Supervisor shall make a determination on the problem and shall respond in writing to the Contractor indicating the decision and reasons therefore. Should the Contractor disagree with the Supervisor's decision, Contractor may appeal to the next level following the procedure in "Disputes", paragraph B listed below.
- B. Contractor's letter of appeal must be submitted within ten (10) working days of the receipt of the Contract Administrator's Supervisor's written decision. Contractor must submit a letter of appeal to the Department's Contract Officer explaining the disagreement with the Contract Administrator's supervisor's decision. The letter must include, as an attachment, copies of the Contractor's original grievance report, evidence originally submitted, and response from Supervisor. The Contracting Officer shall, within twenty (20) working days of receipt of Contractor's letter of appeal, review the issues raised and shall render a written decision to the Contractor. The decision of the Director or designee shall be final.

3. RIGHT TO TERMINATE

- A. Either party reserves the right to terminate this Agreement subject to 30 days written notice.
- B. However, the Agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on the State's notification to the Contractor.

4. TRAINING SEMINARS, WORKSHOPS OR CONFERENCES

If said Contractor provides training seminars, workshops, or conferences, Contractor must obtain prior DOR approval for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Contractor shall acknowledge the support of the State whenever publicizing the work under this Agreement in any media. The provision does not apply to necessary staff meetings or training sessions held for the staff of the Contractor to conduct routine business matters.

5. INSURANCE REQUIREMENTS

General Provisions Applying to All Policies

- A. Coverage Term** – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State at least ten (10) days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.
- B. Policy Cancellation or Termination & Notice of Non-Renewal** – Contractor is responsible to notify the State within five business days before the effective date of any cancellation, non-renewal, or material change that affects required insurance coverage. In the event Contractor fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
- C. Deductible** – Contractor is responsible for any deductible or self-insured retention contained within their insurance program.
- D. Primary Clause** – Any required insurance contained in this contract shall be primary, and not excess or contributory, to any other insurance carried by the State.
- E. Insurance Carrier Required Rating** – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Contractor is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- F. Endorsements** – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- G. Inadequate Insurance** – Inadequate or lack of insurance does not negate the contractor obligations under the contract.
- H. Satisfying an SIR** - All insurance required by this contract must allow the State to pay and/or act as the contractor's agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the contractor's agent in satisfying any SIR is at the State's discretion.
- I. Available Coverages/Limits** - All coverage and limits available to the contractor shall also be available and applicable to the State.
- J. Subcontractors** - In the case of Contractor utilization of subcontractors to complete the contracted scope of work, contractor shall include all subcontractors as insured's under

Contractor and insurance or supply evidence of insurance to The State equal to policies, coverages and limits required of Contractor.

- i. **Commercial General Liability** – Contractor’s liability shall be primary and non-contributory over any other valid or collectible insurance and self-insurance. Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor’s limit of liability. The policy must include:

The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.

Endorsements must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance. The endorsement must be acceptable to the DGS Office of Risk and Insurance Management.

- ii. **Automobile Liability (If Applicable)** – For DOR consumers being provided transportation under said Agreement, the Contractor shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:

- **For public schools and for-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity up to 7 people** (includes driver), the Contractor’s certificate of insurance shall state a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 –15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **\$1,500,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.
- **For non-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity of up to 15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.

The same additional insured designation and endorsement required for general liability is to be provided for this coverage.

- iii. Workers Compensation and Employers Liability – Contractor shall maintain statutory worker’s compensation and employer’s liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer’s liability limits of \$1,000,000 are required.

The workers’ compensation policy shall contain a waiver of subrogation in favor of the State. The waiver of subrogation endorsement shall be provided.

- iv. Self-insurance - Contractor shall supply the consent letter of self-insurance or the Certificate of Consent to Self-Insure. The Waiver of Subrogation is not required.

6. CONFLICT OF INTEREST

- A. Contractor certifies that it’s employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Agreement.
- B. Contractor shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose which could result in private gain or which gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

7. CONFIDENTIALITY

- A. Contractor agrees to comply with the provisions applicable to consumer information as set forth in 34 Code of Federal Regulations, Section 361.38 and Title 9, California Code of Regulations, Section 7140 et seq., and personal information as set forth in the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.).
- B. Contractor agrees that any personal information, as defined by the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.) and this Agreement, obtained in the performance of this Agreement is classified as confidential and shall not be subject to disclosure to any source except as required by this contract or otherwise authorized by DOR.
- C. Contractor agrees to remove all confidential, sensitive, or personal information from any reports, publications, or other materials created during the performance of this contract prior to being released to the scientific and academic community, or other individuals or entities. The removal method(s) must be reasonable and appropriate to ensure that any confidential, sensitive, or personal information cannot be recovered, accessed, used or disclosed, which would result in a security breach or an information security incident.
- D. Subject to the applicable requirements of the regulations cited above, Contractor agrees to report any security breach or information security incident involving confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract to the DOR’s Contract Administrator and the DOR’s Information Security Officer. The DOR’s Information Security Officer can be contacted via e-mail at iso@dor.ca.gov.
- E. Security breaches or information security incidents that shall be reported include, but are not limited to:

1. Inappropriate use or unauthorized disclosure of confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract by the Contractor or the Contractor's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.
 2. Unauthorized access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. Information can be held in medium that includes, but is not limited to, electronic and paper.
 3. Loss or theft of information technology (IT) equipment, electronic devices/media, paper media, or data containing confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. IT equipment and electronic devices/media include, but are not limited to, computers (e.g., laptops, desktops, tablets), smartphones, cell phones, CDs, DVDs, USB flash drives, servers, printers, peripherals, assistive technology devices (e.g., notetakers, videophones), and copiers. Data can be held in medium that includes, but is not limited to, electronic and paper.
- F. Contractor agrees to provide annual security and privacy training for all individuals who have access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract.
- G. Contractor agrees to obtain and maintain acknowledgements from all individuals to evidence their understanding of the consequences of violating California privacy laws and the contractor's information privacy and security policies.
- H. For contractors that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website in the "Requirements for Becoming a Service Provider" section under "Annual Security and Privacy Training for VR Service Providers." The self-training manual is named "Protecting Privacy in State Government" and can be downloaded at the following link:
<http://www.dor.ca.gov/VRED/Security-n-Privacy-Training.html>.
- I. Additional training and awareness tools are available at the California Information Security Office (CISO) website and the California Department of Justice – Privacy Enforcement and Protection website. These state entities created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

8. AUDIT AND REVIEW REQUIREMENTS

A. General Audit and Review Requirements

1. The State shall have the right to conduct inspections, reviews, and/or audits of the Contractor to determine whether the services provided and the expenditures invoiced by the Contractor were in compliance with this Agreement and other applicable federal or state statutes and regulations.
2. Contractor agrees that Department of Rehabilitation, State Controller's Office, Department of General Services, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement, including but not limited to, accounting records, consumer service records, records and evaluations of individuals referred to the program, and other supporting documentation that may be relevant to the audit or investigation.

3. The Contractor shall submit to the State such reports, accounts, and records deemed necessary by the State to discharge its obligation under State and Federal laws and regulations, including the applicable OMB cost principles and administrative requirements.
4. Contractor agrees to allow the auditors access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
5. Contractor agrees to maintain such records for possible audit for a minimum of five (5) years after final payment or until resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the five (5) year period, whichever is later.

B. Annual Federal Audit (For Agreements that received Federal Funds \$750,000 and above):

1. In addition to the General Audit and Review Requirements above, the Contractor agrees to provide an annual audit as required by the federal "Single Audit Act" of 1994, as amended. This audit shall be made in accordance with 2 CFR 200.

9. COMPETITIVE BIDDING AND PROCUREMENTS

- A. Contractor shall comply with applicable laws and regulations regarding securing competitive bids and undertaking negotiations in Contractor's Agreements with other entities for acquisition of goods and services with funds provided by the State or Federal under this Agreement. A minimum of two competitive quotations is required for any purchase order or subcontract for services over \$2,500, and should be submitted to the DOR contract administrator or adequate justification provided for the absence of bidding.
- B. Contractors must maintain a copy of the narrative description of the procurement systems guidelines, rules or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Contractor at any time.
- C. The Contractor should seek prior approval for any purchase or subcontract exceeding \$2,500 per unit or more for commodities, supplies, and services related to this Agreement. The Contractor must provide in its request for approval all particulars necessary, as specified by DOR, for evaluating the necessity or desirability of incurring such costs.
- D. For all purchases made, subject to this Agreement, the Contractor must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit.

10. USE OF SUBCONTRACTOR(S)

If the Contractor desires to accomplish part of the services through the use of one (1) or more subcontractors, the following conditions must be met:

- A. The Contractor shall submit any subcontracts to the State for approval prior to starting any of the work;
- B. The Agreement between the primary Contractor and the subcontractor must be in writing;

- C. The subcontract must include specific language which establishes the rights of the auditors of the State to examine the records of the subcontractor relative to the services and materials provided under the Agreement; and
- D. Upon termination of any subcontract, the State shall be notified immediately, in writing.
- E. Contractor shall assure that all subcontractor administrative fees are reasonable considering the services being provided, and they may only pay overhead charges on the first \$25,000 for each subcontract.

Further, any subcontract in excess of \$100,000 entered into as a result of this Agreement shall contain all applicable provisions stipulated in this Agreement.

11. POTENTIAL SUBCONTRACTORS

Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor. Contractor shall not subcontract any services under this Agreement without prior approval of the State.

12. CONTRACT AMENDMENTS

In the event that additional program services must be performed which was wholly unanticipated and is not specified in the written Scope of Work, but is, in the opinion of both parties necessary to the successful accomplishment of the general scope of work outlined, an amendment to the Agreement is required.

13. SOFTWARE

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

14. THEFT SENSITIVE ITEMS

DOR is requiring nonexpendable items to be listed and purchased under a separate line item titled "Theft Sensitive Items". The contractor shall maintain an inventory record for each nonexpendable item purchased or built with funds provided under the terms of the contract. The inventory record of each item shall include the date acquired, total cost, serial number, model identification and any other information or description necessary to identify said item. A copy of the inventory record must be submitted annually to the State Contract Administrator.

The following items, regardless of cost must be inventoried:

1. Computers/printers
2. Laptops/tablets
3. Copiers/fax

4. Smart phones/cell phones
5. Other items required to provide contract services

15. ATTRIBUTION

The Contractor agrees to acknowledge the sponsorship of DOR with respect to any public statement, press release, news item, or publication related to a program funded all or in part with funds from DOR. Contractor further agrees to identify the role of DOR with respect to any individual highlighted or publicized by or through Contractor, when such individual is a DOR consumer.

16. UNRUH CIVIL RIGHTS ACT AND THE FAIR EMPLOYMENT & HOUSING ACT

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over \$100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

The contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

The contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

EXHIBIT E

(Standard Agreement - Subvention)

ADDITIONAL PROVISIONS – Federally Funded Agreements

1. FEDERAL REQUIREMENTS

The Federal Office of Management and Budget (OMB) has established uniform administrative requirements and cost principles for determining allowable costs chargeable to Federal awards. The Contractor agrees to abide by the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200), except where the Agreement is more restrictive. The federal regulations are available for review on the Internet at www.ecfr.gov under Title 2-Grants and Agreements.

2. FEDERAL FUNDING INTELLECTUAL PROPERTY

A. In any Agreement funded in whole or in part by the federal government, DOR may acquire and maintain the Intellectual Property rights, title and ownership, which results directly and indirectly from the Agreement. However, the federal government shall have non-exclusive, non-transferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

B. Evaluation of Discovery or Invention: If any discovery or invention arises as a result of funded work, the Contractor must refer the discovery or invention to the DOR. The Rehabilitation Services Administration (RSA) and its representatives have the sole and exclusive power to determine whether or not and where a patent should be filed and the disposition of all rights, including title and license rights, which may result. RSA's determination of these issues shall be considered final. In addition, the DOR and RSA shall acquire at least an irrevocable, non-exclusive, and royalty-free license to utilize for government purposes of any of these inventions. By signing this Agreement, the Contractor agrees that determinations of rights to inventions made in the course of or under the Agreement shall be made by RSA or its authorized representative.

C. Copyrights and Patents: The Federal awarding agency and/or the DOR reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

1. The copyright in any work developed under a grant, subgrant, or Agreement under a grant or subgrant; and
2. Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Federal and State agencies shall not award assistance to applicants that are debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. By signing this Agreement, Contractor certifies that neither it nor its principals or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

4. PROHIBITION ON TAX DELINQUENCY

Any Agreement that a state agency enters into after July 1, 2012, is void if the contract is between a state agency and a contractor, or subcontractor, whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. In accordance with Public Contract Code Section 10295.4, agencies are required to cancel Agreements with entities that appear on either list.

(Franchise Tax Board) https://www.ftb.ca.gov/aboutFTB/Delinquent_Taxpayers.shtml,

(Board of Equalization) <http://www.boe.ca.gov/sutax/top500.htm>

5. THE FOLLOWING PROVISIONS ARE SUBJECT TO THIS AGREEMENT

- A. Equal Employment Opportunity--All Agreements require compliance with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 1137--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 6--Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
- B. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Agreements of amounts in excess of \$100,000 shall require the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).
- C. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--By signing this Agreement, the Contractor who is awarded an Agreement of \$100,000 or more certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- D. All contractors shall comply with the following statutes and regulations:
1. Subject: Discrimination on the basis of race, color, or national origin.
Statute: Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000 through 2000d-4).
Regulation: 34 CFR part 100.
 2. Subject: Discrimination on the basis of sex
Statute: Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683).
Regulations: 34 CFR part 106.
 3. Subject: Discrimination on the basis of handicap.
Statute: Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794).
Regulation: 34 CFR part 104handicap.
 4. Subject: Discrimination on the basis of age.
Statute: The Age Discrimination Act (42 U.S.C. 6101 et seq.).
Regulation: 34 CFR part 110

6. RETURN OF INAPPROPRIATE USE OF FUNDS

By signing this Agreement, Contractor shall certify that in the event of funds used inappropriately, funds must be returned to DOR.

7. AMERICANS WITH DISABILITIES ACT (ADA)

By signing this Agreement, Contractor/Grantee agrees to comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as, all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.). In compliance with the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq. and Government Code, Section 11135 et seq.; Section 504 imposes affirmative disability-related responsibilities on recipients of federal financial assistance as well as federal programs and activities and prohibits disability-based discrimination; and Section 508, requires electronic and information technology be accessible to people with disabilities.

EXHIBIT F
(COOP/Case Services Agreements-Subvention)

ADDITIONAL PROVISIONS - COOPERATIVE/CASE SERVICES

1. MATCH REQUIREMENTS

For Agreements that include **CERTIFIED EXPENDITURE MATCH**:

- A. Contractor shall certify to the State, on a monthly basis as specified in Exhibit B & G, the Contractor's allowable costs to provide the cooperative program services identified in the Scope of Work, in accordance with the Cooperative Agency Certified Expenditure Budget Summary and Narrative, and applicable Federal regulations. All such expenditures shall be under the administrative supervision of the State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the Cooperative Agency Certified Expenditure Budget Summary.
- B. The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary. If the value of the certified expenditures by the Contractor is below 25% of the actual total program cost, the Service Budget may be reduced after review by the DOR Contract Administrator. The State will not pay the Contractor for actual costs claimed on the Service Invoice (DOR 801B) until the certified expenditure summary for the same period has been submitted.
- C. Contractor contributions, including any excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary", will be used by the State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "DOR Program Budget Summary" shall accrue to the State.

For Agreements that include **CASH MATCH**:

- A. Each fiscal year Contractor will pay to State, no less than quarterly and in advance, upon receipt of an invoice from the State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the approved budget, it being understood that all matching funds obtained by the State from the Contractor shall be exclusive funds of the State and no portion of the cash match shall come from Federal funds.
- B. The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary."

2. INDIRECT COSTS

Indirect costs are allowable expenses incurred by an organization which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with 2 CFR 200. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary fixed rate and there is a 15% cap on the service budget. There is no cap on the certified match, however, indirect costs over 40% require a copy of the rate

approval document from the cognizant federal agency or state department designee (e.g. California Department of Education {CDE} or established through an independent audit).

3. CONTRACT HANDBOOK

Contractor acknowledges and agrees with the policies requirements and conditions of the Department of Rehabilitation's Contract Handbook and its additional policy requirements and conditions for Case Services/Cooperative Program Agreements as applicable for the Fiscal Year(s) covered under this Agreement. Match requirements are applicable to Cooperative Programs Agreements only. Contract Handbook can be downloaded from the DOR website at: <http://www.dor.ca.gov/Public/Grants.html>.

4. DOR'S CONTRACT MONITORING

The DOR Contract Administrator will monitor and document the contractor's performance to ensure compliance with all Agreement provisions. The DOR Contractor Administrator will:

- A. Maintain documentation on all Agreement activities, including the performance of the Agreement services, invoice reviews and approvals, monitoring activities, and other Agreement administration activities.
- B. Monitor the Agreement to ensure services were performed according to the quality, quantity, objectives, timeframes and manner specified in the Agreement, and that the Contractor prepares and maintains adequate documentation to support the services provided, expenditures reimbursements, and/or any applicable match requirements.
- C. Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/consumers during the Agreement period are based on reasonable costs, and that the invoices are current, correct, and timely.
- D. Ensure that all Service Invoices (DR801B) and Certified Expenditure Summaries, if applicable, are received no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.
- E. Verify that the contractor has fulfilled all requirements of the Agreement before approving the final invoice.
- F. Ensure there are sufficient funds to pay for all services rendered as required by the Agreement.
- G. Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this Agreement. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Agreements only)
- H. Identify low usage levels and consider partial disencumbrance of Agreement funds.
- I. Periodically review personnel activity reports for staff funded by the Agreement to ensure that the Contractor is preparing and maintaining personnel activity reports in compliance with the applicable OMB cost principle.

J. Verify that all Agreement staff are providing services in accordance to their duties specified in the Agreement, including ensuring that:

- Personnel duty statements or a copy of the Agreement Budget Narrative/Agreement Duty Statement has been provided to each staff person to communicate the specific duties to be performed under the Agreement.
- Verify that job duties, as provided by the Agreement staff, match Agreement duty statements and service descriptions.
- Ensure that the contractor has submitted to DOR appropriate documentation that supports the services provided to DOR applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.
- Verify that Contract staff provide services only to authorized DOR consumers.

EXHIBIT G
(COOP/Case Services Agreements-Subvention)

ADDITIONAL PROVISIONS-CONTRACTOR'S MONITORING & TRANSPORTATION

I. CONTRACT MONITORING AND REPORTING

The Contract Administrator/Program Manager shall monitor the contract by:

- Submitting Service Invoices (801B) and Certified Expenditure Summaries on a monthly basis, with a list of student/DOR consumers served that month.
- Ensuring Personnel Activity Reports or time reporting documents and a list of student/DOR consumers served are prepared and maintained by Contract staff in accordance with 2CFR200 and reflect accurate reporting.
- Submitting Personnel Activity Reports or time reporting documents, supporting documentation, and a list of student/DOR consumers served as requested by DOR contract administrator at least twice per fiscal year.
- Meeting with DOR Contract Administrator and program staff to discuss contract progress at Quarterly Meetings.
- Reporting the current and cumulative achievement of contract service goals and outcomes as part of the Quarterly Meetings or more often as directed by the DOR Contract Administrator.
- Preparing and submitting to the assigned vocational rehabilitation counselor monthly progress reports for student/DOR consumers' receiving contract services. Progress reports should include student/DOR consumer's name and other necessary or required information to document the services provided and individual student/DOR consumers' progress in those services.

Transportation of DOR Applicant/ Consumers

RCC WAIII will not transport student/DOR consumers under the terms of this agreement.

Agenda Item (VI-B-6-c)

Meeting	11/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Amendment to the 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 the Board of Trustees approve amendment #02, to the original contract for additional Geotechnical Engineering Services to provide an updated Geotechnical Report for the project site as outlined in the attached amendment for a lump sum of \$9,004.

Background Narrative:

On February 21, 2017, the Board of Trustees approved 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, and on August 15, 2017, the Board of Trustees approved amendment #01, for an additional \$48,650.

It is requested the Board of Trustees approve amendment #02, to the contract for a lump sum of \$9,004.

Prepared By: Robin Steinback, President, Moreno Valley College
Nathaniel Jones, Vice President, Business Services (MVC)

Attachments:

[Holt Architecture Amendment #02](#)



September 19, 2017

Lynn Purper, Facilities Development Director
Riverside Community College District
Lynn.Purper@rccd.edu

RE: Amendment #02 to Contract for Additional Services

Lynn:

On behalf of Holt Architecture, I am pleased to provide you with this proposal for additional Professional Services.

Our Proposal for Additional Services is based on the:

- Addition of Geotechnical Engineering Services necessary to provide an updated Geotechnical Report for the project site.

Our proposed Fee for the Additional Services is a lump sum of \$9,004.

We appreciate the opportunity to be of further service. Let me know if you need any additional information at this time

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Acton", written over a horizontal line.

Matt Acton LEED® Green Associate™
Lead Designer

Aaron Brown
Vice Chancellor,
Business & Financial Services
Riverside Community College District

Agenda Item (VI-B-7)

Meeting	11/21/2017 - 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: Michael Burke, Ph.D., Chancellor

Attachments:

[Out of State Travel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: November 21, 2017

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

Retroactive:

- 1) Ms. Laneshia Judon, Professor, Business, Riverside City College, to travel to New York, New York, November 8 through 12, 2017, to accompany five (5) students to the DECA Leadership Conference. Estimated cost: \$6,935.40. Funding source: \$2000.00 paid from Business Leadership of Tomorrow ASRCC funds, \$3435.40 paid from Business Leadership of Tomorrow Trust account and \$1500.00 from student contributions. (Conference information was received after the October Board meeting deadline.)
- 2) Mr. Tomas Ocampo, Associate Faculty, Political Science, to travel to Banff, Alberta, Canada, November 18 through 26, 2017, to attend the Model United Nations Conference. Estimated cost: \$2,984.91. Funding source: Model United Nations funds. (Conference information was received after the October Board meeting deadline.)

Current:

Moreno Valley College

- 1) Mr. Robert Loya, Assistant Professor, Business Information Technology Services, to travel to Alexandria, Virginia, November 29 through December 3, 2017, to attend the Advanced Technological Education Program Panel Meeting. Estimated cost: \$1,320.92. Funding source: All expenses paid by the National Science Foundation.
- 2) Mrs. Sandra Martinez, Interim Director, Student Financial Services, to travel to Lake Buena Vista, Florida, November 27 through December 1, 2017, to attend the 2017 Federal Student Aid Training Conference for Financial Aid Professionals. Estimated cost: \$1,849.77. Funding source: General funds.

Riverside City College

- 1) Mr. Michael Haley, Assistant Dean, Center for International Students and Programs, to travel to Miami, Florida, December 9 through 13, 2017, to attend the International Conferences and Educational Fairs Miami Workshop. Estimated cost: \$6,400.80. Funding source: General funds.
- 2) Ms. Elizabeth Hilton, Director, Student Financial Services, to travel to Lake Buena Vista, Florida, November 27 through December 1, 2017, to attend the 2017 Federal Student Aid Training Conference for Financial Aid Professionals. Estimated cost: \$1,586.28. Funding source: Student Financial Aid Board of Financial Assistance Professionals. Estimated cost: \$1,586.28. Funding source: Student Financial Aid Board of Financial Assistance Programs Categorical Grant funds.
- 3) Mr. Kurt Kilgus, Music Specialist, Performing Arts, to travel to Jersey City, New Jersey, November 20 through 24, 2017, to attend the Macy's Thanksgiving Day Parade and Site-Inspection Visit. Estimated cost: \$566.19. Funding source: All expenses paid by Performing Arts Consultants.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: November 21, 2017

- 4) Mr. Kevin Mayse, Associate Professor, Music, to travel to Chicago, Illinois, December 19 through 22, 2017, to attend the Mid-West Band and Orchestra Clinic. Estimated cost: \$1,449.50. Funding source: \$700.00 will be paid from General funds; \$749.50 will be paid by faculty.
- 5) Mr. James Rocillo, Assistant Professor, Performing Arts, to travel to Jersey City, New Jersey, November 20 through 24, 2017, to attend the Macy's Thanksgiving Day Parade and Site-Inspection Visit. Estimated cost: \$566.19. Funding source: All expenses paid by Performing Arts Consultants.

Agenda Item (VI-B-8-a)

Meeting	11/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	Destruction of Records
College/District	District
Funding	General Funds
Recommended Action	It is recommended that the Board of Trustees approve the destruction of the records on the attached listing.

Background Narrative:

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

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

Attachments:

[11212017_Destruction of Records](#)

**Destruction of Records
November 21, 2017**

Department Number	Container Number	Description	Destroy Date
10	C0100385427	FY 2003/2004 THRU 2012/2013 VENDING CHECK RECEIPT 2012/2013 FOUNDATION ACCOUNT RECONCILIATIONS 2005/2006,2006/2007 FOOD SERVICE FINANCIALS	6/30/2017
10	C0100337132	FY 11-12 STUDENT ACCOUNTS-ABS OFFICE VA & MILITARY REPORTS/RECORDS	6/30/2017
10	C0100337135	FY 11-12 STUDENT ACCOUNTS-ABS OFFICE BEN CLARK SPONSORED BILLING	6/30/2017
10	C0100337136	FY 11-12 STUDENT ACCOUNTS-ABS OFFICE, STUDENT MANUAL REFUNDS, CHECK & CREDIT CARD REFUNDS 12WIN-12SPR TERMS STUDENT ACCOUNTS-ABS OFFICE, STUDENT AUTOMATIC REFUND RUNS	6/30/2017
10	C0100337137	11SUM-11FALL TERMS-STUDENT ACCOUNTS-ABS OFFICE STUDENT AUTOMATIC REFUNDS RUNS	6/30/2017
10	C0100337138	11SUM-11SPRING TERMS-STUDENT ACCOUNTS-ABS OFFICE, SPONSORED BILLING	6/30/2017
10	C0100337141	STUDENT ACCOUNTS-2012 COTOP LETTERS & INFORMATION	6/30/2017
10	C0100337142	FY 11-12 FOOD SERVICES, CASH COUNT SHEETS, RIV-NOR-MV	6/30/2017
10	C0100337144	FY 11-12 FOOD SERVICES, CASH COUNT SHEETS, RIV-NOR-MV	6/30/2017
10	826889663	7/1/13-6/30/15 DEPOSIT SLIPS	6/30/2017
10	826896137	7/1/15-9/14/15 CREDIT CARD RECEIPTS FOR FOOD SERVICES	6/30/2017
10	826896138	09/15/15-10/5/15 CREDIT CARD RECEIPTS FOR FOOD SERVICES RIV NOR MOVAL	6/30/2017
10	826896139	10/6/15-10/27/15 CREDIT CARD RECEIPTS FOR FOOD SERVICES RIV NOR MOVAL	6/30/2017
10	826896140	10/28/15-11/23/15 CREDIT CARD RECEIPTS FOR FOOD SERVICES RIV NOR MOVAL	6/30/2017
10	826896141	11/24/15-1/15/16 CREDIT CARD RECEIPTS FOR FOOD SERVICES RIV NOR MOVAL	6/30/2017
10	826944092	14/15 ASRCCD TICKET RECONCILIATION	6/30/2017
10	826944093	14/15 ASRCCD TICKET RECONSILIATION	6/30/2017
10	826944094	1/19/16-2/24/16 FS CREDIT CARD RECEIPTS MOVAL, RIV, NOR	6/30/2017
10	826944095	FS 2/25/16-3/15/16 FS CREDIT CARD RECEIPTS RIV, NOR, MOVAL	6/30/2017
10	826944096	3/16/16-3/30/16 FS CREDIT CARD RECEIPTS RIV, NOR, MOVAL	6/30/2017
10	826950822	PARKING CITATION BATCHES JANUARY-JUNE 2013-2014 7/1/2013-6/30/14	6/30/2017
10	826950823	2013-2014 PARKING CITATION BATCHES JULY-DECEMBER 7-1- 13 TO 6-30-14	6/30/2017

**Destruction of Records
November 21, 2017**

10	826950824	ECS-RIVERSIDE AND MOVAL BALANCE SHEET DENTAL HYGIENE BALANCE SHEET DENTAL HYGIENE ISO GUIDANCE TESTS LIBRARY 7/1/2013-6/30/2014	6/30/2017
10	826950825	METERED PARKING NORCO, RIVERSIDE, MORENO VALLEY AND HEALTH CHARGES 7/1/2013-6/30/2014	6/30/2017
10	826950826	FOOD SERVICES CASH COUNT SHEET RIVERSIDE NORCO MORENO VALLEY 7/1/2013-6/30/2014	6/30/2017
10	826950827	STUDENT FEDERAL GRANTS CR PERFORMANCE RIVERSIDE VOIDS 7/1/2013-6/30/2014	6/30/2017
10	826950828	CULINARY ACADEMY SALES REPORTS 7/1/2013-6/30/2014	6/30/2017
10	826950829	ASRCCD JANUARY-JUNE 2014 7/1/2013-6/30/2014	6/30/2017
10	826950830	ASRCCD JULY-DECEMBER 2013 7/1/2013-6/30/2014	6/30/2017
10	826950831	FOOD SERVICES CREDIT CARD RECEIPTS RIVERSIDE NORCO MORENO VALLEY 6/2/2014-8/27/2014	6/30/2017
10	826950832	FOOD SERVICES CREDIT CARD RECS RIVERSIDE NORCO MOVAL 10/29/2014-11/17/2014	6/30/2017
10	826950833	FOOD SERVICES CREDIT CARD RECS RIVERSIDE NORCO MOVAL 5/1/2014-5/30/2014	6/30/2017
10	826950834	FOOD SERVICES CREDIT CARD RECS RIVERSIDE NORCO MOVAL 3/28/2014-4/30/2014	6/30/2017
10	826950835	FOOD SERVICES CREDIT CARD RECS RIVERSIDE NORCO MOVAL 9/23/2014-10/17/2014	6/30/2017
10	826950836	FOOD SERVICES CREDIT CARD RECS RIVERSIDE NORCO MOVAL 8/28/2014-9/27/2014	6/30/2017
17	826951294	SPRING 2011 BENCHMARKS & SURVEYS BLUE SCANTRONS	6/30/2017
17	826951296	FALL 2011 BENCHMARK & SURVEYS BLUE SCANTRONS	6/30/2017
17	826951329	SPRING 2011 PLANNING SHEETS GREEN SCANTRONS	6/30/2017
17	826951330	SPRING & FALL 2011 PLANNING SHEETS GREEN SCANTRONS	6/30/2017
17	826951331	GALL 2011 PLANNING SHEETS	6/30/2017
20	C0100375769	CTA SIGNATURE 2008, CLASSIFICATION EVALS FOR EDU. SERVICES, ACCJC CORRES. & MIDTERM REPORTS	6/30/2017
20	C0100375768	PT EVALS & FORMS, BUDGETS 2011-12, EMP. RECORDS 2010- 2013; FERPA 4 FACULTY 2009-10, BASIC SKILLS 2011-12	6/30/2017
25	C0100289156	2009/2010 DISTRICT INVOICES - A-E	6/30/2017
25	C0100289157	2009/2010 ASRCC ST. SERV. FEES, BANKCARDS, FOOD SERVICE FINANCIALS, FOUNDATION FINANCIALS - BANK RECONCILIATIONS, FOOD SERVICE, DISTRICT CLEARING, REVOLVING FUND, DISTRICT BANKCARD & COMMUNITY EDUCATION	6/30/2017
25	C0100289158	2009/2010 DISTRICT INVOICES - F-Z	6/30/2017
25	C0100289159	2009/2010 STUDENT REFUNDS, STATE & FEDERAL GRANT FIN. STMTS., RCCD MEDICAL PLAN, WORKERS' COMPENSATION, DISTRICT INSURANCE INVOICING	6/30/2017

**Destruction of Records
November 21, 2017**

25	C0100336027	FY 10-11 A/P A-G	6/30/2017
25	C0100336028	FY 10-11 A/P H-MULTIPLES	6/30/2017
25	C0100336029	FY 10-11 A/P N-R	6/30/2017
25	C0100336030	FY 10-11 A/P S-Z & VOIDED CHECKS	6/30/2017
25	C0100336031	FY 10-11 FOUNDATION	6/30/2017
25	826950809	ASRCC PAYABLES A-J FY 2012-2013	6/30/2017
25	826950810	FY 2012-2013 ASRCC PAYABLES K-R	6/30/2017
25	826950811	FY 2012-2013 ASRCC PAYABLES RCCD-Z	6/30/2017
25	C0100385370	FY 2012-2013 ACCOUNTING SERVICES FOOD SERVICE CASH RECEIPTS, COMMUNITY EDUCATION, COSMETOLOGY	6/30/2017
25	C0100385371	FY 2012-2013 ACCOUNTING SERVICES DISTRICT INVOICES CALWORKS GAIN-RIVERSIDE-Z	6/30/2017
25	C0100385372	FY 2012-2013 ACCOUNTING SERVICES ADMISSIONS SESSIONS	6/30/2017
25	C0100385373	FY 2012-2013 ACCOUNTING SERVICES DISTRICT INVOICES A-CALWORKS GAIN-PERRIS	6/30/2017
25	C0100385374	FY 2012-2013 ACCOUNTING SERVICES SALLIE MAE DISTRIBUTIONS, COMMUNITY EDUCATION, CULINARY ACADEMY,FOOD SERVICES BANKCARD, PARKING	6/30/2017
25	C0100385375	FY 2012-2013 ASRCC ST. SERV, FEES,ACRCC BANKCARDS,BANKCARD CHARGEBACKS,ED. SERVICES STATE BOARD, F.A TRANSFER ACCOUNT,BANK REONCILIATIONS, FOOD SERVICES, DISTRICT CLEARING, REVOLVING FUND,DISTRICT BANKCARD, COMMUNITY EDUCATION, FOUNDATION INVESTMENT ACCOUNTSFOUNDATION FINANCIALSI	6/30/2017
25	C0100385376	FY 2012-2013 ACCOUNTING SERVICES, ABS BANKCARDS	6/30/2017
25	C0100385406	BANK RECONCILIATIONS RCCD MEDICAL PLAN, WORKERS COMPENSATION, COLLEGE PURCHASING MANUAL, STUDENT FEDERAL GRANTS & LOAMS, STATE OF CALIFORNIA ST. GRANTS, RCCD F.A. SCHOLARSHIPS	6/30/2017
25	826951355	11/12 R-S FILES	6/30/2017
30	C0100254266	1099 REPORTS	6/30/2017
30	C0100335988	FY 10-11 C0002560-C0002596	6/30/2017
30	C0100335989	FY 10-11 C0002607-C0002835	6/30/2017
30	C0100335990	FY 10-11 C0001098-C0002557	6/30/2017
30	C0100335991	FY 10-11 C0002836-C0002939	6/30/2017
30	C0100335992	FY 10-11 C0002940-C0003099	6/30/2017
30	C0100335993	FY 10-11 C0003100-C0003238	6/30/2017
30	C0100335994	FY 10-11 C0003239-C0003457	6/30/2017
30	C0100335995	FY 10-11 B0005168-B0006755	6/30/2017
30	C0100335996	FY 10-11 B0006758-B0006922	6/30/2017
30	C0100335997	FY 10-11 C0006923-B0007119	6/30/2017
30	C0100335998	FY 10-11 B0007120-B0007269	6/30/2017
30	C0100335999	FY 10-11 B0007270-B0007379	6/30/2017
30	C0100336000	FY 10-11 B0007380-B0007524	6/30/2017

**Destruction of Records
November 21, 2017**

30	C0100336001	FY 10-11 B0007525-B0007676	6/30/2017
30	C0100336002	FY 10-11 B0007677-B0007774	6/30/2017
30	C0100336003	FY 10-11 B0007775-B0007999	6/30/2017
30	C0100336004	FY 10-11 B0008000-B0008386	6/30/2017
30	C0100336005	FY 10-11 P0019240-P0024999	6/30/2017
30	C0100336006	FY 10-11 P0025000-P0025499	6/30/2017
30	C0100336007	FY 10-11 P00255000-P0025999	6/30/2017
30	C0100336008	FY 10-11 P0026000-P0026399	6/30/2017
30	C0100336009	FY 10-11 P0026400-P0026899	6/30/2017
30	C0100336010	FY 10-11 P0026900-P0027399	6/30/2017
30	C0100336011	FY 10-11 P0027400-P0027799	6/30/2017
30	C0100336012	FY 10-11 P0027800-P0028299	6/30/2017
30	C0100336013	FY 10-11 P0028300-P0028898	6/30/2017
30	C0100336014	FY 10-11 P0028900-P0029382/ZERO TRAVEL A-M	6/30/2017
30	C0100336015	FY 10-11 ZERO TRAVEL/STUDENT REFUNDS & STATEMENTS	6/30/2017
30	C0100336016	FY 10-11 DIRECT PAY 160136-163482	6/30/2017
30	C0100336017	FY 10-11 DIRECT PAY 163486-169394	6/30/2017
30	C0100336018	FY 10-11 DIRECT PAY 169413-174037	6/30/2017
30	C0100336019	FY 10-11 DIRECT PAY 174038-176994	6/30/2017
30	C0100336020	FY 10-11 DIRECT PAY 177006-178371	6/30/2017
30	C0100310178	ACCOUNTING SERVICES 2011-12, ADMISSIONS SESSIONS DEC. 1, 2011 - MAY 31, 2012	6/30/2017
30	C0100337174	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES C1100-C2825	6/30/2017
30	C0100337175	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES C2941-C3184	6/30/2017
30	C0100337176	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES C2941-C3184	6/30/2017
30	C0100337177	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES C3186-C3344	6/30/2017
30	C0100337178	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES C3345-C3524	6/30/2017
30	C0100337179	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES C3525-C3669	6/30/2017
30	C0100337180	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES C3670-C3877	6/30/2017
30	C0100337181	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES B7600-B8414	6/30/2017
30	C0100337182	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES B8415-B8599	6/30/2017
30	C0100337202	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES D.P. CL179300 TO CL183360	6/30/2017
30	C0100337203	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES TRAVEL ZERO BALANCE, STATEMENTS, D.P. CL 178376-179296	6/30/2017
30	C0100337204	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES D.P. CL 189031-192857	6/30/2017
30	C0100337205	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES D.P. CL 183401 TO D.P. CL 188957	6/30/2017
30	C0100337206	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES P30800 TO P31299	6/30/2017
30	C0100337207	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES DP CL 192933 TO DP CK 195719	6/30/2017

**Destruction of Records
November 21, 2017**

30	C0100337208	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES P31800 TO P32299	6/30/2017
30	C0100337209	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES P30300 TO 930799	6/30/2017
30	C0100337210	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES P31300 TO P31799	6/30/2017
30	C0100337211	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES P32800 TO P33799	6/30/2017
30	C0100337212	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES P32300 TO P32799	6/30/2017
30	C0100362985	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES P29900 TO P30299	6/30/2017
30	C0100362986	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES P29400 TO P29899	6/30/2017
30	C0100362987	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES P24500 TO 29399	6/30/2017
30	C0100362988	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES B9600 TO B9899	6/30/2017
30	C0100362989	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES B9221 TO B9599	6/30/2017
30	C0100362990	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES B9000 TO B9220	6/30/2017
30	C0100362991	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES B8767 TO B8999	6/30/2017
30	C0100362992	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES B8751 TO B8766	6/30/2017
30	C0100362993	FY 11/12 ACCOUNTS PAYABLE PAID INVOICES B8600 TO B8750	6/30/2017
30	832733735	FY 10/11 C002836-C002969	6/30/2017
30	832733736	FY 10/11 C0003100-C0003238	6/30/2017
40	C0100289165	FY 1987 THRU FY 2005 - MISC. ACCOUNTS RECEIVABLE DATA	6/30/2017
40	C0100289166	FY 2007 AND TY 2008 ACCRUAL DATA	6/30/2017
40	C0100289164	2009/2010 RECEIPT BOOKS	6/30/2017
40	C0100363078	FY 2012-2013 ACCOUNTING SERVICES RECORDS OF DEPOSIT	6/30/2017
40	C0100363079	FY 2012-2013 ACCOUNTING SERVICES RECORDS OF DEPOSIT	6/30/2017
40	C0100363080	FY 2012-2013 ACCOUNTING SERVICES RECORDS OF DEPOSIT	6/30/2017
40	C0100363081	FY 2012-2013 ACCOUNTING SERVICES RECORDS OF DEPOSIT	6/30/2017
87	C0100335982	06-07 CLIENTS INFORMATION PAC	6/30/2017
97	826889082	EMT STUDENT RECORDS-THURSDAY A-L CLASS 177	6/30/2017
97	826889073	AUGUST 2008-AUGUST 2009 PARAMEDIC CLASS 10	6/30/2017
97	826889084	SPRING 2012 EMT STUDENT RECORDS M-Z TUESDAY CLASS	6/30/2017

**Destruction of Records
November 21, 2017**

97	826896008	EMT A-M M-T-W 2:45 PM-5:30 PM. SUMMER 2011	6/30/2017
97	826896013	SUMMER 2011 EMT MTW 6:45AM-5:30PM M-Z	6/30/2017
97	826896015	SPRING 2011 EMT WED CLASS A-L	6/30/2017
97	826896016	SPRING 2011 EMT THURS CLASS M-Z	6/30/2017
97	826896017	SPRING 2011 EMT TU/WED NIGHT CLASS A-L	6/30/2017
97	826896021	FALL 2012 EMT WED CLASS O-Z	6/30/2017
97	826896039	EMT THURSDAY CLASS #177 M-Z	6/30/2017
97	826896041	EMT TU-WED NIGHT CLASS M-Z SPRING 2011	6/30/2017
97	826896042	FALL 2012 EMT TUES CLASS 164 A-G	6/30/2017
97	826896043	SPRING 2011 EMT THURS CLASS A-L	6/30/2017
97	826896143	EMT (W-T-W) CLASS #155 A-L WINTER 2010	6/30/2017
97	826896145	EMT (THURS) I-Z SPRING 2010	6/30/2017
97	826943943	EMT (TU-TH) GRANT CLASS A-Z SUMMER 2010	6/30/2017
97	826943945	EMT (WED) M-Z SPRING 2010 2/16/10-6/10/10	6/30/2017
97	826943946	EMT (M-W-TH) GRANT CLASS A-Z CLASS #156 WINTER 2010	6/30/2017
97	826943947	EMT (T-TH) A-K SPRING 2010 2-16-10-6-10-10	6/30/2017
97	826943950	EMT (THURS) CLASS #147 O-Z SPRING 2010	6/30/2017
97	826943952	EMT (THURS) CLASS #147 A-H SPRING 2010	6/30/2017
97	826943958	EMT (WED) A-L SPRING 2010	6/30/2017
97	826943963	PARAMEDICS CLINICAL CLASS #9 M-S WINTER 2008	6/30/2017
97	826943965	PARAMEDICS FILED FILES CLASS #9	6/30/2017
97	826943967	PARAMEDIC CLASS #9 FINAL SKILLS TESTING	6/30/2017
97	826943969	PARAMEDIC DIDACTIC 1 & 2 CLASS #9 J-Z	6/30/2017
97	826947250	EMT WINTER 2004	6/30/2017
100	826946695	STUDENT FILES SPRING 2013 (A-S)	6/30/2017
100	826946696	STUDENT FILES SPRING 2013 (T-Z) VOUCHER INVOICES SPRING, SUMMER AND FALL 2010-2012	6/30/2017
120	C0100173927	FINANCE IPEDS 99-02 & 04, CCFS 311 03-06, SABBATICALS 99-03 (AARON BROWN)	6/30/2017
120	CCCC674528	FISCAL OPERATIONS MISCELLANEOUS	6/30/2017
120	C0100385443	FY 10-11, 11-12 BUDGET DEVELOPMENT BINDERS-FINAL AND TENTATIVE	6/30/2017
120	C0100375796	DAILY TRANSACTIONS FY 12/13 NOVEMBER 2012 TO MARCH 2013 (PARTIAL)	6/30/2017
120	C0100375797	DAILY TRANSACTIONS CLOSING JUNE 30, 2012 FY 12/13 JULY 2012-OCT 2012	6/30/2017
120	C0100375798	DAILY TRANSACTIONS FY 12/13 MARCH 2013 (CONT.)-MAY 2013	6/30/2017
120	C0100375799	DAILY TRANSACTIONS FY 12/13 JUNE 2013	6/30/2017
140	C0100337033	PROGRAM FILES FUNCTION 229-314 FY 08-09	6/30/2017
140	C0100337034	PROGRAM FILES FUNCTION 020-099 FY 08-09	6/30/2017
140	C0100337035	PROGRAM FILES FUNCTION 101-151 FY 08-09	6/30/2017
140	C0100337036	PROGRAM FILES FUNCTION 152-220 FY 08-09	6/30/2017
140	C0100337037	PROGRAM FILES FUNCTION 315-397 FY 08-09	6/30/2017
150	C0100310130	CCRAA SUTS BIG BOOK" SP 09-11 TIME SHEETS EXTERNAL DRIVE WITH STEM"	6/30/2017

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150	C0100310136	CCRAA TUTORS & MENTORS ATS/SUTS 09-11	6/30/2017
150	C0100310134	CCRAA SUTS & ATS SP 11-SU 11 CHECKOUT	6/30/2017
150	C0100292131	GRANT FILES SS-Z	6/30/2017
150	C0100292132	GRANT FILES SO-TI	6/30/2017
150	C0100292133	GRANT FILES UP-Z	6/30/2017
150	C0100292134	GRANT FILES TI-UP	6/30/2017
150	C0100292136	GRANT FILES E-H	6/30/2017
150	C0100292138	GRANT FILES M-SO	6/30/2017
150	C0100292139	GRANT FILES A-SS	6/30/2017
150	C0100292140	GRANT FILES H-M	6/30/2017
150	C0100292141	GRANT FILES A-C	6/30/2017
150	C0100292143	GRANT FILES C-E	6/30/2017
150	C0100310131	ATS CCRAA SP, SI, TUTORS	6/30/2017
150	C0100310132	CCRAA SUB/AB	6/30/2017
150	C0100310133	PO'S ATS CCRAA GRANT	6/30/2017
150	C0100310135	CCRAA SUB/ATS ALL ACTIVITIES	6/30/2017
150	C0100310137	CCRAA/SUTS BUDGET TRANSFERS, TIME SHEETS	6/30/2017
150	C0100310138	CCRAA/SUTS PO'S/EXTERNAL DRIVE	6/30/2017
160	C0100240065	FY 2008/2009 MEDICAL RECORDS	6/30/2017
160	C0100240066	FY 2008/2009 INVOICES AND VENDOR FILES	6/30/2017
160	C0100335956	EMPLOYEE FILES 09/11 BILLING FILES FY 09/11	6/30/2017
160	C0100286377	HEALTH SERVICE EMPLOYEE FILES	6/30/2017
160	C0100337027	CALIFORNIA SECURITY PRESCRIPTION PADS	6/30/2017
170	826889447	CERTIFICATED RECRUITMENTS C1036-C1041 (HR 518)	6/30/2017
170	826889450	CERTIFICATED RECRUITMENTS C1058-C1066 (HR 521)	6/30/2017
170	826943754	CLASSIFIED RECRUITMENTS L3664-L3675 (HR 529)	6/30/2017
170	826943755	CLASSIFIED RECRUITMENTS L3676-L3684 (HR 530)	6/30/2017
170	826943756	CLASSIFIED RECRUITMENTS L3685-L3690 (HR 531)	6/30/2017
170	826943757	CLASSIFIED RECRUITMENTS L3691-L3704 (HR 532)	6/30/2017
170	826943758	CLASSIFIED RECRUITMENTS L3705-L3710 (HR 533)	6/30/2017
170	826943765	CLASSIFIED RECRUITMENTS L3727-L3730 (HR 535)	6/30/2017
170	826943766	CLASSIFIED RECRUITMENTS L3737-L3736 (HR 536)	6/30/2017
170	826943767	CLASSIFIED RECRUITMENTS L3737-L3479 (HR 537)	6/30/2017
170	826943865	2013 ANNUAL CLASS REV (HR 600)	6/30/2017
170	826943869	2011 ANNUAL CLASS REV (HR 604)	6/30/2017
170	826943873	2011 ANNUAL CLASS REV (HR 608)	6/30/2017
170	826943877	2012 ANNUAL CLASS REV (HR 612)	6/30/2017
170	826943881	2012 ANNUAL CLASS REV (HR 616)	6/30/2017
170	826950888	CLASSIFIED RECRUITMENTS HR459 L3621 TO L-3625	6/30/2017
170	826950895	CLASSIFIED RECRUITMENTS (HR-461) L-3638 TO L-3641	6/30/2017
170	826950898	CLASSIFIED RECRUITMENTS (HR-460) L-3626 TO L-3637	6/30/2017
190	C0100337039	INTERNATIONAL CENTER BUDGET 2006-2010	6/30/2017
190	C0100336125	INTL CENTER STUDENT FILES ABD TO ZMO 2012	6/30/2017
190	C0100337015	INTERNATIONAL CENTER STUDENT FILES ALA-ZOH 2012	6/30/2017
190	C0100337022	INTERNATIONAL CENTER STUDENT FILES TAN-ZOU 2012	6/30/2017
190	C0100337025	INTERNATIONAL CENTER STUDENT FILES AND-SUN 2012	6/30/2017

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190	C0100336134	INTERNATIONAL CENTER STUDENT FILES LIN-YAN 2012	6/30/2017
190	C0100336129	INTERNATIONAL CENTER STUDENT FILES ARI-NAG	6/30/2017
190	C0100337016	INTERNATIONAL CENTER STUDENT FILES	6/30/2017
190	C0100363032	INTERNATIONAL CENTER STUDENT FILES	6/30/2017
190	C0100363033	INTERNATIONAL CENTER STUDENT FILES	6/30/2017
190	C0100363034	INTERNATIONAL CENTER STUDENT FILES	6/30/2017
220	C0100375778	FY 2001-2012 SPP 371 & 377 ALL DOCUMENTS	6/30/2017
220	C0100375784	SPP 277 - SB70 2/1/10-3/31/12	6/30/2017
220	C0100375783	SPP 272-WIP GRANT 5/1/10-2/29/12, SPP 278-COLL. SUPPLEMENTAL 2/1/10-3/31/12	6/30/2017
220	C0100375780	FY 2011/2012 PERKINS (370), GRANT INFO, APPLICATION, QUARTERLY AND FINAL REPORT, EXPENDITURES: CTE DISTRICT, RIV, MV & NORCO, PERMANENT STAFF PAYROLL & CERT OF EFFORT, ALL SPR'S BOX 1 OF 2 7/1/2011 TO 6/30/2012	6/30/2017
220	C0100375781	FY 2011/2012 PERKINS (370), DEPARTMENT BUDGETS AND EXPENDITURES, DELIVERABLES/EVIDENCE, EVENT FOLDERS BOX 2 OF 2 7/1/11 TO 6/30/12	6/30/2017
240	826889501	FY 10/11 NURSING/SCIENCE FFE, RFP NO. 2010/11-46 BOX 1 OF 2	6/30/2017
245	C0100289220	09-10 DPGC JOB TICKETS	6/30/2017
245	C0100289221	09-10 DPGC JOB TICKETS	6/30/2017
245	C0100289223	09-10 DPGC JOB TICKETS	6/30/2017
245	C0100289224	09-10 DPGC INVOICES	6/30/2017
245	C0100289226	09-10 DPGC JOB TICKETS	6/30/2017
245	C0100289227	09-10 DPGC JOB TICKETS	6/30/2017
245	C0100335958	10-11 PRINTING JOB TICKETS	6/30/2017
245	C0100335959	10-11 PRINTING JOB TICKETS	6/30/2017
245	C0100335961	10-11 PRINTING JOB TICKETS	6/30/2017
245	C0100335962	10-11 PRINTING JOB TICKETS	6/30/2017
245	C0100335968	10-11 PRINTING JOB TICKETS	6/30/2017
245	C0100335969	10-11 PRINTING JOB TICKETS	6/30/2017
245	C0100363009	PRINTING JOB TICKETS 1026-1375	6/30/2017
245	C0100363010	PRINTING JOB TICKETS 1376-1750	6/30/2017
245	C0100363011	INVOICE JOB APPROVALS/PRINTING JOB TICKETS 1751	6/30/2017
245	C0100363012	PRINTING JOB TICKETS 700-1025	6/30/2017
245	C0100363013	PRINTING JOB TICKETS 326-699	6/30/2017
245	C0100363014	PRINTING JOB TICKETS 1-325	6/30/2017
245	C0100385334	FY 2012-2013 PRINTING & GRAPHICS JOB TICKETS	6/30/2017
245	C0100385335	FY 2012-2013 PRINTING & GRAPHICS JOB TICKETS	6/30/2017
245	C0100385336	FY 2012-2013 PRINTING & GRAPHICS JOB TICKETS	6/30/2017
245	C0100385337	FY 2012-2013 PRINTING & GRAPHICS JOB TICKETS	6/30/2017
245	C0100385338	FY 2012-2013 PRINTING & GRAPHICS JOB TICKETS	6/30/2017
245	C0100385339	FY 2012-2013 PRINTING & GRAPHICS JOB TICKETS	6/30/2017
247	827093641	BCTC GARY BARNES FILES PURCHASE REQS CONTRACTS FILES 7/1/2000-6/30/2001	6/30/2017

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247	827093642	PSET FIRE LAW FINANCIALS PURCHASE REQS CONTRACTS 7/1/2011-6/30/2012	6/30/2017
247	827093643	LAW PSET FIRE BUDGET PURCHASE REQS CONTRACTS 7/1/2008-6/30/2009	6/30/2017
247	827093644	PSET FIRE LAW BUDSET PURCHASE REQS CONTRACTS 7/1/2009-6/30/2010	6/30/2017
247	827093645	PSET FIRE LAW BUDSET PURCHASE REQS CONTRACTS 7/1/2007-6/30/2008	6/30/2017
250	826889586	M20 WORK COMP FILES	6/30/2017
250	826889619	M19 WORK COMP FILES	6/30/2017
250	C0100310149	CERTIFICATE OF INSURANCE-FROM OUTSIDE RCCD & MIDDLEWORTH, WILLIAMS	6/30/2017
250	C0100385377	FY 10/11,12/13 LAWSUITS/LEGAL CLAIMS DOMINGUEZ CLAIM 2012, STAPLETON 09/09, TODD 09/10, UNITED RENTALS 06/09 VILLANUEVA, MARUICIO 11/09, WARD 3/2010,WINTON 5/2010, MURILLO 11/2010 , GONZALEZ 12/2010, GREENE, LANTZ (BCTC),CUEVA 5/2010,LOEB, WILLIAMS V RCCD, VEGAN OUTREACH VOL 1 & 2, HP CONSTRUCTION 2011, CSEA RCCD-2013	6/30/2017
250	C0100385378	FY 12/13 LAWSUITS/LEGAL CLAIMS KOZIEL V. RCCD-SETTLED 3/2012, HERNANDEZ V. RCCD-SETTLED 9/2012, RADFORD V RCCD-SETTLED 5/2012,CHDS V RCCD (CONSTRUCTION/STOP NOTICE)- DISMISSED 5/2012, UPLAND CONTRACTING(CONSTRUCTION/STOP NOTICE-DISMISSED 5/2012, FERGUSON V RCCD (CONSTRUCTION/STOP NOTICE)-DISMISSED 1/2012, ALCAL V. RCCD (CONSTRUCTION/STOP NOTICED)DISMISSED 1/2012, CITY OF MO VAL V RCCD (REDEVELOPMENT)-DISMISSED 3/2013, VILLANUEVA (SUBRO ON W/C CASE)-SETTLED 2013, CHAKER-STUDENT ISSUE WITH BEN CLARK, GARY BELL-EMPLOYEE ISSUE WITH W/C CLAIM MILLER APPEAL TO BOT, BRATTON-STUDENT COMPLAINT TO CHANI	6/30/2017
250	C0100385379	FY 11/12,12/13 LAWSUITS/LEGAL CLAIMS CORRAL, MCCLEDON,ASR TIDWELL	6/30/2017
259	826951269	12-13 (A) FILES	6/30/2017
259	826951351	11/12 D-G FILES	6/30/2017
259	826951352	11/12 A-C FILES	6/30/2017
259	826951353	11/12 M-Q FILES	6/30/2017
259	826951354	11/12 H-L FILES	6/30/2017
259	826951356	11/12 S-Z FILES	6/30/2017
259	826951357	11/12 LOAN APPS	6/30/2017
259	826951358	11/12 APPEALS	6/30/2017
259	826951359	11/12 APPEALS	6/30/2017
260	C0100291982	09-10 LOAN EXPORT/IMPORT, R2T4 REPORTS, 10 SPRING/SUMMER	6/30/2017

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260	C0100291999	09-10 R2T4 REPORTS FALL 09, SPRING 10	6/30/2017
260	C0100337058	FY 10/11 SCHOLARSHIPS ZERO BALANCES BOX 9 MVC	6/30/2017
260	C0100375734	10/11 BOGW	6/30/2017
260	C0100336114	11-12 SCHOLARSHIP ASSESSMENT SHEETS	6/30/2017
260	C0100375738	11/12 OVERPAYMENTS, RECONCILIATION, R2T4 REPORTS	6/30/2017
260	C0100375741	2011/2012 INCOMPETE FILES	6/30/2017
260	C0100375744	2011/2012 BOGW	6/30/2017
260	C0100375745	2011/2012 FUND BALANCE, SAS REPORT, MRR/POP REPORTS, FUNDING LETTERS, OVERPAYMENTS, POLICE ACADEMY INFO	6/30/2017
260	826889377	FY 11/12 STUDENT EMPLOYMENT EMPLOYEE AND DEPT. FILES O-Z (BOX 2)	6/30/2017
260	826889378	FY 11/12 STUDENT EMPLOYMENT EMPLOYEE AND DEPT. FILES A-O (BOX 1)	6/30/2017
260	826889543	FY 12/13 PELL A-F DL 11/21/12, 12/20/12, 1/24/13, 3/7/13, 4/18/13	6/30/2017
260	826889544	FY 11/12 PELL A-F DL 11/23, 12/22/11; DLS 1/26/12, 3/15, 4/19/12	6/30/2017
260	826889545	FY 10/11 PELL G-O	6/30/2017
260	826889548	FY 11/12 PELL G-O	6/30/2017
260	826889552	FY 13/14 PELL, LOANS P-Z 3/6, 4/11, 6/12	6/30/2017
260	826896228	FY 11/12 PELL G-O FILES	6/30/2017
260	826896238	FY 11/12 PELL G-O	6/30/2017
260	C0100336115	SCHOLARSHIP MISC.	6/30/2017
260	C0100337151	2010/11 APPEAL APPROVED	6/30/2017
260	C0100337152	11/12 GRANT TRANSMITTALS MVC MARCH-JULY 2012	6/30/2017
260	C0100337153	11-12 CHECK TRANSMITTALS AUG 11-SEPT 11	6/30/2017
260	C0100337154	11/12 GRANT MVC GRANT/LOAN TRANSMITTAL	6/30/2017
260	C0100337155	MISC. 07/08/09 APPEALS (KARYN)	6/30/2017
260	C0100337156	SCHOLARSHIPS A-E	6/30/2017
260	C0100337157	SCHOLARSHIPS F-L	6/30/2017
260	C0100337158	11/12 GRANT TRANSMITTALS	6/30/2017
260	C0100337159	2011-2013 APPEALS PENDING	6/30/2017
260	C0100337161	10/11 APPEAL APPROVED	6/30/2017
260	C0100337162	11-12 CHECK TRANSMITTALS RCC OCT 11-JAN 12	6/30/2017
260	C0100337163	09/10 APPEALS (KARYN)	6/30/2017
260	C0100337166	10/11 APPEALS (KARYN)	6/30/2017
260	C0100337168	11/12 GRANT TRANSMITTALS	6/30/2017
260	C0100337170	09/10 APPEAL APPROVED	6/30/2017
260	C0100337171	11/12 GRANT TRANSMITTALS	6/30/2017
260	C0100375752	2011/2012 SAS REPORT, MRR/POP REPORTS, FUND BALANCE, ABS LISTS, CONSORTIUMS, FUNDING LETTERS	6/30/2017
261	826950760	2011-12 & 2012-13 TRANSMITTAL REPORTS (NORCO)	6/30/2017
261	826950761	DISBURSEMENT SUMMARY, R2T4, PWD, DOE COLLECTIONS, PELL/DIRECT LOANS (2011-12) (NORCO)	6/30/2017

**Destruction of Records
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261	826950772	11/12 & 12/13 TRANSMITTAL REPORTS (NORCO)	6/30/2017
261	826950773	11/12 & 12/13 TRANSMITTAL REPORTS (NORCO)	6/30/2017
261	826950901	12-13 IPS, CAL GRANT REPORTS, BOG, S & P REPORTS, PENDING & DENIED APPEALS (NORCO)	6/30/2017
261	826950922	2012-13 TRANSMITTAL REPORTS (NORCO)	6/30/2017
261	826950923	2011-12 & 2012-13 TRANSMITTAL REPORTS (NORCO) S. COLOGGI	6/30/2017
261	826950924	2011-12 TRANSMITTAL REPORTS (NORCO)	6/30/2017
290	826946713	7/1/2011-6/30/2012 A-Z	6/30/2017
290	826946715	ARCHIVED STUDENT FILES FALL 2011 TO SUM	6/30/2017

Agenda Item (VI-B-8-b)

Meeting	11/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
Subject	Surplus Property
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find 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. Education Code Section 81454 permits the disposal of surplus property for the purpose of replacement by including the replacement in the notice calling for bids. 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:

[11212017_ Surplus Property List](#)

**SURPLUS EQUIPMENT
NOVEMBER 21, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	FORD	VEHICLE, SEDAN, 4-DOOR, POLICE (LICENSE PLATE #111603)	2001 CROWN VICTORIA	2FAFP71W41X20503 8	18744
1	APC	BATTERY PACK, EXTERNAL, UPS, STAND-ALONE, 192V	SURT192XLBP	YS0505120757	NONE
1	APC	BATTERY PACK, EXTERNAL, UPS, STAND-ALONE, 192V	SURT192XLBP	YS0505120756	NONE
1	APC	BATTERY PACK, EXTERNAL, UPS, STAND-ALONE, 192V	SURT192XLBP	NS0610004027	34965
1	APC	BATTERY PACK, EXTERNAL, UPS, STAND-ALONE, 192V	SURT192XLBP	NS0610004023	34964
1	APC	BATTERY PACK, EXTERNAL, UPS, STAND-ALONE, 192V	SURT192XLBP	NS0610004021	34967
1	APC	BATTERY PACK, EXTERNAL, UPS, STAND-ALONE, 192V	SURT192XLBP	NS0610004038	34966
1	APC	UNINTERRUPTIBLE POWER SUPPLY	SUA3000RMXL3	JS0739003481	39062
1	APC	UNINTERRUPTIBLE POWER SUPPLY	SUA2200RM2U	JS0809001597	NONE
1	APC	UNINTERRUPTIBLE POWER SUPPLY	SUA2200RM2U	JS0610015420	25041
1	APC	UNINTERRUPTIBLE POWER SUPPLY	SUA2200RMXL3 U	JS0641009069	NONE
1	APC	UNINTERRUPTIBLE POWER SUPPLY	SUA2200RM2U	JS0727000760	NONE
1	SONY	COMPUTER, SERVER, SECURITY, NETWORK SURVEILLANCE RECORDER	NSR-12004T	192058	48181
1	TRIPPLITE	POWER DISTRIBUTION UNIT, SWITCHED, AUTOMATIC POWER SWITCHING, RACK MOUNT	PDUMH20ATNET	2115JY0AC73430033 4	NONE
1	TRIPPLITE	POWER DISTRIBUTION UNIT, SWITCHED, AUTOMATIC POWER SWITCHING, RACK MOUNT	PDUMH20ATNET	9829BY0AC73430001 3	NONE
1	APC	UNINTERRUPTIBLE POWER SUPPLY	SUA750	AS0816141980	NONE
1	APC	UNINTERRUPTIBLE POWER SUPPLY	SUA2200XL	JS0732015568	39042
8	BRETFORD	CART, MEDIA, STEEL, 3-SHELF, ROLLING	031-5440	NONE	NONE
1	HP	PRINTER, INKJET, MFP, COLOR	CM55A	CN12JBK0J6	43671

**SURPLUS EQUIPMENT
NOVEMBER 21, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	COMPUTER, DESKTOP	E6610D	0039131333	34230
1	LENOVO	MONITOR, LCD	4424-HB6	V6M5774	41234
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB02	44418
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB14	NONE
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB10	44420
1	GATEWAY	MONITOR, LCD	FPD1940	MUL9002L0014457	38208
1	LENOVO	MONITOR, LCD	2572-HB6	V681836	41999
1	LENOVO	MONITOR, LCD	2572-HB6	V8W4095	44153
1	LENOVO	MONITOR, LCD	2448-HB6	V6D9980	41841
1	LENOVO	MONITOR, LCD	2448-MB6	V8MW266	49683
1	LENOVO	MONITOR, LCD	2572-HB6	V8W4088	44152
1	LENOVO	MONITOR, LCD	2572-HB6	V8W4085	44150
1	LENOVO	MONITOR, LCD	2448-MB6	V8MW790	49681
1	LENOVO	MONITOR, LCD	2448-HB6	V6D9973	41838
1	LENOVO	MONITOR, LCD	2448-MB6	V8MW204	49684
1	LENOVO	MONITOR, LCD	2448-MB6	V8MW156	49680
1	LENOVO	MONITOR, LCD	4424-HB6	V6C3185	40617
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWK48	44400
1	LENOVO	MONITOR, LCD	4424-HB6	V6C5257	40631
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWK54	44398
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWK42	44398
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWK36	44395
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWW646	NONE
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWK31	44396
1	LENOVO	MONITOR, LCD	2572-HB6	V8W4089	44396
1	LENOVO	MONITOR, LCD	2448-MB6	V8X8925	A02808
1	LENOVO	MONITOR, LCD	2448-MB6	V8MW619	49682
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWK45	44397
1	LENOVO	COMPUTER, DESKTOP, AIO	1677-M1J	MJLZKNW	NONE
1	HP	PRINTER, LASER, MONO	CE462A	CNB9T85742	49776
1	3M	PROJECTOR, OVERHEAD	1700AJK	170094125	NONE
1	FELLOWES	SHREDDER, CROSSCUT, MEDIUM DUTY	PS60C-2	031025EB0053959	NONE
1	LENOVO	MONITOR, LCD	4424-HB6	V662626	40744
1	LENOVO	MONITOR, LCD	4424-HB6	V6C4211	40768
1	LENOVO	MONITOR, LCD	4424-HB6	V6C0152	40622
1	LENOVO	COMPUTER, DESKTOP	M6483-WYL	MJ03788	40871
1	LENOVO	COMPUTER, DESKTOP	0569-CTO	MJTNBFN	42276
1	LENOVO	COMPUTER, DESKTOP	0569-CTO	MJTNBGC	52025
1	LENOVO	COMPUTER, DESKTOP	0569-CTO	MJTNBGW	52031
1	LENOVO	COMPUTER, DESKTOP	7484-WUT	MJPFE62	41811
1	LENOVO	COMPUTER, DESKTOP	7484-CTO	MJMZ208	41186
1	LENOVO	COMPUTER, DESKTOP	6075-CTO	LKMMRGG	37930
1	LENOVO	COMPUTER, DESKTOP	6075-CTO	LKMMRGP	37932
1	LENOVO	COMPUTER, DESKTOP	7484-CTO	MJMZ218	41223
1	LENOVO	COMPUTER, DESKTOP	7484-CTO	MJ13372	60542
1	LENOVO	COMPUTER, DESKTOP	7484-WUT	MJPFF20	41807
1	LENOVO	COMPUTER, DESKTOP	7484-WUT	MJPFF09	41919
1	LENOVO	COMPUTER, DESKTOP	7484-WUT	MJPFF07	41943
1	LENOVO	COMPUTER, LAPTOP	7450-W6Q	LV0094F	38340

**SURPLUS EQUIPMENT
NOVEMBER 21, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	LENOVO	COMPUTER, DESKTOP, SFF	0266-W3D	MJCEAYR	44144
1	LENOVO	COMPUTER, DESKTOP, SFF	0266-W3D	MJCEAYX	44142
1	LENOVO	COMPUTER, DESKTOP, SFF	0266-W3D	MJCEAYT	44145
1	LENOVO	COMPUTER, DESKTOP, SFF	0266-W3D	MJCEAYV	44147
1	LENOVO	COMPUTER, DESKTOP, SFF	0384-CTO	MJFZHZV	A02807
1	LENOVO	COMPUTER, DESKTOP, SFF	7483-WTD	MJXVRB6	44342
1	LENOVO	COMPUTER, DESKTOP, SFF	7483-WTD	MJXVRA0	44341
1	LENOVO	COMPUTER, DESKTOP, SFF	7483-WTD	MJYYWL7	44343
1	LENOVO	COMPUTER, DESKTOP, SFF	7483-WTD	MJXVRE3	NONE
1	LENOVO	COMPUTER, DESKTOP, SFF	7072-CTO	MJFWWMA	A02799
1	LENOVO	COMPUTER, DESKTOP, SFF	3209-E4U	MJRKZHB	49673
1	LENOVO	COMPUTER, DESKTOP, SFF	3209-E4U	MJRKZHD	49676
1	LENOVO	COMPUTER, DESKTOP, SFF	3209-E4U	MJRKZHC	49675
1	LENOVO	COMPUTER, DESKTOP, SFF	3209-E4U	MJRKZHE	49674
1	LENOVO	COMPUTER, DESKTOP, SFF	10CV-0001US	MJ021D36	62160
1	LENOVO	COMPUTER, DESKTOP, SFF	7483-CTO	MJXVRK0	44402
1	LENOVO	COMPUTER, DESKTOP, SFF	7483-WTD	MJXVRB1	44207
1	LENOVO	COMPUTER, DESKTOP, SFF	7483-WTD	MJXVRF9	44710
1	LENOVO	COMPUTER, DESKTOP, SFF	7483-WTD	MJXVPZ3	44209
1	LENOVO	COMPUTER, DESKTOP, SFF	7483-WTD	MJXVRF2	44208
1	GATEWAY	COMPUTER, DESKTOP	E4500D	0036594426	34764
1	GATEWAY	COMPUTER, DESKTOP	E6610D	0004545704	37566
1	LENOVO	COMPUTER, DESKTOP	30A0-SOCTO	MJ003BMZ	64693
1	DELL	COMPUTER, DESKTOP	PRECISION T1500	36STBP1	43187
1	DELL	COMPUTER, DESKTOP	PRECISION T1500	36RTBP1	43185
1	DELL	COMPUTER, DESKTOP	PRECISION T1500	360TBP1	43171
1	LENOVO	COMPUTER, DESKTOP	7484-CTO	L3A1937	40301
1	GATEWAY	COMPUTER, DESKTOP	E4620S	0004565767	39007

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QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	COMPUTER, DESKTOP	E4500S	0037435232	32951
1	GATEWAY	COMPUTER, DESKTOP	E4500S	0047435241	32952
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 755	CYN7TH1	37992
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 760	2W8MTJ1	40191
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 755	2BSY3H1	36992
1	DELL	COMPUTER, DESKTOP	PRECISION T1500	36PRBP1	43151
1	DELL	COMPUTER, DESKTOP	PRECISION T1500	365VBP1	43203
1	DELL	COMPUTER, DESKTOP	PRECISION T1500	36SRBP1	43189
1	DELL	COMPUTER, DESKTOP	PRECISION T1500	367VBP1	43202
1	DELL	COMPUTER, DESKTOP	PRECISION T1500	362TBP1	43169
1	DELL	COMPUTER, DESKTOP	PRECISION T1500	362VBP1	43172
1	LENOVO	COMPUTER, DESKTOP, SFF	7359-CTO	MJ10476	40349
1	LENOVO	COMPUTER, DESKTOP, SFF	7359-CTO	MJ10474	40348
1	HP	PRINTER, LASER, MONO	C7058A	USBRC18386	NONE
1	HP	PRINTER, LASER, MONO	C7058A	CNGSB05295	051766 & 067252
1	HP	PRINTER, LASER, MONO	C4253A	USQX051582	20932
1	HP	PRINTER, LASER, MFP, MONO	Q2426A	USGNS39681	21371
1	APPLE	COMPUTER, DESKTOP	A1186, EMC 2180	G881231QXYL	36838
1	APPLE	COMPUTER, DESKTOP	A1186, EMC 2113	G871036TUPZ	33724
1	APPLE	COMPUTER, DESKTOP	A1047, EMC 1969	G85084LYQPQ	25769
1	APPLE	COMPUTER, DESKTOP	A1186, EMC 2113	G8710370UPZ	33744
1	APPLE	COMPUTER, DESKTOP	A1186, EMC 2180	G8612322XYL	36834
1	GATEWAY	COMPUTER ACCESSORY, DOCKING STATION	RQ7	GWTF807JS93	NONE
1	HP	PRINTER, LASER, MONO	C3980A	USDQ058334	12321
1	HP	PRINTER, LASER, MFP, COLOR	Q3950A	CNHC7360DF	34388
1	LENOVO	COMPUTER, LAPTOP	6474-CTO	L3B3915	38285
1	LENOVO	COMPUTER, LAPTOP	6474-CTO	L3B3918	38299
1	LENOVO	COMPUTER, LAPTOP	6474-CTO	L3B3929	38291
1	LENOVO	COMPUTER, LAPTOP	6474-CTO	L3B3916	38286
1	LENOVO	COMPUTER, LAPTOP	6474-CTO	L3B3920	38296
1	LENOVO	COMPUTER, LAPTOP	6474-CTO	L3B3927	38293
1	LENOVO	COMPUTER, LAPTOP	6474-CTO	L3B3922	38294
1	LENOVO	COMPUTER, LAPTOP	6474-CTO	L3B3926	38288
1	LENOVO	COMPUTER, LAPTOP	6474-CTO	L3B3924	38292

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QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	812J5R1	47140
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	8NZH5R1	A02674
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	210J5R1	A02677
1	DELL	COMPUTER, DESKTOP, SFF	OPTIPLEX 780	F78CDQ1	43468
1	DELL	COMPUTER, DESKTOP, SFF	OPTIPLEX 780	F7BCDQ1	43478
1	HP	PRINTER, LASER, MONO	Q5964A	CNGKB42888	32293
1	LINK SYSTEMS	CCLS SYSTEM CONTROLLER	LINKNET II	5160-01	17429
1	APPLE	COMPUTER, DESKTOP, AIO	A1311, EMC 2308	W80213RLB9U	41515
1	DELL	MONITOR, LCD	P190ST	CN-0RNMH6-74445-0C4-A2WL	43769
1	DELL	MONITOR, LCD	P190SB	CN-09M62C-74261-155-506L	42446
1	DELL	MONITOR, LCD	P190ST	CN-0RNMH6-74445-0C4-AHAL	43774
1	DELL	MONITOR, LCD	P190ST	CN-0RNMH-74445-0C2-AJ7L	43755
1	DELL	MONITOR, LCD	P190ST	CN-0M39MD-74445-21B-869L	47989
1	DELL	MONITOR, LCD	E1909WC	CN-0A0-34G-04610-N2A-C2CM	40046
1	DELL	MONITOR, LCD	P190ST	CN-0RNMH6-74445-0C73-C75L	43098
1	DELL	MONITOR, LCD	P190SB	CN-09M62C-74261-157-1MCC	42472
1	VIEWSONIC	MONITOR, LCD	VS11349	QD-0064804596	33372
1	VIEWSONIC	MONITOR, LCD	VS11349	QD-0064805346	33719
1	VIEWSONIC	MONITOR, LCD	VS11234	Q6-061502190	NONE
1	VIEWSONIC	MONITOR, LCD	VS11248	Q7-8081681196	39071
1	GATEWAY	MONITOR, LCD	FPD1730	MUL7003D0027349	21722
1	GATEWAY	MONITOR, LCD	FPD2185W	MQ17150N03985	34206
1	SAMSUNG	MONITOR, LCD	920WM	WJ19H9FQ205259M	37458
1	SAMSUNG	MONITOR, LCD	193S	GY19H9NX333334D	23479
1	OPQUEST	MONITOR, LCD	BS11201	Q5W061701408	32630
1	GATEWAY	COMPUTER, LAPTOP	450ROG	0032591207	22815
1	DELL	COMPUTER, LAPTOP	LATITUDE D630	J7Y6WD1	36353
1	DELL	COMPUTER, LAPTOP	LATITUDE D630	FKN1BD1	36375
1	DELL	COMPUTER, LAPTOP	LATITUDE D630	9ZP1BD1	36366
1	APPLE	COMPUTER, LAPTOP	A1212, EMC 2119	W87090H9W0M	33167
1	GATEWAY	COMPUTER, LAPTOP	M275	0035458991	26887
1	GATEWAY	COMPUTER, LAPTOP	M465E	0038918155	33122
1	GATEWAY	COMPUTER, LAPTOP	M465E	0036726408	34923
1	GATEWAY	COMPUTER, LAPTOP	M465E	0038918154	33120
1	GATEWAY	COMPUTER, LAPTOP	M465E	0036726404	42309

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QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	COMPUTER, LAPTOP	M465E	0036726407	34919
1	GATEWAY	COMPUTER, LAPTOP	M465E	0036726406	34920
1	GATEWAY	COMPUTER, LAPTOP	SG1N	0014096696	13419
1	TRENDNET	KVM, 8-PORT	TK-803R	UN09038030097	NONE
1	DELL	COMPUTER, LAPTOP	LATITUDE D630	GMQ1BD1	36376
1	DELL	COMPUTER, LAPTOP	LATITUDE D630	1PP1BD1	36289
1	DELL	COMPUTER, LAPTOP	LATITUDE D630	2KN1BD1	36292
1	DELL	COMPUTER, LAPTOP	LATITUDE D630	6HN1BD1	36365
1	DELL	COMPUTER, LAPTOP	LATITUDE D630	7FN1BD1	36342
1	DELL	COMPUTER, LAPTOP	LATITUDE D630	DMN1BD1	36355
1	GATEWAY	MONITOR, LCD	FPD1965	MW862B0H06380	NONE
1	KUBOTA	TRACTOR, UTILITY, DIESEL, WATER-COOLED	B8200HST	NONE	NONE
1	HP	PRINTER, LASER, MFP, MONO	CB425A	CNDC83C077	39386
1	GATEWAY	COMPUTER, LAPTOP	E-100M	0037262746	32794
1	DELL	MONITOR, LCD	REVA03	CN-0VHPX3-74445- 19K-A2ZU	47757
1	DELL	MONITOR, LCD	REVA03	CN-0VHPX3-74445- 19K-A35U	47756
1	DELL	MONITOR, LCD	REVA03	CN-0VHPX3-74445- 19K-A37U	47759
1	LENOVO	MONITOR, LCD	4420-HB2	VN02583	40001
1	HITACHI	PROJECTOR, DIGITAL, LCD, PORTABLE	CP-X255	F6C0029003	31936
1	SONY	CAMERA, DIGITAL	DSC-V1	404986	23195
1	EPSON	SCANNER, FLATBED, PHOTO, COLOR	PERFECTION 4490	J2BW003231	33985
1	HP	COMPUTER, LAPTOP	N/A	NONE	NONE
1	APPLE	COMPUTER, TABLET	N/A	NONE	NONE
1	RITTAL	EQUIPMENT RACK, 19 INCH, NETWORK, STEEL, ROLLING	KGD-35745	COM164092	NONE
1	DELL	COMPUTER, LAPTOP	LATITUDE D630	CCGMFJ1	38344
1	HP	COMPUTER, LAPTOP	6730B	CNU9060QT1	38940
1	HP	COMPUTER, LAPTOP	CB2	4122001814	NONE
1	HP	COMPUTER, LAPTOP	CB2	4123000347	NONE
1	HP	COMPUTER, LAPTOP	CB2	4123000236	NONE
1	HP	COMPUTER, LAPTOP	CB2	4123000298	NONE
1	HP	COMPUTER, LAPTOP	CB2	4123000034	NONE
1	HP	COMPUTER, LAPTOP	CB2	4123000315	NONE
1	HP	COMPUTER, LAPTOP	CB2	4123000340	NONE
1	HP	COMPUTER, LAPTOP	CB2	4123000302	NONE
1	HP	COMPUTER, LAPTOP	CB2	4122002082	NONE
1	HP	COMPUTER, LAPTOP	CB2	4123000331	NONE
1	BROTHER	PRINTER, LASER, MFP, MONO	DCP-7020	NONE	NONE
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 760	97S0TJ2	38763
1	HP	SCANNER, FLATBED, DOCUMENT, INKJET, COLOR	L2690A	CN87PA0389	39616

**SURPLUS EQUIPMENT
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QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	MONITOR, LCD	1908FPT	CN0FP1827161884LR E7J	39617
1	ACER	MONITOR, LCD	N/A	NONE	NONE
21	VARIOUS	FILE CABINET, VERTICAL, STEEL, 5-DRAWER	N/A	NONE	NONE
9	VARIOUS	CHAIR, WOOD FRAME	N/A	NONE	NONE
20	VARIOUS	CHAIR, STEEL FRAME	N/A	NONE	NONE
14	VARIOUS	CHAIR, TASK, HIGH-BACK, ROLLING	N/A	NONE	NONE
1	UNKNOWN	CREDENZA, HORIZONTAL, 2- DRAWER, WOOD	N/A	NONE	NONE
1	HP	PRINTER, LASER, MFP, COLOR	Q3950A	CNHC7D6047	37315
1	UNKNOWN	TABLE, WOOD, RECTANGLE 7'	N/A	NONE	NONE
5	VARIOUS	FILE CABINET, VERTICAL, STEEL, 2-DRAWER	N/A	NONE	NONE
1	VARIOUS	FILE CABINET, VERTICAL, STEEL, 3-DRAWER	N/A	NONE	NONE
8	VARIOUS	TABLE, WOOD/STEEL FRAME, RECTANGLE 4'	N/A	NONE	NONE
29	VARIOUS	CHAIR, TASK, ROLLING	N/A	NONE	NONE
10	VARIOUS	FILE CABINET, VERTICAL, STEEL, 4-DRAWER	N/A	NONE	NONE
2	VARIOUS	CREDENZA, WOOD	N/A	NONE	NONE
1	UNKNOWN	BOOKCASE, VERTICAL, STEEL, 3-SHELF	N/A	NONE	NONE
2	VARIOUS	END TABLE, WOOD, RECTANGLE	N/A	NONE	NONE
2	VARIOUS	BOOKCASE, VERTICAL, WOOD, 3-SHELF	N/A	SEE PICTURE RE: GOV'T PURCHASE	NONE
1	VARIOUS	DESK, 3-PIECE, CORNER, 5- DRAWER	N/A	NONE	NONE
1	VARIOUS	BOOKCASE, STEEL, 7- SHELF	N/A	NONE	NONE
1	VARIOUS	FILE CABINET, LATERAL, STEEL, 8-DRAWER	N/A	NONE	NONE
1	VARIOUS	DESK, 3-PIECE, CORNER, 5- DRAWER	N/A	NONE	NONE
1	HP	PRINTER, LASER, MONO	Q5409A	CNRXR08923	33980
1	HP	FAX MACHINE, LASER	CB782-64001	CN1694N0SN	NONE
1	BROTHER	FAX MACHINE, LASER, MFP	FAX 4750E	U60283L1J326915	NONE
1	VARIOUS	DESK, CORNER, 4-PIECE, 2- DRAWER	N/A	NONE	NONE
1	VARIOUS	DESK, WOOD, 2-PIECE, 4- DRAWER	N/A	NONE	NONE
1	VARIOUS	TABLE, COMPUTER, ROLLING, WOOD	N/A	NONE	NONE
19	VARIOUS	CHAIR, WOOD FRAME, ROLLING	N/A	NONE	NONE
1	BUHL	PROJECTOR, OVERHEAD	90	C60154	NONE

**SURPLUS EQUIPMENT
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QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	VARIOUS	TABLE, CONFERENCE, WOOD/STEEL, 12'	N/A	NONE	NONE
1	PHILLIPS	TELEVISION, CRT	PA7027C101	17756104	14261
1	SHARP	VCR, VHS	XA-705	811713506	14262
1	UNKNOWN	COUCH, BLUE, 6'	N/A	NONE	NONE
2	VARIOUS	LAMP, FLOOR, GLASS/STEEL	N/A	NONE	NONE
1	UNKNOWN	TABLE, ACCENT, WOOD/STEEL	N/A	NONE	NONE
1	UNKNOWN	DESK, RECTANGLE, WOOD, 5-DRAWER	N/A	NONE	NONE
3	VARIOUS	TABLE, STEEL, ADJUSTABLE, RECTANGLE	N/A	NONE	NONE
1	UNKNOWN	BOOKCASE, STEEL, 4-SHELF	N/A	NONE	NONE
3	VARIOUS	TABLE, ACCENT, WOOD	N/A	NONE	NONE
1	UNKNOWN	CABINET, WOOD, 1-DOOR	N/A	NONE	NONE
1	UNKNOWN	TABLE, ACCENT, WOOD, NARROW 6'	N/A	NONE	NONE
2	VARIOUS	FILE CABINET, LATERAL, STEEL, 3-DRAWER	N/A	NONE	NONE
2	VARIOUS	STORAGE CABINET, STEEL, VERTICAL, 3-SHELF	N/A	NONE	NONE
2	VARIOUS	LOUNGE CHAIR	N/A	NONE	NONE
2	VARIOUS	FILE CABINET, LATERAL, WOOD, 2-DRAWER	N/A	NONE	NONE
1	UNKNOWN	DESK, RECTANGLE, STEEL/WOOD	N/A	NONE	NONE
1	UNKNOWN	DESK, RECTANGLE, WOOD, 4-DRAWER	N/A	NONE	NONE
1	UNKNOWN	DESK, CORNER, 4-PIECE, 4-DRAWER	N/A	NONE	20372
1	UNKNOWN	COMPUTER TABLE, ROLLING, STEEL/WOOD	N/A	NONE	NONE
1	UNKNOWN	DESK, 3-PIECE, CORNER, 4-DRAWER	N/A	NONE	NONE
1	UNKNOWN	CREDENZA, WOOD, 5-DRAWER	N/A	NONE	NONE
1	DELL	MONITOR, LCD	1908WFPF	CN-0GP004-72872-7CA-0UUS	39297
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 7010	1S49FX1	51240
1	APC	UNINTERRUPTIBLE POWER SUPPLY	BE750G	3B0907X12290	NONE
1	MOSLER SAFE CO.	VAULT DOOR	N/A	48323	0064
1	UNKNOWN	DESK, WOOD/STEEL FRAME, 4-DRAWER	N/A	NONE	NONE
1	UNKNOWN	STORAGE CABINET, WOOD, 2-DOOR, 6-SHELF	N/A	NONE	NONE

**SURPLUS EQUIPMENT
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QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
3	VARIOUS	CHAIR, STUDENT, STEEL/PLASTIC	N/A	NONE	NONE
1	UNKNOWN	CABINET, WOOD, 3-DRAWER, ROLLING	N/A	NONE	20435
1	UNKNOWN	DESK, STUDENT, TESTING	N/A	NONE	NONE
5	SUSPA	TABLE, ADJUSTABLE, MOTORIZED	TB2818	NONE	NONE
2	VARIOUS	TABLE, ADJUSTABLE, MANUAL	N/A	NONE	NONE
1	UNKNOWN	DESK, CORNER, 2-PIECE, 3-DRAWER	N/A	NONE	NONE
4	VARIOUS	FILE CABINET, LATERAL, STEEL, 2-DRAWER	N/A	NONE	NONE
1	GE	MICROWAVE	JES738WJ02	RR982147U	NONE
1	ALPHASMART	WORD PROCESSOR, PORTABLE	NEO	NEO-AC-0702-105570-AQ	NONE
1	ALPHASMART	WORD PROCESSOR, PORTABLE	NEO	NEO-AC-0702-105559-AQ	NONE
1	ALPHASMART	WORD PROCESSOR, PORTABLE	NEO	NEO-AC-0702-105583-AQ	NONE
1	ALPHASMART	WORD PROCESSOR, PORTABLE	ALPHASMART3000	ALF3000-0500-10403	NONE
1	UNKNOWN	DESK, 2-PIECE, CORNER, 2-DRAWER	N/A	NONE	NONE
2	VARIOUS	WORKSPACE, 4-STATION	N/A	NONE	NONE
1	UNKNOWN	COMPUTER TABLE	N/A	NONE	NONE
1	UNKNOWN	DESK, CORNER, STEEL, 4-DRAWER	N/A	NONE	NONE
1	UNKNOWN	DINING SET, 3 CHAIRS	N/A	NONE	NONE
1	UNKNOWN	TABLE, STEEL/WOOD, ROUND	N/A	NONE	NONE
1	UNKNOWN	COUCH, FABRIC/CHROME 8'	N/A	NONE	42001
1	UNKNOWN	COMPUTER TABLE, ROLLING, WOOD	N/A	NONE	NONE
1	UNKNOWN	BOOKCASE, WOOD, 2-SHELF	N/A	NONE	NONE
1	UNKNOWN	DESK, RECTANGLE, STEEL, 4-DRAWER	N/A	NONE	NONE
1	UNKNOWN	LOVESEAT	N/A	NONE	NONE
1	UNKNOWN	STORAGE CABINET, STEEL, 2-DOOR, 3-SHELF	N/A	NONE	NONE
1	HAIER	MICROWAVE	MWM11100TW	1234567017200709090649	NONE
1	GE	MICROWAVE	JE2160SF03	ML901773M	NONE
1	DA-LITE	PROJECTOR SCREEN	N/A	NONE	NONE
16	VARIOUS	DESKS, STUDENT, STEEL/PLASTIC	N/A	NONE	NONE

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QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	SUNRISE MEDICAL MOBILITY PRODUCTS	WHEELCHAIR, MOTORIZED	QUICKIE	S62-09845	NONE
1	UNKNOWN	FILE CABINET, ROLLING, 3-DRAWER	N/A	NONE	20433
1	UNKNOWN	PODIUM, FLOOR STANDING, WOOD	N/A	NONE	NONE
4	VARIOUS	TABLE, STEEL, RECTANGLE	N/A	NONE	NONE
1	UNKNOWN	TABLE, WOOD, RECTANGLE 6'	N/A	NONE	NONE
1	UNKNOWN	DESK, COMPUTER, WOOD, ROLLING	N/A	NONE	NONE
1	HP	PRINTER, LASER, MONO	Q1335A	CNBJF55808	22852
1	HP	PRINTER, LASER, MONO	Q1335A	CNBJF55810	22849
1	HP	PRINTER, LASER, MONO	C7044A	CNBRC29317	20336
1	LEXMARK	SCANNER, FLATBED, COLOR	4410-K01	16305446953	NONE
1	HP	PRINTER, LASER, MONO	Q1335A	CNBB074795	22848
1	UNKNOWN	BOOKCASE, WOOD, 2-SHELF	N/A	NONE	NONE
2	VARIOUS	WORKSPACE, CORNER, 2-PIECE	N/A	NONE	NONE
1	UNKNOWN	DESK, 3-PIECE, 2-DRAWER, U-SHAPE	N/A	NONE	012?
1	UNKNOWN	ACCENT TABLE, WOOD	N/A	NONE	NONE
1	UNKNOWN	TABLE, FOLDING, STEEL FRAME	N/A	NONE	NONE
1	UNKNOWN	TABLE, TRAPAZOID, STEEL FRAME	N/A	NONE	NONE
2	VARIOUS	CHAIR, EVENT, FOLDING, STEEL	N/A	NONE	NONE
1	SAFCO	DISPLAY CASE, STEEL, 8-SHELF	N/A	NONE	17973
2	VARIOUS	STOOL, ROLLING, STEEL FRAME	N/A	NONE	NONE
1	UNKNOWN	CABINET, STORAGE, STEEL, VERTICAL, 12-SHELF	N/A	NONE	NONE
1	UNKNOWN	CABINET, STORAGE, LATERAL, STEEL, 2-DOOR	N/A	NONE	NONE
1	UNKNOWN	CABINET, STORAGE, WOOD, 4-DOOR	N/A	NONE	NONE
1	SHARP	COPIER/PRINTER, DIGITAL, MULTI-FUNCTION SYSTEM	MX-M1100	15004222	41474
1	SHARP	COPIER/PRINTER, DIGITAL, MULTI-FUNCTION SYSTEM	MX-M1100	15004282	41489

**SURPLUS EQUIPMENT
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QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	UNKNOWN	DISPLAY CASE, OCTAGONAL, WOOD/GLASS	N/A	NONE	NONE
14	UNKNOWN	STADIUM SEATING, 6-SEAT	N/A	NONE	NONE
2	VARIOUS	TABLE, WOOD, CURVED, 10'	N/A	NONE	NONE
3	VARIOUS	TABLE, TRAPAZOID, WOOD FRAME	N/A	NONE	NONE
3	VARIOUS	TABLE, WOOD, RECTANGLE	N/A	NONE	NONE
1	UNKNOWN	CABINET, STORAGE, WOOD, W/SINK	N/A	NONE	NONE
1	UNKNOWN	PODIUM, TABLETOP, WOOD	N/A	NONE	NONE
1	UNKNOWN	DESK, ROLL TOP, WOOD, 2- DOOR	N/A	NONE	NONE
1	UNKNOWN	CABINET, STORAGE, STEEL, 2-DOOR, 3-SHELF	N/A	NONE	NONE
1	TRUTECH	TELEVISION, CRT	DW13TT	GT57AY0363	NONE
1	UNKNOWN	DESK, RECTANGLE, WOOD, 4'	N/A	NONE	NONE
2	VARIOUS	DESK, EXECUTIVE, 3- DRAWER, U-SHAPE	N/A	NONE	NONE
1	UNKNOWN	WALL UNIT, WOOD, 6- DRAWER, 6-SHELF	N/A	NONE	NONE
1	NEC	PRINTER, IMPACT, WIDE CARRIAGE	PINWRITER P6300	550902057	NONE
1	IBM	TYPEWRITER, ELECTRONIC, WHEELWRITER	674X	13416603092866	002488
1	HP	PRINTER, LASER, MONO	Q3723A	JPRL82309B	37450
1	HP	PRINTER, LASER, MONO	C4086A	USDG036137	13521
1	GATEWAY	MONITOR, LCD	FPD1730	MUL7003D0027329	21909
1	FG INDUSTRIES	REFRIGERATOR	ERS- 365/WALNUT	80401831	NONE
1	TOSHIBA	PRINTER/COPIER, LASER, MFP, MONO	FC4520C	CAG021083	49086
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 9010	JZMXCX1	51079
1	HP	PRINTER, LASER, MONO	CB366A	CNB1R38273	34092
1	PANASONIC	CAMCORDER, DIGITAL, MINI- DV	AG-DVC20P	K8HK00355R	39903
1	PANASONIC	CAMCORDER, DIGITAL, MINI- DV	AG-DVC7	A7HK00557P	37090
1	PANASONIC	CAMCORDER, DIGITAL, MINI- DV	AG-DVC7P	L5HK01040W	37092
1	JVC	TELEVISION, CRT	AV-20021	1741012	NONE
1	MAGNISIGHT	VIDEO MAGNIFIER	MFR-D02	509351	15814
1	LOREX	MONITOR, CRT, 8-CHANNEL	KCM-1702	S0106070240	NONE
1	LOREX	MONITOR, CRT, 8-CHANNEL	KCM-1702	S0106070493	NONE

**SURPLUS EQUIPMENT
NOVEMBER 21, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	BRETFORD	CART, MEDIA, STEEL, 3-SHELF, ROLLING	E	NONE	007949
1	BRETFORD	CART, MEDIA, STEEL, 3-SHELF, ROLLING	E	NONE	NONE
1	PANASONIC	MONITOR, HD PLASMA	TH50PHD7UY	YH5120446	25237
1	SHARP	TELEVISION, CRT	25VT-K100	352046	13560
1	GATEWAY	MONITOR, LCD	FPD1530	MUL5018A0014191	19600
1	GATEWAY	MONITOR, LCD	FPD1810	KUL8015B007895	19444
1	KODAK	PROJECTOR, SLIDE	EKTAGRAPHIC B-2	2572441	004692
1	SAMSUNG	MONITOR, LCD	GY19VSSB	GY19H9NX333670 B	23467
1	BUHL	PROJECTOR, OVERHEAD	90	C29488	004762
1	PHILLIPS	TELEVISION, CRT	PA7027C101	78953069	NONE
1	SHARP	VCR, VHS	XA-705	908720167	14155
1	HP	PRINTER, INKJET, COLOR	C5871A	SG7CR1W0VR	10535
1	ROLAND CORPORATION	SPEAKER, MONITOR	MA-12C	1011778	NONE
1	SONY	PROJECTOR, DIGITAL, LCD	VPL-PX15	13340	19193
1	PANASONIC	MONITOR, CRT, COLOR	AG-513D	C9AA30386	13595
1	PANASONIC	MONITOR, CRT, COLOR	AG-513D	C9AA30382	13594
1	ROLAND CORPORATION	SPEAKER, MONITOR	MA-12C	AM76690	NONE
1	BROTHER	TYPEWRITER, ELECTRIC, PORTABLE	GX-6750	G8D200144	NONE
1	SHARP	PRINTER/COPIER, LASER, MFP, COLOR	MXC312	3512402X	NONE
1	HILL-ROM	HOSPITAL BED, ELECTRIC	ADVANTA P1600B004722	C324AB8107	47719
1	GATEWAY	COMPUTER ACCESSORY, DOCKING STATION	RQ5	VK17A41000016	NONE
1	DELL	COMPUTER ACCESSORY, DOCKING STATION	PD01X	CN0HD026-48643-75P-0696	NONE
1	CISCO	ACCESS POINT, WIRELESS	AIRONET AIR-AP1242AG-A-K9	FTX1028B4BB	NONE
1	CISCO	ACCESS POINT, WIRELESS	AIRONET AIR-AP1242AG-A-K9	FTX1028B4B6	NONE
1	CISCO	ACCESS POINT, WIRELESS	AIRONET AIR-AP1242AG-A-K9	FTX1028B3JH	NONE
1	US ROBOTICS	MODEM, ISDN	80-000698-12	41X0BAG7VYLZ	NONE
1	DELL	COMPUTER, LAPTOP	LATITUDE D630	6MN1BDN1	36312
1	IBM	COMPUTER, LAPTOP	2529-EAU	LR-133030603	34672
1	GATEWAY	COMPUTER, DESKTOP	E2300	0035944513	26253
1	APPLE	COMPUTER, DESKTOP	POWERMAC G4 M5183	XB13002SLF6	19023
1	DELL	COMPUTER, SERVER	POWEREDGE 2500	4PJ5021	NONE
1	3COM	NETWORK MULTI-SERVICE ACCESS PLATFORM, RACK-MOUNT, TOTAL CONTROL, 3U	3C0504123-01	13YQB29A2C27	14781

**SURPLUS EQUIPMENT
 NOVEMBER 21, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	BROTHER	PRINTER, LASER, MFP, MONO	MFC-7440N	U62063K0N679669	43352
1	GATEWAY	COMPUTER, DESKTOP	E3200	0018703018	15110
1	HP	PRINTER, LASER, MONO	C2039A	JPGK192700	10646
1	DELL	COMPUTER, DESKTOP	DIMENSION SPXB800	55Z1701	16122
1	DELL	COMPUTER, DESKTOP	OPTIPLEX GX280	JSTX771	30225
1	GATEWAY	COMPUTER, DESKTOP	E4500D	0036567342	34617
1	DELL	COMPUTER, DESKTOP	PRECISION 530	J1R6H11	19011
1	ADCOM	STEREO, TUNER, PRE-AMPLIFIER	GTP-350	P351FB09982	12956
1	YAMAHA	STEREO, AMPLIFIER, INTEGRATED, 2-CHANNEL	AX-596	HY243071WY	NONE
1	SONY	CASSETTE TAPE DECK, DUAL, PROFESSIONAL	TC-WE675	8102764	NONE
1	HITACHI	PROJECTOR, DIGITAL, LCD, PORTABLE	CP-X275	RT36006503	22973
1	SONY	CASSETTE TAPE DECK, DUAL, PROFESSIONAL	TC-WE825S	8107302	NONE
1	SHARP	PROJECTOR, DIGITAL, LCD	XG-E1200U	702VM574	NONE
1	YAMAHA	AUDIO MIXER, PROFESSIONAL CONSOLE, 12-CHANNEL	MC1202	OK01180KM88	1473
1	SAMSUNG	TELEVISION/VCR COMBO, CRT	CXD2512	3CBJ502252X	2926

Agenda Item (VI-B-8-c)

Meeting	11/21/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-c)
Subject	Notice of Completions
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 staff reports that the projects listed on the attachment are now complete.

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

Attachments:

[11212017_Notice of Completions](#)

COMPLETED PROJECTS

November 21, 2017

Project

Phase 2 Security Improvement for Riverside Community College District
Landscape Renovations at Moreno Valley College
Tile Replacement in ATEC Building at Norco College

Contractor

Apple Valley Communications, Inc.
RCB & Sons, Inc.
C.I. Services, 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**

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is 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 11/21/2017. The work done was:
Phase 2 Security Improvements for Riverside Community College District
- The name of the contractor, if any, for such work of improvement was _____
Apple Valley Communications, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 3801 Market Street, Riverside, CA 92501
(If no street address has been officially assigned, insert "none")

Dated: 11/21/2017

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 November 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**

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is 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 11/21/2017. The work done was:
Landscape Renovations at Moreno Valley College
- The name of the contractor, if any, for such work of improvement was _____
RCB & Sons, 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 Moreno Valley, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 16130 Lasselle Street, Moreno Valley, CA 92551
(If no street address has been officially assigned, insert "none")

Dated: 11/21/2017

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.
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Executed on November 22, 20 17, at Riverside, California.

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(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**

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is 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 11/21/2017. The work done was:
Tile Replacement in ATEC Building
- The name of the contractor, if any, for such work of improvement was _____
C.I. Services, 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: 11/21/2017

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 November 22, 20____, at Riverside, California.
(Date of signature) (City where signed)

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

Agenda Item (VII-A)

Meeting 11/21/2017 - Regular

Agenda Item Consent Agenda Information (VII-A)

Subject CCFS-311Q – Quarterly Financial Status Report for the 1st Quarter Ended - September 30, 2017

College/District District

Information Only

Background Narrative:

See the attached CCFS-311Q – Quarterly Financial Status Report for the 1st Quarter ended September 30, 2017.

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

Attachments:

[11212017_ CCFS-311Q \(1st Quarter\)](#)

CCFS-311Q – Quarterly Financial Status Report Background Narrative September 30, 2017

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: 2017-2018
Quarter Ended: (Q1) Sep 30, 2017

District: (960) RIVERSIDE

Your Quarterly Data is ready for certification.
Please complete the fields below and click on the 'Certify This Quarter' button

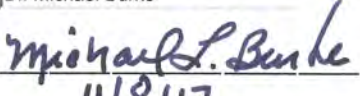
Chief Business Officer

CBO Name: Aaron S. Brown

CBO Phone: Use format 999-555-1212
951-222-8789

CBO Signature: 
Date Signed: 11-7-17

Chief Executive Officer Name: Dr. Michael Burke

CEO Signature: 
Date Signed: 11/8/17

Electronic Cert Date:

District Contact Person

Name: Melissa Elwood

Title: Controller

Telephone: Use format 999-555-1212
951-222-8041

Fax: Use format 999-555-1212
951-222-8021

E-Mail: melissa.elwood@rccd.edu

Certify This Quarter

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:
Christine Atalg (916)327-5772 catalg@cccco.edu or Tracy Britten (916)324-9794 tbritten@cccco.edu

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CHANGE THE PERIOD

Fiscal Year: 2017-2018

Quarter Ended: (Q1) Sep 30, 2017

District: (960) RIVERSIDE

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
Closed for edits after Nov 16, 2017					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	186,343,820	186,343,820	40,165,822	186,343,820
A.2	Other Financing Sources (Object 8900)	-2,945,480	-2,945,480	-646,928	-2,945,480
A.3	Total Unrestricted Revenue (A.1 + A.2)	183,398,340	183,398,340	39,518,894	183,398,340
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	213,466,373	212,966,373	31,690,685	212,966,373
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	157,955	657,955	26,261	657,955
B.3	Total Unrestricted Expenditures (B.1 + B.2)	213,624,328	213,624,328	31,716,946	213,624,328
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-30,225,988	-30,225,988	7,801,948	-30,225,988
D.	Fund Balance, Beginning	42,944,509	42,944,509	42,944,509	42,944,509
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	42,944,509	42,944,509	42,944,509	42,944,509
E.	Fund Balance, Ending (C. + D.2)	12,718,521	12,718,521	50,746,457	12,718,521
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	6%	6%	160%	6%

SAVE EDITS >>

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)				29,622
-----	---	--	--	--	--------

Amount as of the Specified Quarter Ended

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

H.1	Cash, excluding borrowed funds	85,798,646
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	85,798,646

IV. Has the district settled any employee contracts during this quarter? Yes No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management		Academic				Classified	
			Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
YYYY-YY								
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

SAVE EDITS >>

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

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

Yes

No

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

2000 Characters Remaining

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

This year?

Yes

No

Next year?

Yes

No

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

2000 Characters Remaining

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 catalig@ccccc.edu or Tracy Britten (916)324-9794 tbritten@ccccc.edu

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL FUND REVENUE AND EXPENDITURE REPORT
FOR THE PERIOD ENDED SEPT 30, 2017**

Cash Position - Unrestricted and Restricted

	YTD Activity
Beginning Cash, July 1, 2017	\$ 77,435,557
Net Change in Accounts Receivables	6,314,805
Net Change in Accounts Payables	(6,555,489)
Revenue and Other Financial Sources	50,140,486
Expenditures and Other Outgo	(41,536,713)
Ending Cash, September 30, 2017	\$ 85,798,646

Budget and Actual Activity - Unrestricted

	Adopted Budget	Revised Budget	YTD Activity
Revenues			
Federal	\$ 211,995	\$ 211,995	\$ 7,559
State	122,499,321	122,499,321	32,081,005
Local	63,632,504	63,632,504	8,077,258
Total Revenues	186,343,820	186,343,820	40,165,822
Other Financing Sources	(2,945,480)	(2,945,480)	(646,928)
Total Revenues	183,398,340	183,398,340	39,518,894
Expenditures			
Academic Salaries	\$ 80,301,613	\$ 80,298,121	\$ 15,209,048
Classified Salaries	35,616,259	35,619,461	8,224,120
Employee Benefits	46,627,286	46,628,004	4,635,664
Materials & Supplies	2,623,101	2,703,107	335,684
Services	47,175,897	46,280,550	3,221,048
Capital Outlay	1,122,217	1,437,130	65,121
Total Expenditures	213,466,373	212,966,373	31,690,685
Other Outgo - Objects	157,955	657,955	26,261
Total Expenditures and Other Outgo	213,624,328	213,624,328	31,716,946
Revenues Over (Under)			
Expenditures	\$ (30,225,988)	\$ (30,225,988)	\$ 7,801,947
Beginning Fund Balances	42,944,509	42,944,509	42,944,509
Ending Fund Balances	\$ 12,718,521	\$ 12,718,521	\$ 50,746,456
Contingency			
Unrestricted	\$ 11,818,521	\$ 11,818,521	\$ 49,846,456
Reserve	900,000	900,000	900,000
Total Contingency/Reserve	\$ 12,718,521	\$ 12,718,521	\$ 50,746,456

Agenda Item (VII-B)

Meeting 11/21/2017 - Regular
Agenda Item Consent Agenda Information (VII-B)
Subject Monthly Financial Report for Month Ending – October 31, 2017
College/District District
Information Only

Background Narrative:

See the attached monthly Financial Report for the period July 1, 2017 through October 31, 2017.

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

Attachments:

[11212017_ Monthly Financial Report](#)

MONTHLY FINANCIAL REPORT
JULY 1, 2017 – OCTOBER 31, 2017

<u>General Funds</u>	<u>Page</u>
Resource 1000 - General Operating	2
Resource 1050 - Parking	3
Resource 1070 - Student Health Services	4
Resource 1080 - Community Education	5
Resource 1090 - Performance Riverside	6
Resource 1110 - Contractor-Operated Bookstore	7
Resource 1120 - Center for Social Justice and Civil Liberties	8
Resource 1170 - Customized Solutions	9
Resource 1180 - Redevelopment Pass-Through	10
Resource 1190 - Grants and Categorical Programs	11
<u>Special Revenue Funds</u>	
Resource 3200 - Food Services	12
Resource 3300 - Child Care	13
<u>Capital Projects Funds</u>	
Resource 4100 - State Construction & Scheduled Maintenance	14
Resource 4130 - La Sierra Capital	15
<u>General Obligation Bond Capital Project Funds</u>	
Resource 4390 - G. O. Bond Series 2015E Capital Appreciation Bonds	16
<u>Internal Service Funds</u>	
Resource 6100 - Self-Insured PPO Health Plan	17
Resource 6110 - Self-Insured Workers Compensation	18
Resource 6120 - Self-Insured General Liability	19
Resource 6900 – Internal Service Fund – OPEB	20
<u>Expendable Trust and Agency Funds</u>	
Associated Students of RCCD	21
Student Financial Aid	22
RCCD Development Corporation	23

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 180,548,317	\$ 184,245,819	\$ 184,245,819	\$ 52,238,989
Inter/Intrafund Transfer from District Bookstore (Resource 1110)	336,858	1,301,950	1,301,950	325,488
Total Revenues	<u>\$ 180,885,175</u>	<u>\$ 185,547,769</u>	<u>\$ 185,547,769</u>	<u>\$ 52,564,476</u>
Expenditures				
Academic Salaries	\$ 75,723,207	\$ 80,279,183	\$ 80,287,182	\$ 21,911,806
Classified Salaries	30,516,753	35,225,326	35,220,646	10,854,461
Employee Benefits	44,288,918	46,442,230	46,445,004	8,432,130
Materials & Supplies	1,979,449	2,571,674	2,654,212	472,842
Services	16,060,908	46,447,568	45,502,976	5,533,531
Capital Outlay	1,985,095	1,114,717	1,470,176	175,240
Student Aid	44,541	52,910	552,910	0
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	634,157	665,157	665,157	166,289
Center for Social Justice and Civil Liberties (Resource 1120)	105,854	165,541	165,541	41,385
College Promise Pgrm (Resource 1190)	0	1,757,864	1,757,864	439,466
Federal Work Study (Resource 1190)	294,157	363,618	363,618	13,032
Student Financial Assist (Resource 1190)	14,341	0	0	0
Veteran Services (Resource 1190)	3,884	5,800	5,800	5,800
Interfund Transfer to: Resource 4130	2,630,000	0	0	0
Total Expenditures	<u>\$ 174,281,263</u>	<u>\$ 215,091,588</u>	<u>\$ 215,091,086</u>	<u>\$ 48,045,982</u>
Revenues Over (Under) Expenditures	\$ 6,603,912	\$ (29,543,819)	\$ (29,543,317)	\$ 4,518,494
Beginning Fund Balance	36,517,184	43,121,096	43,121,096	43,121,096
Ending Fund Balance	<u>\$ 43,121,096</u>	<u>\$ 13,577,277</u>	<u>\$ 13,577,779</u>	<u>\$ 47,639,590</u>
Ending Cash Balance				<u>\$ 49,663,124</u>

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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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 3,033,555	\$ 3,117,047	\$ 3,117,047	\$ 1,335,292
Expenditures				
Classified Salaries	\$ 1,395,312	\$ 1,661,409	\$ 1,661,409	\$ 498,521
Employee Benefits	498,928	625,863	625,863	131,180
Materials & Supplies	38,478	46,900	45,070	9,308
Services	856,476	893,001	894,831	210,893
Capital Outlay	176,964	236,525	236,525	55,946
Total Expenditures	\$ 2,966,157	\$ 3,463,698	\$ 3,463,698	\$ 905,849
Revenues Over (Under) Expenditures	\$ 67,398	\$ (346,651)	\$ (346,651)	\$ 429,443
Beginning Fund Balance	(454,063)	(386,665)	(386,665)	(386,665)
Ending Fund Balance	\$ (386,665)	\$ (733,316)	\$ (733,316)	\$ 42,779
Ending Cash Balance				\$ 54,120

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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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,524,999	\$ 1,670,940	\$ 1,670,940	\$ 600,646
Expenditures				
Academic Salaries	\$ 443,268	\$ 500,600	\$ 500,600	\$ 156,249
Classified Salaries	514,014	686,101	686,101	151,387
Employee Benefits	305,977	430,427	430,427	68,737
Materials & Supplies	78,082	117,730	117,730	37,938
Services	180,369	415,593	415,593	118,139
Capital Outlay	9,684	20,500	20,500	491
Total Expenditures	\$ 1,531,393	\$ 2,170,951	\$ 2,170,951	\$ 532,941
Revenues Over (Under) Expenditures	\$ (6,394)	\$ (500,011)	\$ (500,011)	\$ 67,706
Beginning Fund Balance	2,117,758	2,111,364	2,111,364	2,111,364
Ending Fund Balance	<u>\$ 2,111,364</u>	<u>\$ 1,611,353</u>	<u>\$ 1,611,353</u>	<u>\$ 2,179,070</u>
Ending Cash Balance				<u>\$ 2,101,800</u>

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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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 165,591	\$ 74,064	\$ 74,064	\$ 41,339
Intrafund Transfer from Customized Solutions (Resource 1170)	0	30,000	30,000	-
Total Revenues	<u>\$ 165,591</u>	<u>\$ 104,064</u>	<u>\$ 104,064</u>	<u>\$ 41,339</u>
Expenditures				
Academic Salaries	\$ 445	\$ 0	\$ 0	\$ 0
Classified Salaries	106,503	37,726	37,726	49,334
Employee Benefits	18,815	14,980	14,980	4,912
Materials & Supplies	1,562	14,955	14,955	255
Services	35,836	6,403	6,403	(646)
Total Expenditures	<u>\$ 163,161</u>	<u>\$ 74,064</u>	<u>\$ 74,064</u>	<u>\$ 53,855</u>
Revenues Over (Under) Expenditures	\$ 2,430.09	\$ 30,000	\$ 30,000	\$ (12,515)
Beginning Fund Balance	<u>\$ (287,040)</u>	<u>(284,610)</u>	<u>(284,610)</u>	<u>(284,610)</u>
Ending Fund Balance	<u>\$ (284,610)</u>	<u>\$ (254,610)</u>	<u>\$ (254,610)</u>	<u>\$ (297,125)</u>
Ending Cash Balance				<u>\$ (295,581)</u>

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

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 286,190	\$ 285,240	\$ 285,240	\$ 62,970
Intrafund Transfer from Performance Riverside (Resource 1090)	275,000	275,000	275,000	68,750
Total Revenues	<u>\$ 561,190</u>	<u>\$ 560,240</u>	<u>\$ 560,240</u>	<u>\$ 131,720</u>
Expenditures				
Academic Salaries	\$ 10,434	\$ 22,430	\$ 22,430	\$ 0
Classified Salaries	166,793	183,930	183,930	56,226
Employee Benefits	78,999	95,562	95,562	19,596
Materials & Supplies	3,918	5,472	5,472	1,091
Services	222,168	230,325	229,305	110,341
Capital Outlay	0	0	1,522	1,500
Total Expenditures	<u>\$ 482,312</u>	<u>\$ 537,719</u>	<u>\$ 538,221</u>	<u>\$ 188,753</u>
Revenues Over (Under) Expenditures	\$ 78,877	\$ 22,521	\$ 22,019	\$ (57,033)
Beginning Fund Balance	<u>(717,476)</u>	<u>(638,599)</u>	<u>(638,599)</u>	<u>(638,599)</u>
Ending Fund Balance	<u>\$ (638,599)</u>	<u>\$ (616,078)</u>	<u>\$ (616,580)</u>	<u>\$ (695,632)</u>
Ending Cash Balance				<u>\$ (688,353)</u>

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

Fund 11, Resource 1110 - Contractor-Operated Bookstore

	Prior Year Actuals 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,056,349	\$ 1,056,925	\$ 1,056,925	\$ 158,533
Expenditures				
Services	\$ 43,600	\$ 43,600	\$ 43,600	\$ 10,900
Interfund Transfer to				
Food Services (Resource 3200)	105,045	105,045	105,045	26,261
Riverside - Early Childhood Services (Resource 3300)	75,000	0	0	0
Intrafund Transfer to				
Performance Riverside (Resource 1090)	275,000	275,000	275,000	68,750
General Operating (Resource 1000)	336,858	1,301,950	1,301,950	325,488
Total Expenditures	\$ 835,503	\$ 1,725,595	\$ 1,725,595	\$ 431,399
Revenues Over (Under) Expenditures	\$ 220,845	\$ (668,670)	\$ (668,670)	\$ (272,865)
Beginning Fund Balance	456,496	677,341	677,341	677,341
Ending Fund Balance	\$ 677,341	\$ 8,671	\$ 8,671	\$ 404,476
Ending Cash Balance				\$ 404,476

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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 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 25,371	\$ 25,400	\$ 25,400	\$ 25,000
Intrafund Transfer from General Operating (Resource 1000)	105,854	165,541	165,541	41,385
Total Revenues	\$ 131,225	\$ 190,941	\$ 190,941	\$ 66,385
Expenditures				
Classified Salaries	\$ 1,051	\$ 86,362	\$ 86,362	\$ 0
Employee Benefits	7	57,328	57,328	0
Materials & Supplies	1,495	4,910	4,910	134
Services	128,463	50,265	50,265	16,768
Capital Outlay	208	211	211	701
Total Expenditures	\$ 131,224	\$ 199,076	\$ 199,076	\$ 17,604
Revenues Over (Under) Expenditures	\$ 1	\$ (8,135)	\$ (8,135)	\$ 48,782
Beginning Fund Balance	13,134	13,135	13,135	13,135
Ending Fund Balance	\$ 13,135	\$ 5,000	\$ 5,000	\$ 61,917
Ending Cash Balance				\$ 62,034

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

Fund 11, Resource 1170 - Customized Solutions

	Prior Year Actuals 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 648,378	\$ 694,272	\$ 694,272	\$ 3,038
Expenditures				
Classified Salaries	\$ 151,193	\$ 169,277	\$ 169,277	\$ 35,183
Employee Benefits	77,116	74,514	74,514	9,820
Materials & Supplies	1,203	31,000	31,000	194
Services	516,633	448,001	448,001	38,979
Capital Outlay	0	7,500	7,500	0
Intrafund Transfer To:				
Community Education (Resource 1080)	0	30,000	30,000	0
Total Expenditures	\$ 746,145	\$ 760,292	\$ 760,292	\$ 84,176
Revenues Over (Under) Expenditures	\$ (97,768)	\$ (66,020)	\$ (66,020)	\$ (81,138)
Beginning Fund Balance	167,047	69,280	69,280	69,280
Ending Fund Balance	\$ 69,280	\$ 3,260	\$ 3,260	\$ (11,858)
Ending Cash Balance				\$ (229,222)

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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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,185,202	\$ 2,178,200	\$ 2,178,200	\$ 0
Expenditures				
Services	\$ 348,129	\$ 564,064	\$ 564,064	\$ 28,420
Capital Outlay	668,038	4,123,384	4,123,384	19,239
Total Expenditures	\$ 1,016,167	\$ 4,687,448	\$ 4,687,448	\$ 47,659
Revenues Over (Under) Expenditures	\$ 1,169,035	\$ (2,509,248)	\$ (2,509,248)	\$ (47,659)
Beginning Fund Balance	4,687,326	5,856,361	5,856,361	5,856,361
Ending Fund Balance	\$ 5,856,361	\$ 3,347,113	\$ 3,347,113	\$ 5,808,703
Ending Cash Balance				\$ 5,843,994

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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 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 42,152,846	\$ 95,511,862	\$ 97,485,503	\$ 37,748,943
Intrafund Transfers from				
General Operating (Resource 1000)				
For College Promise Program	0	1,757,864	1,757,864	439,466
For DSP&S	634,157	665,157	665,157	166,289
For Federal Work Study	294,157	363,618	363,618	13,032
For Student Financial Assistance	14,341	0	0	0
For Veteran Services	3,884	5,800	5,800	5,800
Total Revenues	\$ 43,099,384	\$ 98,304,301	\$ 100,277,942	\$ 38,373,529
Expenditures				
Academic Salaries	\$ 6,659,665	\$ 8,246,161	\$ 8,320,767	\$ 2,398,554
Classified Salaries	13,354,732	15,841,018	16,165,716	4,347,719
Employee Benefits	6,499,237	9,714,958	9,846,661	1,660,828
Materials & Supplies	2,022,119	11,647,984	8,044,797	434,419
Services	10,030,482	41,383,228	45,749,385	2,789,818
Capital Outlay	3,251,099	8,948,350	9,041,727	602,737
Student Grants (Financial, Book, Meal, Transportation)	1,282,051	2,522,602	3,108,889	265,930
Total Expenditures	\$ 43,099,384	\$ 98,304,301	\$ 100,277,942	\$ 12,500,005
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 25,873,524
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ 25,873,524
Ending Cash Balance				\$ 25,712,332

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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 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 2,983,436	\$ 3,091,810	\$ 3,091,810	\$ 758,097
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	105,045	105,045	105,045	26,261
Total Revenues	\$ 3,088,481	\$ 3,196,855	\$ 3,196,855	\$ 784,358
Expenditures				
Classified Salaries	\$ 1,031,871	\$ 1,079,381	\$ 1,079,381	\$ 311,183
Employee Benefits	366,687	406,984	406,984	82,720
Materials & Supplies	1,257,136	1,288,328	1,288,328	351,421
Services	221,815	230,074	230,074	61,460
Capital Outlay	14,819	61,809	61,809	7,041
Total Expenditures	\$ 2,892,328	\$ 3,066,576	\$ 3,066,576	\$ 813,825
Revenues Over (Under) Expenditures	\$ 196,153	\$ 130,279	\$ 130,279	\$ (29,467)
Beginning Fund Balance	986,243	1,182,397	1,182,397	1,182,397
Ending Fund Balance	\$ 1,182,397	\$ 1,312,676	\$ 1,312,676	\$ 1,152,930
Ending Cash Balance				\$ 1,156,162

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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 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,564,472	\$ 1,496,263	\$ 1,496,263	\$ 409,512
Interfund Transfer from Contractor-Operated Bookstore (Resource 1110)	75,000	0	0	0
Total Revenues	\$ 1,639,472	\$ 1,496,263	\$ 1,496,263	\$ 409,512
Expenditures				
Academic Salaries	\$ 626,724	\$ 686,649	\$ 686,649	\$ 127,850
Classified Salaries	467,997	505,002	505,002	133,953
Employee Benefits	145,339	305,146	305,146	35,923
Materials & Supplies	45,772	57,911	57,911	6,788
Services	44,992	82,325	82,325	33,946
Capital Outlay	17,275	33,000	33,000	0
Total Expenditures	\$ 1,348,099	\$ 1,670,033	\$ 1,670,033	\$ 338,460
Revenues Over (Under) Expenditures	\$ 291,373	\$ (173,770)	\$ (173,770)	\$ 71,052
Beginning Fund Balance	799,193	1,090,566	1,090,566	1,090,566
Ending Fund Balance	\$ 1,090,566	\$ 916,796	\$ 916,796	\$ 1,161,618
Ending Cash Balance				\$ 1,154,799

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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 <u>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,389,326	\$ 8,496,236	\$ 8,496,236	\$ 5,981,572
Expenditures				
Services	\$ 19,650	\$ 0	\$ 0	\$ 0
Capital Outlay	1,369,676	8,496,236	8,496,236	80,396
Intrafund Transfer to				
La Sierra Fund (Resource 4130)	44,470	0	0	0
Total Expenditures	<u>\$ 1,433,796</u>	<u>\$ 8,496,236</u>	<u>\$ 8,496,236</u>	<u>\$ 80,396</u>
Revenues Over (Under) Expenditures	\$ (44,470)	\$ 0	\$ 0	\$ 5,901,176
Beginning Fund Balance	<u>44,470</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 5,901,176</u></u>
Ending Cash Balance				<u><u>\$ 5,856,801</u></u>

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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 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 56,247	\$ 28,861	\$ 28,861	\$ 0
Inter/Intrafund Transfer from				
General Operating (Resource 1000)	2,630,000	0	0	0
State Capital Outlay (Resource 4100)	44,470	0	0	0
Total Revenues	<u>\$ 2,730,716</u>	<u>\$ 28,861</u>	<u>\$ 28,861</u>	<u>\$ 0</u>
Expenditures				
Capital Outlay	<u>\$ 1,368,279</u>	<u>\$ 1,480,829</u>	<u>\$ 1,480,829</u>	<u>\$ (14,417)</u>
Total Expenditures	<u>\$ 1,368,279</u>	<u>\$ 1,480,829</u>	<u>\$ 1,480,829</u>	<u>\$ (14,417)</u>
Revenues Over (Under) Expenditures	\$ 1,362,437	\$ (1,451,968)	\$ (1,451,968)	\$ 14,417
Beginning Fund Balance	<u>389,806</u>	<u>1,752,242</u>	<u>1,752,242</u>	<u>1,752,242</u>
Ending Fund Balance	<u>\$ 1,752,242</u>	<u>\$ 300,274</u>	<u>\$ 300,274</u>	<u>\$ 1,766,659</u>
Ending Cash Balance				<u>\$ 2,087,284</u>

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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 <u>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 298,377	\$ 85,000	\$ 85,000	\$ 9,035
Expenditures				
Classified Salaries	\$ 293,126	\$ 677,916	\$ 677,916	\$ 73,911
Employee Benefits	131,825	366,575	366,575	21,926
Materials & Supplies	1,533	0	0	0
Services	146,143	241,411	241,411	5,840
Capital Outlay	1,337,941	19,768,039	19,768,039	112,470
Total Expenditures	\$ 1,910,568	\$ 21,053,941	\$ 21,053,941	\$ 214,147
Revenues Over (Under) Expenditures	(1,612,192)	(20,968,941)	(20,968,941)	(205,111)
Beginning Fund Balance	10,608,458	8,996,266	8,996,266	8,996,266
Ending Fund Balance	\$ 8,996,266	\$ (11,972,675)	\$ (11,972,675)	\$ 8,791,155
Ending Cash Balance				\$ 8,281,063

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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 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8,600,758	\$ 9,522,252	\$ 9,522,252	\$ 3,194,346
Expenditures				
Classified Salaries	\$ 108,574	\$ 118,666	\$ 118,666	\$ 43,140
Employee Benefits	43,069	51,279	51,279	15,666
Services	7,287,870	8,619,181	8,619,181	2,210,919
Total Expenditures	\$ 7,439,513	\$ 8,789,126	\$ 8,789,126	\$ 2,269,725
Revenues Over (Under) Expenditures	\$ 1,161,245	\$ 733,126	\$ 733,126	\$ 924,621
Beginning Fund Balance	589,360	1,750,605	1,750,605	1,750,605
Ending Fund Balance	\$ 1,750,605	\$ 2,483,731	\$ 2,483,731	\$ 2,675,226
Ending Cash Balance				\$ 3,583,096

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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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 719,292	\$ 1,294,572	\$ 1,294,572	\$ 316,030
Expenditures				
Classified Salaries	\$ 236,978	\$ 450,299	\$ 450,299	\$ 93,325
Employee Benefits	101,485	225,633	225,633	28,467
Materials & Supplies	11,651	9,600	9,600	2,047
Services	1,135,109	1,605,106	1,605,106	569,065
Capital Outlay	35,378	8,600	8,600	1,134
Total Expenditures	\$ 1,520,601	\$ 2,299,238	\$ 2,299,238	\$ 694,038
Revenues Over (Under) Expenditures	\$ (801,309)	\$ (1,004,666)	\$ (1,004,666)	\$ (378,008)
Beginning Fund Balance	\$ 3,078,468	2,277,159	2,277,159	2,277,159
Ending Fund Balance	\$ 2,277,159	\$ 1,272,493	\$ 1,272,493	\$ 1,899,151
Ending Cash Balance				\$ 4,286,464

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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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,358,591	\$ 1,467,722	\$ 1,467,722	\$ 301,895
Expenditures				
Classified Salaries	\$ 91,214	\$ 189,973	\$ 189,973	\$ 37,456
Employee Benefits	40,787	98,302	98,302	11,511
Materials & Supplies	1,344	2,200	2,200	67
Services	1,094,498	1,590,930	1,590,930	951,439
Capital Outlay	0	8,600	8,600	64
Total Expenditures	\$ 1,227,843	\$ 1,890,005	\$ 1,890,005	\$ 1,000,537
Revenues Over (Under) Expenditures	\$ 130,748	\$ (422,283)	\$ (422,283)	\$ (698,642)
Beginning Fund Balance	1,243,332	1,374,080	1,374,080	1,374,080
Ending Fund Balance	\$ 1,374,080	\$ 951,797	\$ 951,797	\$ 675,438
Ending Cash Balance				\$ 1,037,208

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED OCTOBER 31, 2017**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 515,145	\$ 579,516	\$ 579,516	\$ 84,725
Expenditures				
Services	\$ 2,600	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 2,600	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 512,545	\$ 579,516	\$ 579,516	\$ 84,725
Beginning Fund Balance	325,339	837,884	837,884	837,884
Ending Fund Balance	\$ 837,884	\$ 1,417,400	\$ 1,417,400	\$ 922,609
Ending Cash Balance				\$ 922,608

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 MONTHLY FINANCIAL REPORT
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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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 959,646	\$ 1,018,701	\$ 1,018,701	\$ 411,699
Expenditures				
Materials & Supplies	\$ 1,068,392	\$ 1,047,320	\$ 1,047,320	\$ 345,382
Total Expenditures	\$ 1,068,392	\$ 1,047,320	\$ 1,047,320	\$ 345,382
Revenues Over (Under) Expenditures	\$ (108,745)	\$ (28,619)	\$ (28,619)	\$ 66,317
Beginning Fund Balance	1,253,002	1,144,256	1,144,256	1,144,256
Ending Fund Balance	<u>\$ 1,144,256</u>	<u>\$ 1,115,637</u>	<u>\$ 1,115,637</u>	<u>\$ 1,210,574</u>
ASRCCD Trust Fund Ending Balance				<u>\$ 1,357,622</u>
Ending Cash Balance				<u>\$ 1,364,642</u>

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2017**

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

	<u>Student Financial Aid</u>			
	Prior Year Actuals <u>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 53,490,487</u>	<u>\$ 80,634,657</u>	<u>\$ 80,634,657</u>	<u>\$ 17,909,826</u>
Expenditures				
Other				
Scholarships and Grant Reimbursements	<u>\$ 52,918,355</u>	<u>\$ 80,634,657</u>	<u>\$ 80,634,657</u>	<u>\$ 17,451,535</u>
Total Expenditures	<u>\$ 52,918,355</u>	<u>\$ 80,634,657</u>	<u>\$ 80,634,657</u>	<u>\$ 17,451,535</u>
Revenues Over (Under) Expenditures	\$ 572,132	\$ 0	\$ 0	\$ 458,291
Beginning Fund Balance	<u>51,155</u>	<u>623,287</u>	<u>623,287</u>	<u>623,287</u>
Ending Fund Balance	<u>\$ 623,287</u>	<u>\$ 623,287</u>	<u>\$ 623,287</u>	<u>\$ 1,081,578</u>
Ending Cash Balance				<u>\$ 1,417,746</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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FOR THE PERIOD ENDED OCTOBER 31, 2017**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8	\$ 8	\$ 8	\$ 2
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 8	\$ 8	\$ 8	\$ 2
Beginning Fund Balance	16,174	16,182	16,182	16,182
Ending Fund Balance	<u>\$ 16,182</u>	<u>\$ 16,190</u>	<u>\$ 16,190</u>	<u>\$ 16,184</u>
Ending Cash Balance				<u>\$ 16,184</u>

Agenda Item (VIII-B-1)

Meeting 11/21/2017 - Regular

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

Subject Proposed Curricular Changes

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.

Background Narrative:

Presented for the Board's review and consideration are proposed curricular changes. The District Curriculum Committee and the administration have reviewed the attached proposed curricular changes and recommended their adoption by the Board of Trustees.

Prepared By: Michael Burke, Ph.D., Chancellor
Dennis Anderson, Interim VC Ed Svc and Strat Planning

Attachments:

[Proposed Curricular Changes](#)

1. Course Major Modifications

The AUT courses below are being modified to update content in order to stay current with new technology and changes in the field.

<i>Course</i>	<i>Title</i>	<i>College</i>
AUT-40	Ford Electrical Systems – MLR (Maintenance and Light Repair)	R
AUT-44	Ford Alignment, Steering and Suspension MLR	R
AUT-50	Automotive Principles	R

The GAM course below is being modified to provide detail regarding lab content, and to modify the prerequisite string to reflect the removal of GAM-37/CIS-37 from the Norco catalog.

GAM-53	Game Engine Scripting II	N
--------	--------------------------	---

1. New Courses

<i>Course</i>	<i>Title</i>	<i>College</i>
---------------	--------------	----------------

The course below has been developed as part of a new series of code enforcement courses.

ADJ	K1C	Code Enforcement Officer Advanced Code	M
-----	-----	--	---

The course below has been developed to address new technologies in the field.

AUT	95	Introduction to Hybrid and Electric Vehicle Technology	R
-----	----	--	---

The course below has been developed as part of program review, to consolidate a one-year zoology sequence of courses into a one-semester course.

BIO	2	Zoology	R
-----	---	---------	---

The three courses below have been developed as part of program review to supplement student field experience with other BIO-13 courses.

BIO	31C	Regional Field Studies - Neotropics	R
-----	-----	-------------------------------------	---

BIO	31D	Regional Field Studies - Eurasia	R
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BIO	31E	Regional Field Studies - South America	R
-----	-----	--	---

The course below has been developed to allow credit for a bi-annual speaking event.

COM	89	Intramural Competition	R
-----	----	------------------------	---

The course below has been developed to meet the need for mandated training for certified Firefighter I with the Office of State Fire Marshall.

FIT	S3B	Firefighter I Academy Skills Review and Certification	M
-----	-----	---	---

2. Course Inclusions

<i>Course</i>	<i>Title</i>	<i>College</i>
---------------	--------------	----------------

The courses below are being included in Norco College's inventory to increase the college's Art offerings.

ART 36B	Computer Art - Intermediate	N
ART 40B	Figure Drawing - Intermediate	N
ART 41A	Figure Painting - Intermediate	N

3. Major Course Modifications

<i>Course</i>	<i>Title</i>	<i>College</i>
---------------	--------------	----------------

The courses below are being modified with updated SLOs and content, and to meet new POST standards.

ADJ P4A	PC 832 Arrest, Search and Seizure	M
ADJ T1A	Traffic Collision Investigation: Basic	M
ADJ T1B	Intermediate Traffic Collision Investigation	M

The course below is being modified with updated SLOs and content.

AUT 56	Automotive Computer Controls	R
--------	------------------------------	---

The courses below are being updated as part of program review and include updates to content, SLOs, and texts. Please note the courses which reflect previous course number information in italics below. These courses will be included in a modification of the Area of Emphasis in Math and Science, and a new AD-T in Biology at Riverside City College.

BIO 1	General Biology	MNR
BIO 10	Life Science Principles	NR
BIO 14	Soil Science and Management	R
BIO 15	Soil Science and Management Laboratory	R
BIO 16	Human Reproduction and Sexual Behavior (<i>renumber from BIO-30</i>)	MNR
BIO 18	Human Genetics (<i>renumber from BIO-34</i>)	MNR

Major Course Modifications Continued

<i>Course</i>	<i>Title</i>	<i>College</i>
BIO 19	Environmental Science (<i>renumber from BIO-36</i>)	NR
BIO 20	Plants and Human Affairs	R
BIO 3	Field Botany	NR
BIO 31A	Regional Field Biology Studies	R
BIO 31B	Regional Field Biology Studies	R
BIO 4	Human Biology (<i>renumber from BIO-17</i>)	MNR
BIO 40	Biometrics	R
BIO 45	Survey of Human Anatomy and Physiology (<i>renumber from AMY-10</i>)	MNR
BIO 5	General Botany	NR
BIO 50A	Anatomy and Physiology I (<i>renumber from AMY-2A</i>)	MNR
BIO 50B	Anatomy and Physiology II (<i>renumber from AMY-2B</i>)	MNR
BIO 55	Microbiology (<i>renumber from MIC-1</i>)	MR
BIO 6	Introduction to Zoology	R
BIO 60	Introduction to Molecular and Cellular Biology (<i>renumber from BIO-11</i>)	MNR
BIO 61	Introduction to Organismal and Population Biology (<i>renumber from BIO-12</i>)	MNR
BIO 7	Marine Biology	NR
BIO 8	Principles of Ecology	NR
BIO 85	Special Topics in Biology	R
BIO 9	Introduction to the Natural History of Southern California	R

Major Course Modifications Continued

<i>Course</i>	<i>Title</i>	<i>College</i>
---------------	--------------	----------------

The courses below are being modified to include updated SLOs, textbooks, and sample assignments.

BUS 40	International Business - Principles	R
BUS 43	International Business - Marketing	R
BUS 46	International Business-Introduction to Importing/Exporting	R
BUS 48	International Management	R
CIS 26A	Cisco Networking Academy 1A	R
CIS 26B	Cisco Networking Academy 1B	R
CIS 26C	Cisco Networking Academy 1C	R
DEH 20A	Clinical Dental Hygiene #1	M
DEH 20B	Clinical Dental Hygiene #2	M

The course below is being modified to adjust the lab hours downward.

ENE 28	Technical Design	N
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The course below is being modified to update the SLOs, GESLOs, and textbooks. The department intends to submit the updated course for C-ID and include it in a future AD-T.

FTV 38A	Beginning Film, Television and Video Production Project	R
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The course below is being modified to update the prerequisites.

GAM 73	Storyboarding for Games	N
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The courses below are being modified to update the SLOs.

KIN V18	Tennis, Varsity, Women	R
MKT 40	Advertising	MNR

Major Course Modifications Continued

<i>Course</i>	<i>Title</i>	<i>College</i>
---------------	--------------	----------------

The courses below are being modified to update the descriptions, objectives and content with the intention of submitting the courses for C-ID approval.

MUS 37	Class Guitar	MNR
MUS 68	Community Symphony	R
MUS 73	Vocal Jazz Singers	R
MUS 81	Consort Singers	R
MUS 82	Wind Symphony	R
MUS 84	Jazz Orchestra	R
MUS P77	Advanced Guitar Ensemble	R

The courses below are being modified to update the SLOs.

PSY 2	Biological Psychology	MNR
PSY 35	Abnormal Psychology	MNR

Course Deletions

<i>Course</i>	<i>Title</i>	<i>College</i>
---------------	--------------	----------------

The courses below are being deleted because they deal with outdated technology or because the Sheriff's department no longer wishes to offer them. Much of the curriculum will be updated and offered in new disciplines and programs.

ADJ A43A	Basic Computer Aided Collision Diagramming Using AutoSketch	M
ADJ A56A	Elder Abuse/Racial Profiling for 1 st Responders	M
ADJ A6A	Interview and Interrogation Course	M
ADJ A6B	Advanced Interview and Interrogation Course	M
ADJ E1A	Emergency Services Academy	M
ADJ W14A	Takedown and Ground Control	M
ADJ W20A	Less-Lethal Training	M

Course Deletions Continued

<i>Course</i>	<i>Title</i>	<i>College</i>
---------------	--------------	----------------

The courses below are being deleted because they have not been offered in several years.

ELE	21	DC-AC Electronics	N
ELE	24	Active Circuit Analysis	N

The courses below are being deleted because they are outdated and no longer meet training needs in the field. Much of the curriculum will be updated and offered in new disciplines and programs.

FIT	6	Fire Apparatus and Equipment	M
FIT	8	Strategies and Tactics	M
FIT	9	Fire Ground Hydraulics	M
FIT	A1A	Fire Investigation 1A	M
FIT	C1A	Command 1A, Command Principals for Command Officers	M
FIT	C1B	Command 1B: Command Operations for the Company Officer	M
FIT	C1C	Command 1C,I-Zone Firefighting for Company Officers	M
FIT	C2B	Command 2B, Management of Major Hazardous Materials Incidents	M
FIT	C2D	Command 2D-Planning for Large Scale Disasters	M
FIT	C2E	Fire Command 2E, Wildland Firefighting Tactics	M
FIT	C40	Advanced Incident Command System (I-400)	M
FIT	P1	Fire Prevention 1: Fire and Life Safety Inspections	M
FIT	TI1A	Training Instructor 1A	M
FIT	TI1B	Training Instructor 1B	M
FIT	TI1C	Training Instructor 1C	M

Course Deletions Continued

<i>Course</i>	<i>Title</i>	<i>College</i>
---------------	--------------	----------------

The courses below are being deleted because they have not been offered in many years.

HIS 8	History of the Americas	MR
HIS 9	History of the Americas	MR

The courses below are being deleted because the Physician's Assistant program is no longer being offered.

PHT 1	Applied Clinical Skills I	M
PHT 10	Clinical Nutrition	M
PHT 11	Internal Medicine I	M
PHT 12	Internal Medicine II	M
PHT 13	General Surgery	M
PHT 14	Surgery II Orthopedics	M
PHT 15	Pediatrics	M
PHT 16	Women's Health (Obstetrics/Gynecology)	M
PHT 17	Family Practice	M
PHT 18	Psychiatry/Mental Health	M
PHT 19	Emergency Medicine	M
PHT 2	Medicine Science I	M
PHT 20	Medical Genetics	M
PHT 21A	Neurosurgery Clerkship	M
PHT 21B	Advanced Mental Health Clerkship	M
PHT 21C	Advanced Geriatrics Clerkship	M
PHT 21D	Hospitalist Medicine Clerkship	M

PHT 22A Clinical Anatomy,Physiology, and Pathophysiology M

Course Deletions Continued

<i>Course</i>	<i>Title</i>	<i>College</i>
PHT 22B	Clinical Anatomy,Physiology, and Pathophysiology	M
PHT 3	History and Physical Assessment I	M
PHT 4	Applied Clinic Skills II	M
PHT 5	Medicine Science II	M
PHT 6	History and Physical Assessment II	M
PHT 7	Medical Pharmacology	M
PHT 8	Applied Clinic Skills III	M
PHT 9	Medicine Science III	M

The course below is being deleted because it has not been offered in many years. The content of this course will continue to be offered via ASL (American Sign Language) courses.

SOC 22 American Deaf Culture M N R

The course below is being deleted because the colleges no longer intend to offer the course and no longer have discipline faculty to teach it.

WKX DEN Dental Technology Work Experience MNR

Agenda Item (VIII-D-1)

Meeting	11/21/2017 - Regular
Agenda Item	Committee - Resources (VIII-D-1)
Subject	FY 2016-2017 Proposition 39 Financial and Performance Audits
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees receive the Proposition 39 independent financial and performance audits of the District's Measure C general obligation bond for the year ended June 30, 2017 for the permanent file of the District.

Background Narrative:

In accordance with the provisions of Proposition 39, independent financial and performance audits of the District's Measure C general obligation bond were performed by Clifton, Larson, and Allen LLP (CLA). A representative of the audit firm will be available to present and discuss the reports. Results of the audits are summarized below.

- Auditor's Opinion – The auditors have issued unmodified opinions for both the financial and performance audits as of June 30, 2017 and 2016.
- Audit Findings – There were no findings or questioned costs related to the financial and performance audits.
- Auditor's Required Communication – In accordance with the Statement on Auditing Standards No. 114, at the conclusion of the audit engagement CLA is required to communicate information to the Board of Trustees regarding their responsibility under United States Generally Accepted Auditing Standards. Attached for your information is the required communication.
- The audit report was presented to the Citizens Bond Oversight Committee at its regularly scheduled meeting on October 19, 2017.

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

Attachments:

[11212017_2016-2017 Proposition 39 SAS 114 Letter and Financial and Performance Audit](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RIVERSIDE COUNTY

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

June 30, 2017

RIVERSIDE COMMUNITY COLLEGE DISTRICT

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June 30, 2017

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



CliftonLarsonAllen LLP
CLAconnect.com

INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of the General Obligation Bond Funded Capital Outlay Projects of the Riverside Community College District (the District) as of and for the year ended June 30, 2017, and the related notes to the financial statements, as listed in the table of contents.

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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the 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 entity'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 entity'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.

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the General Obligation Bond Funded Capital Outlay Projects of the District as of June 30, 2017, and the change in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present fairly only the General Obligation Bond Funded Capital Outlay Projects and do not purport to, and do not, present fairly the financial position of the District as of June 30, 2017 or the change in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the fund financial statements. Such missing information, although not a part of the fund financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the fund financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 9, 2017 on our consideration of the District's internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting and compliance.



CliftonLarsonAllen LLP
Glendora, California
October 9, 2017

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

**BALANCE SHEET
June 30, 2017**

Assets

Cash in county treasury	\$ 8,666,083
Accounts receivable	343,267
Due from other funds	938
Total Assets	\$ 9,010,288

Liabilities and Fund Balance

Liabilities

Accounts payable	\$ 379,151
Due to other funds	6,995
Total Liabilities	386,146

Fund Balance

Restricted	8,624,142
Total Fund Balance	8,624,142
Total Liabilities and Fund Balance	\$ 9,010,288

See the accompanying notes to the financial statements

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

**STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
For the Fiscal Year Ended June 30, 2017**

Revenues	
Interest income	\$ 84,627
Other local revenue	<u>213,750</u>
Total Revenues	<u>298,377</u>
Expenditures	
Salaries	293,125
Benefits	131,837
Supplies	1,520
Other services	146,146
Capital outlay	<u>1,710,065</u>
Total Expenditures	<u>2,282,693</u>
Net change in fund balance	(1,984,316)
Fund Balance at Beginning of Year	<u>10,608,458</u>
Fund Balance at End of Year	<u><u>\$ 8,624,142</u></u>

See the accompanying notes to the financial statements

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

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2017**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accounting Policies

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

Financial Reporting Entity

These financial statements are not intended to present fairly the financial position and results of operations of the District in compliance with accounting principles generally accepted in the United States of America.

Fund Structure

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

Basis of Accounting

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

Cash in the county treasury is recorded at cost, which approximates fair value, in accordance with the requirements of GASB Statement No. 31.

Fund Balance Classification

In accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the governmental fund financial statements present fund balance classifications that comprise a hierarchy based on the extent to which the District is bound to honor constraints on the specific purposes for which amounts can be spent. Amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors,

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

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2017**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation are considered restricted. The fund balance of the General Obligation Bond Funded Capital Outlay Projects is therefore classified as restricted.

Capital Assets and Long-Term Debt

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

Estimates

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 2: DEPOSITS – CASH IN COUNTY TREASURY

In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the Riverside County Treasury as part of the common investment pool. These pooled funds are carried at amortized cost which approximates fair value. The fair value is 99.71% of the District’s deposits for the General Obligation Bond Funded Capital Outlay Projects in this pool as of June 30, 2017, as provided by the County Treasurer.

The county is authorized to deposit cash and invest excess funds by California Government Code Sections 53534, 53601, 53635, and 53648. The county is restricted to invest in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer’s investment pool, bankers’ acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The funds maintained by the county are either secured by federal depository insurance or are collateralized. The county investment pool is not required to be rated. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

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

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2017**

NOTE 2: DEPOSITS – CASH IN COUNTY TREASURY

The county investment pool is not registered as an investment company with the Securities and Exchange Commission (SEC) nor is it an SEC Rule 2a7-like pool. California Government Code statutes and the County Board of Supervisors set forth the various investment policies that the County Treasurer follows. The method used to determine the value of the participant's equity withdrawn is based on the book value, which is amortized costs, of the participant's percentage participation on the date of such withdrawals.

The pool sponsor's annual financial report may be obtained from the County of Riverside Treasurer-Tax Collector Capital Markets, 4080 Lemon Street, 4th Floor, Riverside, CA 92502.

NOTE 3: BONDED DEBT

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

Series D and D-1

In October 2011, the District issued General Obligation Bonds, Series D and D-1 in the amount of \$109,999,278. These bonds consisted of \$7,699,278 tax-exempt Series D bonds and \$102,300,000 in federally taxable Build America Bonds Series D-1. The Build America Bonds program was created by the American Recovery and Reinvestment Act to assist state and local governments in financing capital projects at lower borrowing costs and to stimulate the economy and create jobs.

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

Refunding

In April 2014, the District issued General Obligation Refunding Bonds, Series A (Tax Exempt) in the amount of \$29,130,000 to advance refund all or a portion of the outstanding principal amount of the District's General Obligation Series A Bonds, 2005 Refunding Bonds and General Obligation Series C Bonds and to pay costs of issuance associated with the Bonds. General Obligation Refunding Bonds, Series B (Federally Taxable) in the amount of \$43,960,000 were

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

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2017**

NOTE 3: BONDED DEBT

also issued to advance refund a portion of the outstanding principal amount of the District's 2005 Refunding Bonds and to pay costs of issuance associated with the Bonds.

Series E and Refunding

In July 2015, the District issued General Obligation Bonds, Series E in the amount of \$45,004,145 to finance the repair, acquisition, construction, and equipping of certain district facilities, and to pay all legal, financial, and contingent costs in connection with the issuance of the Bonds. General Obligation Refunding Bonds were also issued in the amount of \$43,920,000 to advance refund the outstanding principal amount of the District's General Obligation Series C Bonds, and to pay costs of issuance associated with the Bonds.

The outstanding general obligation bonded debt of the District at June 30, 2017 is:

General Obligation Bonds	Date of Issue	Original Maturity Date	Interest Rate %	Amount of Original Issue	Outstanding July 1, 2016	Issued	Redeemed	Outstanding June 30, 2017
2010 Series D	10/27/2010	8/1/2025	2.36-5.53	\$ 7,699,278	\$ 7,483,064	\$	\$ 292,495	\$ 7,190,569
2010 Series D-1	10/27/2010	8/1/2040	6.97-7.02	102,300,000	102,300,000			102,300,000
2014 Tax Exempt Refunding	5/29/2014	8/1/2027	2.00-5.00	29,130,000	28,625,000		365,000	28,260,000
2014 Taxable Refunding	5/29/2014	8/1/2024	0.40-3.61	43,960,000	42,530,000		3,415,000	39,115,000
2015 Series E	7/1/2015	8/1/2039	3.81-5.05	45,004,145	43,434,145		1,020,000	42,414,145
2015 Refunding	7/1/2015	8/1/2032	2.00-5.00	43,920,000	42,985,000		100,000	42,885,000
Total				<u>\$ 272,013,423</u>	<u>\$ 267,357,209</u>	<u>\$ -</u>	<u>\$ 5,192,495</u>	<u>\$ 262,164,714</u>

The annual debt service requirements to maturity for general obligation bonds are as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>
2018	\$ 5,799,376	\$ 12,635,938
2019	4,894,266	12,818,830
2020	5,295,056	13,067,432
2021	5,813,846	13,082,058
2022	6,680,859	12,506,165
2023-2027	41,540,856	63,009,654
2028-2032	58,536,359	50,202,481
2033-2037	67,476,184	60,044,162
2038-2041	66,127,912	34,737,335
Total	<u>\$ 262,164,714</u>	<u>\$ 272,104,055</u>

Capital appreciation bonds were issued as part of the 2010 Series D and 2015 Series E issuances. Prior to their applicable maturity dates, each capital appreciation bond will accrete interest on the principal component, with all interest accreting through the applicable maturity date and payable only upon maturity or prior payment of the principal component. Accreted interest accrued has been reflected in the long term debt balance on the District's general purpose financial statements.

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

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2017**

NOTE 4: COMMITMENTS AND CONTINGENCIES

Purchase Commitments

As of June 30, 2017, the District was committed under various capital expenditure purchase agreements for bond projects totaling approximately \$1,480,000.



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

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

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the General Obligation Bond Funded Capital Outlay Projects financial statements of the Riverside Community College District (the District), as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the District's General Obligation Bond Funded Capital Outlay Projects financial statements, and have issued our report thereon dated October 9, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the 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 District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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

Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP
Glendora, California
October 9, 2017

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

**SCHEDULE OF FINDINGS AND RESPONSES
June 30, 2017**

There were no findings related to the financial audit of the General Obligation Bond Funded Capital Outlay Projects for the year ended June 30, 2017. In addition, there were no findings related to the financial audit of the General Obligation Bond Funded Capital Outlay Projects for the year ended June 30, 2016.

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



CliftonLarsonAllen LLP
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INDEPENDENT AUDITOR'S REPORT

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

We have conducted a performance audit of the Riverside Community College District (the District) Measure C General Obligation Bond funds for the year ended June 30, 2017.

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

Our audit was limited to the objectives listed on page 16 of this report which includes determining the District's compliance with the performance requirements for the Proposition 39 Measure C General Obligation Bond funds under the applicable provisions of Section 1(b)(3)(C) of Article XIII A of the California Constitution. Management is responsible for the District's compliance with those requirements.

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

The results of our tests indicated that, in all significant respects, the District expended Measure C General Obligation Bond funds for the fiscal year ended June 30, 2017, only for the specific projects developed by the District's Board of Trustees, and approved by the voters in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

A handwritten signature in black ink that reads 'CliftonLarsonAllen LLP'.

CliftonLarsonAllen LLP
Glendora, California
October 9, 2017

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

**PROPOSITION 39 PERFORMANCE AUDIT
June 30, 2017**

BACKGROUND INFORMATION

In November 2000, the voters of the State of California approved Proposition 39 authorizing the issuance of general obligation bonds by California public school districts and community colleges under certain circumstances and subject to certain conditions.

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

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

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

OBJECTIVES

The objectives of our performance audit were to:

- Determine the expenditures charged to the District Measure C General Obligation Bond Funded Capital Outlay Projects.
- Determine whether expenditures charged to the Measure C General Obligation Bond Funded Capital Outlay Projects have been made in accordance with the bond project list approved by the voters through the approval of Measure C in March 2004.

SCOPE OF THE AUDIT

The scope of our performance audit covered the fiscal period from July 1, 2016 to June 30, 2017. The propriety of expenditures for capital projects and maintenance projects funded through other state or local funding sources, other than the proceeds of the bonds, were not included within the scope of our audit. Expenditures incurred subsequent to June 30, 2017, were not reviewed or included within the scope of our audit or in this report.

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

**PROPOSITION 39 PERFORMANCE AUDIT
June 30, 2017**

PROCEDURES PERFORMED

- We identified the expenditures and projects charged to the general obligation bond proceeds by obtaining the general ledger and project listing.
- We selected a judgmental sample of expenditures considering all object codes and projects for the year ended June 30, 2017. Our sample included 45 transactions totaling \$1,563,283 (84% of non-salary related expenditures) and \$424,962 of salaries and benefits (100% of salaries and benefits).
- We reviewed the actual invoices and supporting documentation to determine that expenditures charged to projects were:
 - Supported by invoices with evidence of proper approval and documentation of receipt of goods or services;
 - Supported by proper bid documentation, as applicable;
 - Properly expended on the authorized bond projects as listed on the voter-approved bond project list;
 - Used for salaries of administrators only to the extent they perform administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.

CONCLUSION

The results of our tests indicated that, in all significant respects, the District has properly accounted for the expenditures of the funds held in the General Obligation Bond Funded Capital Outlay Projects – Measure C Bond Program and that such expenditures were made on authorized bond projects.

SUPPLEMENTARY INFORMATION

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

**PROPOSITION 39 PERFORMANCE AUDIT
BOND PROJECT SUMMARY
June 30, 2017**

The District has identified the following projects to be funded with proceeds from the general obligation bonds. The District incurred costs of \$318,444,137 through June 30, 2017 for these construction projects. Capital outlay and other financing expenditures were as follows:

	BUDGET	TOTAL PROJECT	FY 16-17	TOTAL PROJECT
		COSTS THROUGH	ACTUAL COSTS	COSTS THROUGH
		June 30, 2016*		June 30, 2017
Phase I - Parking Structure - Riverside	\$ 20,940,662	\$ 20,940,662	\$ -	\$ 20,940,662
Wheelock PE Complex/Athletic Field - Riverside	4,516,435	4,516,435	-	4,516,435
Swing Space - Riverside	4,273,734	4,273,733	-	4,273,733
Quad Modernization - Riverside	8,918,800	9,171,807	-	9,171,807
RCCD System Office Purchase	2,629,981	2,629,981	-	2,629,981
MLK Renovation - Riverside	1,010,614	1,010,614	-	1,010,614
Bridge Space - Riverside	1,175,132	1,175,132	-	1,175,132
Industrial Technology Facility Project - Norco	9,620,416	9,715,349	-	9,715,349
Computer/Network/ System Upgrades - District Wide	1,002,043	1,002,052	-	1,002,052
Phone and Voicemail Upgrades - District Wide	349,000	349,000	-	349,000
Scheduled Maintenance - Historic - District Wide	1,403,045	1,403,045	-	1,403,045
Nursing/Sciences Building - Riverside	18,272,600	16,658,802	(311,599)	16,347,203
Student/Academic Services Facility Project - Moreno Valley	6,497,414	5,917,791	-	5,917,791
Wheelock PE Complex Gymnasium Retrofit - Phase I & II - Riverside	13,738,332	13,204,882	-	13,204,882
Feasibility / Planning / Management / Staffing	6,489,873	6,225,003	557,844	6,782,847
Stokoe Innovative Learning Center - Riverside	7,399,505	7,399,506	-	7,399,506
ECS Secondary Effects - Moreno Valley	286,227	286,227	-	286,227
Room Renovations - Norco	100,019	100,019	-	100,019
Food Services Remodel - Riverside	987,705	987,705	-	987,705
Food Services Remodel - Moreno Valley	2,649,606	2,649,607	-	2,649,607
Infrastructure Projects - District Wide	484,414	484,414	-	484,414
Hot Water Loop System & Boiler Repl. - Moreno Valley	869,848	869,848	-	869,848
Emergency Phone Project - District Wide	379,717	379,717	-	379,717
Utility Retrofit Project - District Wide	6,181,188	6,181,189	-	6,181,189
Modular Redistribution Norco/MoVal/BC/Riv	8,431,362	8,425,862	-	8,425,862
ECS Building Upgrade Project - Moreno Valley/Norco	389,561	389,561	-	389,561
PBX Building - Riverside	428,119	428,119	-	428,119
PBX / NOC / M & O Facility - Norco	11,277,375	11,336,910	-	11,336,910
PBX / NOC / M & O Facility - Moreno Valley	3,524,082	2,692,119	79,091	2,771,210
Life Science / Physical Science Reconstruction - Riverside	152,500	152,500	-	152,500
Center for Student Success - Norco	15,633,873	15,633,873	-	15,633,873
Long Range Master Plan - District Wide	1,439,077	1,439,077	-	1,439,077
Logic Domain - Capital Project Management System	162,375	174,488	12,750	187,238
Aquatics Center - Riverside	11,028,683	10,865,983	-	10,865,983
Soccer Field / Artificial Turf - Norco	3,904,973	3,879,314	-	3,879,314
Learning Gateway Building - Moreno Valley	5,058,973	4,984,261	-	4,984,261
Bradshaw Building Electrical Project - Riverside	366,353	366,353	-	366,353
Quad Basement Remodel Project - Riverside	352,941	352,941	-	352,941
Black Box Theatre Remodel Project - Riverside	10,955	10,955	-	10,955
Technology Building A Remodel Project - Riverside	11,375	11,375	-	11,375
Center for Health, Wellness, and Kinesiology Phase I - Norco	86,500	86,500	-	86,500
Health Science Center - Moreno Valley	164,971	164,971	-	164,971

See independent auditor's report

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

**PROPOSITION 39 PERFORMANCE AUDIT
BOND PROJECT SUMMARY
June 30, 2017**

	BUDGET	TOTAL PROJECT	FY 16-17	TOTAL PROJECT
		COSTS THROUGH June 30, 2016*	ACTUAL COSTS	COSTS THROUGH June 30, 2017
ADA Transition Plan - District Wide	6,360,000	6,046,162	-	6,046,162
March Dental Education Center - Moreno Valley	9,873,530	9,873,529	-	9,873,529
Secondary Effects Project - Norco	16,026,584	16,028,280	(100)	16,028,180
Utility Infrastructure Project - District Wide	6,232,049	6,232,049	-	6,232,049
Safety and Site Improvement Project - Norco	967,442	967,442	-	967,442
Safety and Site Improvement Project - Moreno Valley	719,827	719,827	-	719,827
Administrative Move to Humanities Bldg - Moreno Valley	25,990	25,990	-	25,990
Science Laboratories Remodel Project - Moreno Valley	302,803	302,804	-	302,804
Ben Clark Public Safety Training Center - Center Status - Moreno Valley	84,500	62,613	2,341	64,954
Interim Parking Lease - Riverside	177,023	177,023	-	177,023
Center for Human Performance - Moreno Valley	112,009	112,009	-	112,009
Cosmetology Building - Riverside	142,500	142,500	-	142,500
Alumni Carriage House Restoration Project	122,269	122,270	-	122,270
IT Upgrade (including audit) - District Wide	5,840,000	5,127,745	35,226	5,162,971
Culinary Arts / District Office Building - District	33,411,018	31,087,825	1,311,546	32,399,371
Parking Structure Fall Deterrent - Riverside	7,576	7,576	-	7,576
Nursing Portables - Moreno Valley	705,338	705,338	-	705,338
Central Plant Boiler Replacement - Norco	161,848	161,847	-	161,847
DSA Project Closures - District Wide	7,434	7,290	-	7,290
Scheduled Maintenance - New - District Wide	2,860,000	2,652,532	-	2,652,532
Electronic Contract Document Storage - District Wide	50,000	-	-	-
2014 - 2015 IPP/FPP District	350,000	-	-	-
Program Contingency	3,489,248	-	-	-
Program Reserve	4,310,463	-	-	-
District Design Standards	355,000	345,031	-	345,031
Library Learning Center - Moreno Valley	127,000	127,000	-	127,000
Student Services Building - Riverside	25,925,000	19,994,753	646,789	20,641,542
Lovekin Parking/Tennis Project - Riverside	4,351,723	4,351,724	-	4,351,724
Food Services "grab-n-go" Facility Project - Riverside	81,373	81,372	-	81,372
Master Plan Updates - District Wide	729,800	708,909	-	708,909
Swing Space - Market Street Properties	866,500	729,788	7,515	737,303
Groundwater Monitoring Wells - Norco	517,660	212,183	(1,035)	211,148
Emergency Phone Project - Moreno Valley	341,582	341,582	-	341,582
Self-Generation Incentive Program - Norco	3,110,000	3,084,801	(57,675)	3,027,126
Physicians Assistant Laboratory Remodel - Moreno Valley	49,192	49,191	-	49,191
Visual & Performing Arts Center - Norco	114,000	114,000	-	114,000
Audio Visual Upgrade and Lighting Project - Moreno Valley	151,550	134,457	-	134,457
Mechanical Upgrade Project - Moreno Valley	660,245	660,245	-	660,245
Coil School for the Arts - Riverside	24,280,000	25,736,075	-	25,736,075
Coil School for the Arts - Parking Structure	1,456,076	-	-	-
Total Capital Outlay	338,056,510	316,161,444	2,282,693	318,444,137
Series A Refunding Escrow	57,686,474	57,686,474	-	57,686,474
COPS Payoffs	11,582,875	11,582,873	-	11,582,873
Costs of issuance	2,839,859	3,026,475	-	3,026,475
Debt service	2,835,612	2,835,612	-	2,835,612
Election costs	98,236	98,236	-	98,236
Total Other Financing Uses	75,043,056	75,229,670	-	75,229,670
TOTALS	\$ 413,099,566	\$ 391,391,114	\$ 2,282,693	\$ 393,673,807

* Total project costs through June 30, 2016 was revised by \$292,281 for costs incurred in fiscal years 2013-14 and 2014-15.

See independent auditor's report



CliftonLarsonAllen LLP
CLAconnect.com

October 9, 2017

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

We have audited the financial statements of the General Obligation Bond Funded Capital Outlay Projects of Riverside Community College District for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

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 accruals of receivables and liabilities. We evaluated that these estimates are reasonable in relation to the financial statements taken as a whole.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures. The financial statement disclosures are neutral, consistent, and clear.

Riverside Community College District
October 9, 2017
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Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our financial and performance audits.

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. We accumulated no uncorrected misstatements for the fiscal year ended June 30, 2017. The following material misstatement detected as a result of audit procedures was corrected by management:

- The correction of the prior year audit adjustment for the overaccrual of accounts payable of \$372,123 was recorded twice, resulting in an understatement of accounts payable at June 30, 2017

Disagreement 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 audit report. We are pleased to report that no such disagreements arose during the course of our audit

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 9, 2017.

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 financial statements or a determination of the type of auditor’s 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 related to the General Obligation Bond Funded Capital Outlay Projects.

Significant Issues Discussed with Management Prior to Engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District’s auditors. However, these

Riverside Community College District
October 9, 2017
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discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Restriction on Use

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

Closing

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



CliftonLarsonAllen LLP
Glendora, California

Agenda Item (XII-A)

Meeting 11/21/2017 - Regular

Agenda Item Business From Board Members (XII-A)

Subject Presentation of 2016-17 Annual Report by Measure C Citizens' Bond Oversight Committee

College/District District

Information Only

Background Narrative:

Proposition 39 and the Bylaws of the RCCD Measure C Citizens' Bond Oversight Committee require that the Committee submit an annual report to the Board of Trustees. The report is submitted as an information item and details activities of the Committee during the past year in a format determined by Committee members. The RCCD administrator who staffs the Committee prepares the report; its content is reviewed and approved by the Committee prior to presentation to the Board of Trustees.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Peggy Cartwright, AVC, Strategic Communications and Institutional Advancement

Attachments:

[CBOC Annual Report 2016-17](#)



Riverside Community College District

Citizens' Bond Oversight Committee

2016 - 2017

Annual Report



Citizens' Bond Oversight Committee

The RCCD Citizens' Bond Oversight Committee (CBOC), consisting of seven members, is responsible for ensuring that Measure C expenditures follow Proposition 39 requirements and the March 2004 Measure C Bond ballot statement.

The 2016-17 CBOC members are:

Morrie Barembaum, *Chair*
Susan Cash, *Vice Chair*
MaryAnn Bowman (*Appointed April 18, 2017*)
James Cuevas
Clark DuPont
Raymond Hicks
Jeff Kraus (*Term expired April 18, 2017*)
Tyrone Macedon, Sr.

Proceedings and Activities

Meetings of the Citizens' Bond Oversight Committee

The Committee conducts its meetings in accordance with the provisions of the Ralph M. Brown Public Meeting Act Government Code Sections 54950 et seq. Meeting notices and agendas are sent to members of the Committee within the required period and are posted at RCCD campuses and education centers. Meeting notices, agendas, minutes, and documents and reports received by the Committee are a matter of public record and are available through the RCCD website: <http://rccd.edu/cboc> or by calling the RCCD Office of Strategic Communications and Institutional Advancement at (951) 222-8856.

MEETING: OCTOBER 20, 2016

Norco College
Science & Technology Building, ST 107
2001 Third Street, Norco, CA 92860

Bond Counsel Presentation

Carlos Villafuerte, attorney from Stradling Attorneys at Law, covered the following topics: Proposition 39, the Ralph M. Brown Act, role of the CBOC as a unit, and CBOC communication.

The Committee members reviewed their obligations and roles as members of the CBOC with the bond counsel. They also discussed the use of funds for Measure C projects and asked for clarity on using bond funds for administrative salaries.

Norco College Update

Norco College Vice President of Business Beth Gomez provided the Norco College update.

Audit Report

Renee Graves, partner with Vicenti, Lloyd and Stutzman, CPAs, provided the 2016 Bond Audit report. There were a few items that needed to be addressed, and these issues have been resolved. The audit stated, "We encountered no significant difficulties in dealing with management in performing and completing our financial and performance audits."

Measure C Financial Update

Project Commitments Summary Series A, Series B, Series A Refunding, Series 2007 C, Series 2010 D, Series 2015 E as of September 30, 2016

Director of Business Services Majd Askar provided the Measure C Project Commitments Summary. Committee members received the financial report with the differences from the past report. The summary reflects a decrease

in the cash balance of about \$160,000 and an increase to the income of approximately \$140,000 in interest earned bringing the total proceeds/income to \$344,622,163. Under the project commitments \$129,801,627 includes a decrease of approximately \$380,000 in unused salaries. The contingency account from last reporting increased about \$522,000 because of the increase added and salary savings. The total 2016-17 contingency account is (\$9,745,237).

The major components of the expenditures this quarter were the Dr. Charles A. Kane Student Services and Administration building, the Culinary Arts Academy and District Offices which represent the majority of the total expenditures.

Measure C Project Update

Chief of Staff and Facilities Development Chris Carlson provided the Measure C current/future project update.

Norco College

The monitoring wells project with the Department of Toxic Substance Control at Norco College is now complete. It is an ongoing operations and maintenance project for the College.

Riverside City College

RCC leadership is discussing updating the College's Facilities Master Plan.

Moreno Valley College

The Network Operations Center project was finalized.

The Ben Clark Training Center project is underway.

Architects were interviewed and the District started negotiations with an architect for the Student Services remodel.

MEETING: JANUARY 26, 2017

Moreno Valley College
Student Academic Services, SAS 101
16130 Lasselle Street, Moreno Valley, CA 92551

Moreno Valley College Update

Vice President of Student Services Dyrell Foster presented the Moreno Valley College Update. In the spring MVC opened the Network Operations Center which enabled the College to consolidate the technical support departments in one space and work more efficiently. Foster also presented information on the Student Services remodel project. An architectural firm was selected and a town hall meeting will be held to give the college community the opportunity to discuss the needs. They are assessing the feasibility of remodeling the existing student services building or the possibility of constructing a smaller stand-alone new student services welcome center.

MVC's Comprehensive Master Plan identifies new campus facilities to address current and projected growth in enrollment and create spaces that accommodate programs. Future planned facilities include the Library and Learning Center, Science Building, Instructional Building, Center for Human Performance, warehouse, and parking structure.

Measure C Financial Update

Project Commitments Summary Series A, Series B, Series A Refunding, Series 2007 C, Series 2010 D, Series 2015 E as of December 31, 2016

Vice Chancellor of Business and Financial Services Aaron Brown provided the Measure C Project Commitments Summary. Committee members received the financial report; there was no change in project commitments as of September 30, but that will change as projects get more formalized. There is a \$1.3 million change in cash primarily due to the buildings in Centennial Plaza. A few items that have been identified as changes since the past meeting are noted in the financial report.

Measure C Project Update

Chief of Staff and Facilities and Development Chris Carlson provided the Measure C current/future project summary.

Riverside City College

Three projects at RCC are being finalized and notices of completion have been filed. The focus is to update the College's Facilities Master Plan; all the other projects listed are contingent upon state funding.

Moreno Valley College

The Network Operations Center has been completed.

College officials are working with the architect on the student services remodel and future project development at the Ben Clark Training Center.

Norco College

Projects have been completed and the projects listed are contingent upon state funding.



MEETING: APRIL 13, 2017

Riverside Community College District
Culinary Arts Academy and District Office, CAADO 309
3801 Market Street, Riverside, CA 92501

Measure C Financial Update

Project Commitments Summary Series A, Series B, Series A Refunding, Series 2007 C, Series 2010 D, Series 2015 E as of March 31, 2017

Vice Chancellor of Business and Financial Services Aaron Brown provided the Measure C Project Commitments Summary. Committee members received the financial report with the differences from the past report. One Board item for the reduction in cash is about \$1.5 million, primary expenditures are related to the Culinary Arts Academy and District Office paying off liabilities, closing out the projects and making final retention payments to the vendors. One additional item of note is the settlement of a claim with a vendor on the Nursing/ Science building in the District's favor. A few projects are finishing up.

Measure C Project Update

Project Summary

Chief of Staff and Facilities and Development Chris Carlson provided the Measure C current/future project summary.

Riverside City College

We continue to close out the Charles A. Kane Student Service Administration building. This project consists of two phases: the first is to construct the building and the second phase is the demolition of the old administration building and construct a parking lot.

College leadership completed the Educational Master Plan and is discussing moving forward with updating the Facilities Master Plan.

Moreno Valley College

District and College leaders selected an architect for the student services project and the options for construction, renovation, etc. There is about \$11 million allocated for this project.

In addition there is about \$11 million allocated for the Ben Clark Training Center project. In the MVC Master Plan, BCTC is positioned to earn center status. It is key that construction take place at BCTC to support the law enforcement, fire technology and emergency medical training programs.

Business from Committee Members

Associate Vice Chancellor of Strategic Communications and Institutional Advancement Peggy Cartwright provided an update about the recruitment of a member of the Taxpayer Organization to replace outgoing member Jeff Kraus. The District received applications from two individuals interested in serving. These applications will be presented at the April 18, 2017 Board of Trustees meeting for selection.

MEETING: JULY 20, 2017

Riverside City College
Charles A. Kane Student Services Administration
Executive Conference Room, CAK 202Q
4800 Magnolia Ave, Riverside, CA 92506

Appointment of New Committee Member

CBOC Member Jeff Kraus completed three terms. Recruitment was conducted and at the Regular Board Meeting on April 18, 2017 the Board of Trustees approved the appointment of MaryAnn Bowman to represent the Taxpayer Organization on the Citizens' Bond Oversight Committee.

Measure C Financial Update

Project Commitments Summary Series A, Series B, Series A Refunding, Series 2007 C, Series 2010 D, Series 2015 E as of June 30, 2017.

Vice Chancellor of Business and Financial Services Aaron Brown provided the Measure C Project Commitments Summary. Committee members received the financial report with the summary of activities. The summary reflects a decrease in the cash balance; with the closing of several projects there was a significant amount of cash flow being distributed as many of those projects are substantially completed. As for the commitments, the Board of Trustees has taken no action.

There was a relatively insignificant amount of expenditures: the Nursing/ Science building at RCC had \$70,000 of expenditures; management and staffing had \$36,000 of expenditures including purchasing staff, accounts payable staff and facilities staff whose work was directly related to the bond.

Bidding and Procurement Process

Director of Business Services Majd Askar presented information about the District's bidding and procurement process.

Measure C Project Update

Project Summary

Director of Facilities Development Bart Doering provided the Measure C current/future project update.

Norco College

The Five-Year Capital Improvement Plan was submitted and includes the Multi-media and Arts Center and the Center for Human Performance.

The Student Services building remodel needs further proposal development before moving forward.

Riverside City College

The Five-Year Capital Improvement Plan was turned in to the state in June.

Moreno Valley College

The feasibility study has been completed on the Student Services building, meetings with the stakeholder groups will occur in the upcoming months.

The Ben Clark Training Center project is in progress, we are waiting for Riverside County to finalize the ground lease.

The Five-Year Capital Improvement Plan was turned in this year, the two projects include the Library and Learning Center and Center for Human Performance.

RCCD Awarded LEED Silver Certification

RCCD was awarded LEED Silver certification by the United States Green Building Council (USGBC) for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts, Culinary Arts Academy and District Office and the Charles A. Kane Student Services Administration building at Riverside City College.

LEED, or Leadership in Energy and Environmental Design, is the most widely used green building rating system in the world. LEED provides guidelines to identify and implement green building design, construction, operations and maintenance solutions.

The USGBC developed the LEED certification process to enhance environmental awareness among architects and building contractors, and to encourage the design and construction of energy-efficient, water-conserving buildings that use sustainable or green resources and materials.



Statement of Compliance

This Annual Report is submitted to the Board of Trustees by the Riverside Community College District Citizens' Bond Oversight Committee. This Committee advises that, to the best of its knowledge, the Riverside Community College District complies with the requirements in Article XIII A, Section 1(b) (3) of the California Constitution. In particular, bond revenue has been expended only for the purposes so described in Measure C and no funds were used for any teacher or administrative salaries or other operating expenses as prohibited by Article XIII A, Section (b) (s) (a) of the California Constitution.

Respectfully submitted:
Morrie Barembaum, Chair
Citizens' Bond Oversight Committee

Date: November 21, 2017

Agenda Item (XII-B)

Meeting 11/21/2017 - Regular

Agenda Item Business From Board Members (XII-B)

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

College/District District

Information Only

Background Narrative:

Members of the Board of Trustees will briefly share information about recent events/conferences they attended since the last meeting including any updates regarding the following assigned associations:

- Association of Community College Trustees (ACCT)
- Association of Governing Board of Universities and Colleges (AGB)
- California Community College Trustees and Legislative Network (CCCT)
- Community College League of California (CCLC)
- Latino Trustees Association
- Inland Valleys Trustees and CEO Association
- African-American Organizations Liaison Riverside Branch - NAACP
- Hispanic Chambers of Commerce: Corona, Moreno Valley and Riverside
- Chambers of Commerce: Corona, Moreno Valley, Norco and Riverside
- Riverside County School Boards Association
- Riverside County Committee on School District Organization
- Alvord Unified School District Ad-Hoc Committee
- Norco Partnership Ad-Hoc Committee
- Chancellor's Search Ad-Hoc Committee

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

Attachments:

None.

Agenda Item (XIII-A)

Meeting	11/21/2017 - 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.

Agenda Item (XIII-B)

Meeting	11/21/2017 - Regular
Agenda Item	Closed Session (XIII-B)
Subject	Pursuant to Government Code Section 54957, Public Employee Appointment Title: New Chancellor
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.