

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
Board of Trustees – Special Meeting –  
October 10, 2006 - 7:00 p.m. – Board Room AD122, Riverside City College

AGENDA

ORDER OF BUSINESS

Pledge of Allegiance

Anyone who wishes to make a presentation to the Board on an agenda item is requested to please fill out a “REQUEST TO ADDRESS THE BOARD OF TRUSTEES” card, available from the Public Affairs Officer. However, the Board Chairperson will invite comments on specific agenda items during the meeting before final votes are taken. Please make sure that the Secretary of the Board has the correct spelling of your name and address to maintain proper records. Comments should be limited to five (5) minutes or less.

Anyone who requires a disability-related modification or accommodation in order to participate in this meeting should contact Kristen Van Hala at (951) 222-8052 as far in advance of the meeting as possible.

I. Closed Session

- Pursuant to Government Code Section 54956.8, conference with real property negotiator David Bristow, Attorney, Reid & Hellyer, regarding properties located at 3801 Market Street and 3892 University Avenue, Riverside.

**Recommended Action: To be Determined**

II. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act - Proposed Board Policy 3515 - First Reading

– Recommend acceptance of policy and regulations for first reading.

**Recommended Action: Accept for First Reading**

III. Update on Chancellor Search – Position Description and Advertisement

- Recommend review and approval of position description and advertisement for the position of Chancellor.

**Recommended Action: Request for Approval**

IV. Comments from the Public

V. Adjournment

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PERSONNEL AND LABOR RELATIONS COMMITTEE

Report No.: II

Date: October 10, 2006

Subject: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime  
Statistics Act - Proposed Board Policy 3515 - First Reading

Background: In 1990 Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101--542), which amended the Higher Education Act of 1965 (HEA). This act requires that all postsecondary institutions participating in Title IV student financial aid programs disclose campus crime statistics and security information. In 1998 this act was amended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, in memory of a student who was slain in her dorm in 1986.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies.

The proposed Board Policy addresses timely warnings, reporting annual disclosure of crime statistics, and voluntary confidential reporting.

(Once this Policy is approved by the Board, the corresponding Administrative Procedure will be approved by the Chancellor's Executive Cabinet and a copy of that procedure will be furnished to the Board of Trustees)

Recommended Action: It is recommended the Board of Trustees accept the proposed policy for first reading.

Salvatore G. Rotella  
Chancellor

Prepared by: Ruth Adams  
Director, Compliance, Contract and Legal Services/Assistant to the  
Chancellor

**Riverside Community College District Policy**

**CCLC No. 3515**

**General Institution**

**BP 3515 REPORTING OF CRIMES**

**Reference:**

Education Code Section 67380

The Chancellor shall assure that, as required by law, reports are prepared of all occurrences reported to the District police of and arrests for crimes committed on each campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Chancellor shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

*Office of Primary Responsibility: Department of Safety and Police*

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**NOTE:** This policy is **legally required**. The language in **bold ink** is legally recommended language from the Community College League and legal counsel. The information in **italicized ink** is additional language to consider including in this policy. There does not appear to be a current Riverside CCD Policy that addresses this issue.

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**Date Adopted:**

*(This is a new policy recommended by the CCLC and legal counsel)*

**General Institution**

**AP 3515 REPORTING OF CRIMES**

**References:**

Penal Code Sections 245 and 11160; Education Code Sections 212 and 87014;  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics  
Act of 1998; 20 U.S.C. § 1232g; 34 C.F.R. 668.46; 34 C.F.R. 99.31(a)(13), (14);  
Campus Security Act of 1990

**Whenever any employee of the Riverside Community College District is attacked, assaulted, or menaced, the employee shall promptly report the attack or assault to the District Police Office. Any individual who witnesses a crime should immediately report the crime to the District Police Office.**

**In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify his or her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the District Police Office. The supervisor himself or herself shall make the report if the employee is unable or unwilling to do so.**

California law (Penal Code Section 11160) also requires prompt, mandatory reporting to the local law enforcement agency by healthcare practitioners (i.e. Student Health Services) when medical services are provided to known or reasonably suspected of suffering from wounds inflicted by a firearm or as a result of an assault or abusive conduct. The Counseling Department and Psychological Services may inform students and staff of procedures for reporting a crime to local authorities or to the Safety and Police Office on a voluntary or confidential basis if this information is deemed to be in the best interest of the victim.

**Confidential Reporting**

If a victim of a crime does not wish to pursue action within the District's administrative or justice system, a confidential report may be made. With the victim's permission, the Chief or his/her designee of the Riverside Community College District's Department of Safety and Police can file a report of an incident without revealing the victim's identity. The purpose of confidential reporting procedures is to comply with the request to maintain confidentiality while taking steps to ensure the victim's safety and the safety of others. This information will assist the District in maintaining accurate records concerning types of incidents and those involved. Additionally, the District will be able to determine crime patterns revealing particular locations, methods, and suspects. This

will aid in developing proactive approaches to prevent potential dangers and providing “timely warnings” to the college community. Confidential reports will be counted and disclosed in the District’s Annual Security Report.

#### Timely Warnings

In the event a situation arises either on or off campus that in the judgment of the Chief of Riverside Community College District’s Department of Safety and Police constitutes an ongoing or continual threat, a District-wide “timely warning” will be issued. Warnings will be posted by the Associate Vice Chancellor, Public Affairs and Institutional Advancement – Public Information Officer/PIO and sent to students, faculty, and staff via District e-mail. The college student newspapers (Riverside Viewpoints, Norco Voice, and Moreno Valley Vista) will also be notified to provide additional information about significant threats.

Depending on the circumstances of the crime, especially in situations that could pose an immediate threat to the college community, the Department of Safety and Police may post bulletins throughout the District.

#### Collection and Distribution of Crime Statistics

**The District shall annually collect and distribute statistics concerning crimes on campus. All District staff with significant responsibility for student and campus activities shall report crimes about which they receive information.**

**The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on each campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims’ assistance program, student discipline, campus resources, and other matters.** This report will be prepared in cooperation with local law enforcement agencies bordering the Riverside Community College District campuses and off-campus locations.

**The District shall make the Annual Security Report available to all current students and employees. The District will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the Safety and Police Office at each of the college sites (Riverside College at 222-8502; Norco College at 372-7046; and Moreno Valley College at 571-6103), by viewing the District web page located at [www.rccd.edu](http://www.rccd.edu), or by reviewing the published information in the current Schedule of Classes.** All prospective employees may obtain a copy of the report from the Human Resources Office located at the RCCD Systems Office, 3845 Market Street, Riverside, CA 92501.

**(Note: The following information is not legally required but is authorized pursuant to 34 C.F.R. 99.31(a)(13),(14). It is suggested as good practice.)**

*The District may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated District policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure include the following:*

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery; and
- Forcible sex offenses.

*The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.*

*Office of Primary Responsibility: Department of Safety and Police*

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**NOTE:** This policy is **legally required** except where noted above. The language in **bold ink** is legally recommended language from the Community College League and legal counsel. The language in **regular type** was submitted by the Chief of Police of the Riverside CCD. The information in **italicized ink** is additional language to consider including in this policy. There does not appear to be a current Riverside CCD Regulation that addresses this procedure.

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**Date Approved:**

*(This is a new procedure recommended by the CCLC and legal counsel)*

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DIVERSITY AND HUMAN RESOURCES

Report No.: III

Date: October 10, 2006

Subject: Update on Chancellor Search – Position Description and Advertisement

Background: Sharon Tanabe, Search Consultant, will present the position description and advertisement for the new Chancellor based on qualifications presented to the Board of Trustees on September 12, 2006.

Recommended Action: It is recommended the Board of Trustees review and approve the position description and advertisement for the new Chancellor.

Salvatore G. Rotella  
Chancellor

Prepared by: Melissa Kane  
Interim Vice Chancellor, Diversity and Human Resources

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 CHANCELLOR SEARCH  
 SEARCH TIMELINE

On or About...	ACTION/DELIVERABLE
October 10, 2006	Position Description and ad texts are presented to the Board of Trustees for comments and/or edits.
November 27, 2006	Search update meeting. Search consultant meets with the Board in private session to discuss emerging candidates and the status of the recruitment.
December 12, 2006	Second update meeting and possible selection of semi-finalists to be interviewed for the position by the Board of Trustees in private session.
January, 2007	First round of interviews are conducted in private session. Finalists are selected. Referencing begins.
February, 2007	Campus interviews. Background checks are initiated. At the conclusion of the campus interviews, the Board meets to make its selection. Search consultant presents reference results.
End of February, 2007	New Chancellor is announced.

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT Chancellor**

The Chancellor is the Chief Executive Officer of the District and reports to an elected five-member Board of Trustees. The Chancellor is responsible for all operations of the District and ensures that the District is administered in accordance with the policies adopted by the Board of Trustees. In this role, the Chancellor provides leadership in planning, resource acquisition, and the resolution of jurisdictional issues and conflicts among campuses and centers.

The position at RCCD is challenging in that the District is making the transition from a single college, multi-campus institution to a multi-college system and, in 2007/08, simultaneously will undergo re-accreditation for Riverside City College and the initial accreditations of the Moreno Valley and Norco campuses as individual colleges. In addition, RCCD is a leader in developing innovative programs that cross public and private education systems, rely on education/business partnerships, and require new ways of looking at traditional funding and governance mechanics. Examples include the planned Riverside School for the Arts, Gateway to College (charter school for high school dropouts), the Center of Learning & Teacher Preparation (under construction), and the Ben Clark Public Safety Training Center.

### **Strategic Organizational Planning**

Provide experience and leadership in strategic planning involving educational initiatives, district master planning activities, public and private resource acquisition, and legislative and governmental regulation.

Provide leadership in the utilization of the \$350 million in bond funding—including using this local funding source to leverage other resources at the state level and in the private sector—for the continued development of and planning of new facilities and the renovation and modernization of existing facilities on three campuses with distinct programmatic emphasis, as well as education facilities shared with other public entities.

Provide leadership in organizing the personnel and resources of the District in a manner that promotes and supports teaching and learning; establishes an environment that demonstrates a commitment to diversity, equity and equal employment opportunities; and, maintains streamlined, efficient, and cost-effective use of financial and human resources across a multi-college system.

### **Governance, Leadership and Advocacy**

Expand the vision of higher education at Riverside Community College District in order to achieve the dual mission of providing top-quality transfer education programs and community and economic development initiatives.

Complete the transition of the RCCD from a single college, multi-campus district to a multi-college system. Develop a workable system to assess and monitor performances of the three colleges as independent yet affiliated institutions, which operate under a single curriculum model.

Assist the Board of Trustees in developing future-directed policies that promote and create a dynamic learning environment that is accessible, relevant, and beneficial to students and the larger community.

Encourage open communication throughout the District and in the community, and seek out new opportunities to move higher education closer to underserved populations through such programs as the Rubidoux Education Annex, which pairs high school/college learning academies with regular college classes to increase college-going rates and access to higher education.

Advocate for RCCD at the local, state, regional and national levels, with particular emphasis on securing funding and support for programs that address the region's low college-going rate, and basic skills and work readiness issues.

Establish an inclusive approach to shared governance (in a system with three campus academic senates and one district academic senate) that promotes collaboration, communication, and collegiality in achieving the District's goal of maintaining a learning-centered environment.

Serve as the principal guiding force in RCCD's external relations program, including the continued development of cooperative partnerships with local K-12 districts and institutions of higher learning, cooperative ventures with the business community, strong relations with local, state, and national government agencies and legislators, and fundraising.

### **Student Learning**

Promote teaching, learning and student success through the development and support of policies that support innovative teaching, access to education, diversity in staff, faculty, and administrative ranks, and community college/university partnerships.

Champion basic skills and work readiness by employing established and emerging RCCD early and middle college high school programs, learning academies, campus-based institutes and other innovative approaches.

### **Community Support**

Establish an organizational culture that supports innovation and collaboration in developing education and training programs that prepare students and workers to keep pace with changes in the workplace.

Work with the RCCD Foundation and its Board of Directors in conducting a multi-million dollar major gifts campaign (in progress), and regular advocacy efforts that develop long-term support from friends of the colleges/campuses, and provide needed resources for education programs and initiatives.

### **Desirable Personal Characteristics and Skills**

The successful candidate will be:

- An inspirational, visionary leader committed to the highest level of personal and professional integrity

- An administrator with a management style that is inclusive, visible, collaborative, open, and accessible

- An individual with exceptional interpersonal, communication and presentation skills

### **Desirable Professional Characteristics**

The successful candidate will be an individual who:

- Understands and appreciates the role of the Board of Trustees and is committed to establishing an effective CEO/Trustee relationship.

- Endorses the comprehensive mission of the community college and the balance needed between transfer, occupational, non-credit and basic skills education

- Demonstrates an understanding of multi-college districts and related issues of shared fiscal resources, competition for program development, and community politics

- Embraces the challenges faced in providing comprehensive, quality higher education programs that are responsive to the needs of the Inland Empire—one of the nation's fastest growing regions

- Acts as a sound steward of public resources for the betterment of the District, its colleges/campuses, and its students

- Supports offering student-centered learning programs, and is sensitive to the effects of all decisions on students and the college/campus communities

- Participates actively in the community and is able to respond effectively to the needs of business and industry leaders

- Uses proven advocacy skills to influence local, state and national legislative processes and advance the cause of the District

- Respects and promotes the value of ethnic, cultural and social diversity

### **Minimum Qualifications**

A terminal degree from an accredited college or university is required. An earned doctorate in an academic discipline is preferred, however, individuals with unique leadership experience relevant to the position also will be considered.

### **Desirable Qualifications**

Senior leadership experience is highly desirable. Leading candidates will have senior administrative experience in progressively responsible positions—as well as faculty experience—in higher education, preferably in community college education.

**How to Apply**

The position is open until filled. Review of applications will commence on December 1, 2006. Applications should be submitted in confidence to:

Riverside Community College District  
Office of the Vice Chancellor  
Human Resources  
3845 Market Ave.  
Riverside, CA 92506-1299

This search is being assisted by Korn/Ferry International and Edward W Kelley & Partners. Confidential Inquiries and nominations may be directed to Sharon Tanabe by phone 323/260-5045 or email: [sharon.tanabe@ewkp.com](mailto:sharon.tanabe@ewkp.com)

## CHANCELLOR SEARCH AD - CHRONICLE

Riverside Community College District (RCCD) in Southern California is seeking an exceptional individual for the position of Chancellor. This position has overall responsibility for a single college, multi-campus district that is about to become a multi-college system upon accreditation of the Moreno Valley and Norco campuses as individual colleges in 2007/08.

Founded nearly 90 years ago, RCCD is the eighth oldest community college district in California. Each semester, its three campus and off-campus education centers serve more than 32,000 credit students and nearly 12,000 individuals taking community education classes. The District's student population reflects the community: 36% Hispanic, 34% White, 12% African American, 6% Asian, with the remainder represented primarily by Pacific Islander, Filipino, and Native American students. Full-time and part-time faculty and staff number approximately 3,000.

RCCD's three campuses offer comprehensive liberal arts and science programs, as well as unique programmatic emphases. Riverside City College has strong programs in nursing, automotive technology, telecommunications, culinary, and performing arts; the Norco Campus focuses on technology, engineering, logistics, and manufacturing; and, the Moreno Valley Campus specializes in health, human and public service programs. Today, RCCD is poised for growth. Recent state and local bond-funded capital projects at Riverside City College include the renovation of the original library building into a high tech learning center, development of a new track and field complex, the modernization of the historical quadrangle, and construction of a multi-level parking structure. Future projects include a School of Nursing/Science Complex (Riverside), Phase III buildings on the Moreno Valley and Norco campuses, the Center for Learning & Teacher Preparation, and the Riverside School for the Arts.

Several initiatives are underway to increase college-going rates in the region, improve basic skills and ready students for the workplace. Early and middle college high school programs are in place at each of the campuses, including a Gates Foundation-funded Gateway to College charter school aimed at high school dropouts, learning academies, and a new high school constructed on the Norco Campus that is home to a middle college program and regular evening college courses. The District also operates successful workforce preparation programs, the industry-directed Corporate Connection programs, and a long-term partnership with the Ben Clark Public Safety Training Center.

The successful candidate for chancellor of Riverside Community College District will have vision, passion, ability, and skills to advance the mission of the District and its entities. The new chancellor will understand the challenges associated with a multi-college system in terms of funding, program support, intra-district collaboration, governance, growth, and community relations. A Chancellor Search Prospectus listing other required and desirable experience and personal characteristics is available by contacting the RCCD Human Resources Department at 951/222-8595 or on the website at [www.rcc.edu/chancellorsearch](http://www.rcc.edu/chancellorsearch).

The position promises the unique opportunity to guide one of California's most successful community college districts, which has a strong tradition of academic excellence, athletic achievement, innovative student equity programs, sound fiscal and facility management, enthusiastic community support, and unlimited promise for the future. The District is located in one of the nation's fastest growing regions—a dynamic, multi-cultural area located within an hour of Los Angeles, beaches, mountains, and desert resort cities.

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