

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
TEACHING AND LEARNING COMMITTEE

April 16, 2007 – 5:00 p.m.

Board Room AD 122, O.W. Noble Administration Building, Riverside City Campus

Committee Members: José Medina, Committee Chairperson  
Janet Green, Vice Chairperson  
Ray Maghroori, Vice Chancellor, Academic Affairs  
Debbie DiThomas, Interim Vice Chancellor, Student  
Services/Operations  
Doug Beckstrom, Academic Senate Representative,  
(Moreno Valley Campus)  
Richard Mahon, Academic Senate Representative (Riverside)  
Diane Dieckmeyer, Academic Senate Representative  
(Norco Campus)  
Tony Torres, ASRCC Student Representative  
Kathleen Sell, CTA Representative  
Gustavo Segura, CSEA Representative

AGENDA

VI. Board Committee Reports

A. Teaching and Learning

1. Proposed Curricular Changes  
- Committee to review the proposed curricular changes.
2. Agreement with ThermoAir, Inc.  
- Committee to review the agreement to provide a spray booth for the Auto Body Program. The term of the agreement is April 18, 2007 through June 30, 2007.
3. Sabbatical Leave Requests  
- Committee to review the sabbatical leave requests for 2007-2008.
4. Update on Matriculation  
- Committee to be presented with an update on Matriculation.
5. Leaks in the Latino Educational Pipeline  
- Committee to be presented with an update on the status of Latino students and their success in higher education.
6. Comments from the public.

Adjourn

Prepared by: Naomi Foley  
Administrative Assistant, Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: VI-A-1

Date: April 17, 2007

Subject: Proposed Curricular Changes

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

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

Salvatore G. Rotella  
Chancellor

Prepared by: Sylvia Thomas  
Associate Vice Chancellor of Instruction

New Course Proposals

1. CAT-96A – Practicum in Computers .25 unit  
Prerequisite: None.  
Limitation on enrollment: Must be concurrently enrolled in another non-practicum RCCD course.  
Self-paced, competency based skill development in computer usage for any RCCD student concurrently enrolled in any RCCD course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. (Non-degree credit course. CR/NC only.) 13.5 hours laboratory is required for credit.
  
2. CAT-99E – PowerPoint for Beginners .25 unit  
Prerequisite: None.  
This course provides skill development in the use of Microsoft PowerPoint for Windows for non-Computer Applications and Office Technology majors. Instruction is given on a group and individual basis using personal consultation with the student. 4 hours lecture and 14 hours laboratory.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: VI-A-2

Date: April 17, 2007

Subject: Agreement with ThermoAir, Inc.

Background: Presented for the Board's review and consideration is an agreement between the Riverside Community College District and ThermoAir, Inc. to deliver and install a new ThermoAir full double wall insulated downdraft spray booth with a raised basement. This equipment will be installed in the Automotive building, laboratory area for instructional use. The term of the contract is April 18, 2007 through June 30, 2007. The total cost of the project is \$65,000.00. Funding source: AB 1802 – Career Technical Funding.

This agreement has been reviewed by Ruth Adams, Director, Contracts, Compliance and Legal Services and Sylvia Thomas, Associate Vice Chancellor of Instruction.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from April 18, 2007 through June 30, 2007, for a total amount of \$65,000.00, and authorize the Vice Chancellor, Administration and Finance to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Virginia McKee-Leone  
Interim Vice-President, Academic Affairs  
Paul O'Connell  
Assistant Professor, Applied Technology

2/12/07

Riverside Community College District  
4800 Magnolia Ave.  
Riverside, Ca. 92560  
(951) 222-8348  
Fax 222-8199/ 8095

Attn: Paul O'Connell/ Jan

Re: Contract for Purchase/Sale of One Thermoair  
Full Downdraft Spraybooth

This Letter Agreement ("Contract") is entered into by and between Thermo Air, Inc., a California corporation (hereinafter "Seller"), and Riverside Community College District (hereinafter "Buyer").

In consideration of the mutual agreements contained herein, Seller and Buyer agree to be mutually bound by the following terms:

- A. Sale of Equipment. Seller agrees to sell to Buyer all of the following equipment (hereinafter collectively the "Equipment"):
1. One (1) new Thermoair Full Double Wall insulated downdraft spraybooths, with dimensions of Approximately 27'6"xW14'xH11', with raised basement, each including the following specifications:
    - (a) One 1 million BTU Direct fire furnace; Modulating system
    - (b) Two (2) 10hp motors on intake and exhaust system; Over sized turbines\backward incline fans, able to use for Water borne
    - (c) One (1) man door on spray booth;
    - (d) An entire grated floor for an even distribution of air, with filters in every grated row;
    - (e) An intake system with panel prefilters, followed by a 1" thick diffusion media or downdraft filter which covers the entire ceiling area; and
    - (f) Four (4) doors that are in the front, with inner locks, with man doors in the front, in addition to a man door off to the side. All doors have viewing windows. Chrome handles for entering and exiting booth. .

2. One (1) electric kit, including the following specifications: power for 3phase 4 wire 208/240 Volt. Customer has power in electrical room that meets these requirements.
  - (a) Twenty (22) lighting 4 tube light fixtures, both in gable (horizontal) and side (vertical), with corrective bulbs
  - (b) One (1) air driven damper for booth baking cycle, with clear tempered glass;
  - (c) One (1) electronic damper control for exhaust systems.
3. One (1) electronic and digital Control Center.
4. Ducting, 1 intake bend, 1 exhaust blast cap, 14' of ducting, 1 damper for exhaust system, 1 transition piece for inlet air, all duct comes with corner pieces and snap rings for connecting ducting along with duct mate for putting together ducting easily.
5. One (1) magnohelic for pressure measuring.
6. One automatic damper control system for booth pressure balance
7. One jet dry system

B. Equipment Purchase Price. Buyer agrees to purchase the Equipment for a total purchase price of Sixty Five Thousand Dollars.(\$65,000.00) (“Purchase Price”)

C.

B. Permit Applications and all Permit Fees :

C. SCAQMD school is exempt from fee's Company will get a letter stating that from SCAQMD. In the event of local city permits

D. Delivery and Installation of Equipment.

. Seller shall deliver equipment in approxiatmatly (8) eight weeks after receipt of down payment, but no later than June 30-2007 (NO HARM Clause) Thermoair Spray Booth will not be held financially responsible for any delays caused by product manufacture of parts, shipping delays, acts of God weather, holidays, labor strikes, outside contractors, sub contractors, city permit delays, time loss of business, or any utility company delays.

- E. Fire Suppression. Included in bid
- F. Transfer of Possession and Title. Buyer and Seller specifically agree that title to the Equipment shall not pass to Buyer until the total Purchase Price has been paid to Seller. Buyer shall not transfer possession of the Equipment to any other person or party until the total Purchase Price has been paid, and should Buyer so transfer possession of the Equipment: (1) Buyer shall at all times remain liable for payment of the full Purchase Price; and (2) Seller, at its option, may repossess the Equipment with five (5) days' prior written notice and declare all past payments forfeited as rental or, at Seller's option, may at once sue Buyer for the remaining balance of the Purchase Price. Any dispute will be handled by an independent arbitrator. Recipient of equipment to pay these fee's.
- G. Warranties. Seller warrants that the Equipment shall be free from defects for a period of One (1) years from the date of delivery of the Equipment.
- H. Miscellaneous Terms.
1. Modification. This Contract may not be amended or modified without the express written consent of both Seller and Buyer.
  2. Governing Law. This Contract shall be governed, construed and enforced in accordance with the laws of the State of California
  3. Successors and Assigns. This Contract shall be binding upon, and inure to the benefit of, Seller, Buyer and their respective successors and assigns.
  4. Attorneys' Fees. In the even either Buyer or Seller brings any suit or other proceeding with respect to the subject matter of this Contract, the prevailing party shall be entitled to recover reasonable attorney's fees and costs.
  5. Thermoair shall not discriminate against any person in the provision of services, or employment of persons, on the basis of race, religion, disability, marital status, medical condition, gender, age, or sexual orientation.
  6. Thermoair shall carry workers compensation insurance in accordance with the laws of the state of California and will carry general liability insurance in amounts not less than \$1,000,000 per occurrence and shall provide Riverside Community College District proof of said insurance, upon request.

7. Thermoair agrees to defend indemnify and hold harmless Riverside Community College District from any liability or damages the District may suffer as a result of claims, demands, costs or judgments against it resulting from the negligence or willfull misconduct of Thermoair and or its employees arising out of the performance of the Agreement, excluding items in clause J.

Break down of costs

Paint Booth	\$ 51,500.00
Shipping/loading Container	1,800.00
Labor	11,700.00
Total (INCLUDING TAX)	\$ 65,000.00

Terms:

30% down

65% upon delivery of equipment

05% upon completion (completion defined as booth operational)

THERMOAIR, INC.

By: \_\_\_\_\_

Title: \_\_\_\_\_

AGREED AND  
ACKNOWLEDGED BY:

By: \_\_\_\_\_

Title: Vice Chancellor, Administration and Finance

Date: \_\_\_\_\_



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: VI-A-3

Date: April 17, 2007

Subject: Sabbatical Leave Requests

Background: The attached sabbatical leave requests for Arend Flick, Norco campus, David Nelson, Riverside City College, and Ingrid Wicken, Moreno Valley campus, are being submitted for information. They will be submitted as consent items to the Board at the April 17, 2007 meeting.

Information Only.

Salvatore G. Rotella  
Chancellor

Prepared by: Kristina Kauffman  
Associate Vice Chancellor, Institutional Effectiveness

AREND FLICK'S  
SABBATICAL LEAVE REQUEST  
FOR 2007-2008

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
SABBATICAL LEAVE REQUEST FORM

FACULTY MEMBER     Arend Flick    

DEPARTMENT     Communications/Norco    

DATES AND DURATION OF SABBATICAL LEAVE REQUESTED:  
(Review Article XIII, Section M of the Agreement between the Riverside Community College District and the Riverside Community College Chapter CTA/NEA for details.)

  X   FULL YEAR'S LEAVE FOR   2007-08    
(70% REGULAR SABBATICAL LEAVE)

       FULL YEAR'S LEAVE FOR         
(100% SPECIAL SABBATICAL LEAVE)

       SEMESTER LEAVE FOR         
(100% SEMESTER SABBATICAL LEAVE)

       RETURN TO INDUSTRY LEAVE FOR       

ABSTRACT OF PURPOSE OF SABBATICAL LEAVE:

My primary purpose is to conduct a thorough investigation into general education assessment practices in higher education today, with particular emphasis on the use of electronic portfolios (e-portfolios) as a method of documenting and improving student learning. E-portfolios are beginning to be used at other colleges and universities throughout the country for outcomes assessment purposes, though not yet (as far as I know) successfully in California. (Palomar College attempted to develop what it called a virtual portfolio system ten years ago, but it seems not to have been fully implemented.) Through my work in outcomes assessment over the last seven years (I am district assessment coordinator and faculty co-chair of the district assessment committee), I am convinced that RCCD needs to develop degree- and program-level assessment methodologies that are more effective than reliance on standardized tests or common institutional data. I have some secondary purposes for this sabbatical that I sketch below, but my primary purpose is to produce a comprehensive report on how the District can implement a successful e-portfolio assessment system for assessment and improvement purposes—and then to help lead that implementation.

Complete this form and the top section of the Sabbatical Leave Request form along with your draft per the Sabbatical Leave Proposal Guidelines. (See attached page).

Submit to the *Office of Institutional Effectiveness* by *February 15* for the following academic year and *by May 15* for the following spring semester only. A "Certificate of Health" signed by physician must accompany this application (Article XIII, M,3,d). Please be aware that a Sabbatical Leave Bond will be required following Board approval.

## I. OVERVIEW OF PURPOSE & CONTENT

This is my sixteenth year as a full-time English instructor at RCCD. I have never before requested a sabbatical leave, but I ask for one now, for academic year 2007-8 at 70% release time. To provide an overview of my rationale for this request will take several paragraphs.

I have been actively involved in RCCD's learning outcomes assessment efforts since the District Assessment Committee (DAC) was formed in fall, 2000. Since fall, 2004, I have been faculty co-chair of the committee and district assessment coordinator. In compliance with the ACCJC accreditation standards, DAC has developed guidelines that require disciplines undergoing program review to develop and implement course-based (and/or program-based) assessment plans. Also in accordance with the standards, we have begun to define and assess institution-wide outcomes, specifically those pertaining to general education.

It's no exaggeration to say that the accreditation standards particularly emphasize the critical role of general education in defining a college's identity. It's also no exaggeration to say that nearly all colleges and universities in the U.S. today are struggling with developing procedures to measure GE outcomes effectively. Ralph A. Woolf, executive director of WASC, said recently that "In the last 10 or 20 years, all of us have put more significance in assessing learning outcomes. The area that is most challenging is general-education outcomes." Many institutions employ standardized tests to assess institutional competencies like critical thinking, writing, and even global awareness. But considerable problems arise from the use of nationally normed exams to assess core institutional competencies. They are expensive. Students often don't take them seriously. These exams don't necessarily measure the particular competencies taught at a particular college. And perhaps most importantly, faculty are often not inclined to use the results of external tests to improve teaching and learning.

I believe that a better way to assess institution-wide learning is likely to be through the use of portfolios, specifically electronic portfolios (e-portfolios). Perhaps as a condition of graduation, students would be expected to develop and maintain an e-portfolio, containing digitalized samples of their best class work—work that would also map to each of the RCCD core competency areas. Besides being of great benefit to students themselves (they could provide these portfolios as evidence of their achievement to prospective employers, universities, etc.), RCCD could routinely sample student artifacts from these portfolios and assess them against rubrics. That would enable us to demonstrate more tangibly than grades or test scores can ever do that significant forms of learning are taking place at the college. It would also let us identify areas where our students are not achieving the level of competency we want them to, thereby allowing us to improve our pedagogies, our curricula, and/or our support areas.

I have several ancillary goals for this sabbatical, though each follows from my main one. I also want to improve my understanding of institutional research practices and active learning strategies (especially problem-based learning), both of which should contribute to my skill as a teacher/assessment specialist. But my chief

object is to research thoroughly the state of general education assessment in the U.S. today and to investigate more particularly the use of e-portfolios as a likely best practice in conducting that assessment. I have cared passionately about general education since my own undergraduate years, and in many ways this is a natural culmination of nearly a life's work.

Over the past few years, I have developed a small but growing reputation for my work in and knowledge of assessment theory and practice. I have written several pieces for the RP Group listserv on outcomes assessment. I have presented at a number of assessment conferences, and I coordinate the English strand of the annual California community college assessment conference, *Strengthening Student Success*. I have also consulted with and done workshops at other colleges and universities on how to develop a systematic institutional assessment plan. Besides augmenting my skills as an assessment specialist, a sabbatical would free me to work more intensively than I am able to do now on the assessment issues that most directly affect, and would most directly benefit, RCCD.

#### A. GOALS OF SABBATICAL LEAVE

My goals for the leave are as follows:

- To conduct sustained research in general education assessment and in the use of electronic portfolios as a way of assessing institutional core competencies.
- To write a comprehensive report to the district, and specifically to DAC, on how to implement successfully a district-wide e-portfolio system.
- To write and publish several articles on outcomes assessment theory and methodology arising from this research.
- To become more knowledgeable about the practices of institutional research, including the use of SPSS software, IPEDS data, and the like.
- To learn more about problem-based learning, and specifically the way this kind of active learning can be successfully adapted to the English classroom.

#### B. ACTIVITIES TO MEET THE GOALS

My activities would include, but not be limited to:

- Attending a number of national assessment conferences, including the Association of Institutional Research forum in Kansas City (June, 2007), the Indiana University-Purdue University conference in Indianapolis (October, 2007), and others.
- Researching general education assessment strategies, particularly the use of e-portfolios, partly through a program of reading and partly by visiting a number of colleges and universities that have successfully implemented

these strategies. I would also research some of the corporate vendors who have developed e-portfolio software. I would plan, finally, to network with my counterparts at other California community colleges to explore the feasibility of forming a consortium of e-portfolio users, thereby driving down costs.

- Writing a comprehensive report on my findings and recommendations to RCCD, specifically to DAC.
- Working with the RCCD Grants & Contracts Office to see if we can secure external funding to support the implementation of an e-portfolio system.
- Writing and publishing at least two pieces on assessment theory and practice arising from my research.
- Becoming clearer about the work of institutional research, with help from RCCD institutional researchers who have agreed to provide me with training and by taking several online courses toward a certificate in institutional research from Penn State University.
- Learning more about problem-based learning—a pedagogy whose value is suggested by the assessment data already in existence.

## II. OUTCOMES OF THE SABBATICAL LEAVE

By summer, 2008, I will have researched the theory, methodology, and logistics of e-portfolios thoroughly, and this will have resulted in both published papers and in a report to the District, with specific suggestions for how to implement an e-portfolio system. I expect to be active in bringing about the implementation of this system (or one comparable to it) in 2008 – 10. Once this system is in operation, it will be of significant benefit to the District and to its students. For the District, it will provide an opportunity to sustain and even increase its reputation as a leader among California community colleges in outcomes assessment. My most audacious hope is that my work will help RCCD become a model for how to “do” assessment that other colleges will choose to emulate. But the chief value of this sabbatical will be to RCCD students, who will be able to provide tangible and credible evidence of their own learning through the portfolios they maintain. Students will also benefit because our assessment of general education will result in improvements in teaching and learning that target especially problematic areas in our achievement of outcomes. The institutionalizing of e-portfolios will also have a trickle-down effect, I believe, on assessment at the program and course level, since this form of embedded assessment will permit us to do more localized assessment cycles with relative ease. As a teacher, I also expect to benefit personally from the renewed energy that comes from change; my specific work on assessment and on problem-based learning should make me a better teacher and thus my students better learners. As for my colleagues, I will do as many workshops on these methodologies as discipline facilitators and professional development coordinators at RCCD are willing to schedule.

DAVID NELSON'S  
SABBATICAL LEAVE REQUEST  
FOR 2007-2008

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
SABBATICAL LEAVE REQUEST FORM

FACULTY MEMBER David Wayne Nelson

DEPARTMENT Performing Arts

DATES AND DURATION OF SABBATICAL LEAVE REQUESTED:  
(Review Article XIII, Section M of the Agreement between the Riverside Community College District and the Riverside Community College Chapter CTA/NEA for details.)

FULL YEAR'S LEAVE FOR \_\_\_\_\_  
(70% REGULAR SABBATICAL LEAVE)

FULL YEAR'S LEAVE FOR \_\_\_\_\_  
(100% SPECIAL SABBATICAL LEAVE)

SEMESTER LEAVE FOR \_\_\_\_\_  
(100% SEMESTER SABBATICAL LEAVE)

RETURN TO INDUSTRY LEAVE FOR \_\_\_\_\_

ABSTRACT OF PURPOSE OF SABBATICAL LEAVE:

I propose to develop a handbook for actors regarding how to perform elevated verse in acting texts. Metered verse, such as in Shakespeare, requires specialized skills in text analysis, scansion, meter, rhythm, antithesis, imaging, stressing, inflections, word meanings and structure. In teaching acting for elevated text, most students struggle when trying to apply the techniques of realistic acting to elevated verse. The text is dense, archaic, layered with multiple images. My handbook would lay out a systematic plan to develop the necessary skills through the use of work pages, exercises, reading and practical application. (See Attached Proposal)

Complete this form and the top section of the Sabbatical Leave Request form along with your draft per the Sabbatical Leave Proposal Guidelines. (See attached page).

Submit to the *Office of Institutional Effectiveness* by *February 15* for the following academic year and by *May 15* for the following spring semester only.

A "Certificate of Health" signed by physician must accompany this application (Article XIII, M,3,d). Please be aware that a Sabbatical Leave Bond will be required following Board approval.



SABBATICAL LEAVE PROPOSAL  
DAVID NELSON  
FULL ACADEMIC YEAR SABBATICAL  
2007-2008

I. OVERVIEW OF PURPOSE AND CONTENT

I propose to develop a workbook for student actors on how to perform elevated verse in acting classes. Elevated verse, such as in Shakespeare, requires specialized skills in text analysis, scansion, meter, rhythm, antithesis, imaging, stressing, inflections, word meanings and structure. Elevated verse or heightened text is poetic in nature and is built on rhythmic structure with a compression of imagery, as opposed to prose, where the structure is built on a logical progression of ideas and where the dialogue is rooted in everyday speech patterns. In teaching acting for elevated verse, students struggle when trying to apply the techniques of realistic acting to elevated verse. The text is dense, archaic, layered with multiple images. Their training in realistic acting and modern text, which is prose based, does not prepare them for the demands of acting in elevated verse. My proposed workbook would provide a systematic plan to develop the necessary skills through the use of work pages, acting exercises, reading and practical application to understand and perform elevated verse.

There are excellent textbooks on elevated verse, such as Cicely Berry's "The Actor and the Text" or John Barton's "Playing Shakespeare". However, these textbooks approach the subject from a literary viewpoint, discussing and detailing elevated verse, but give few practical exercises in how to perform elevated verse. My students who are required to perform elevated verse for Theatre 34, Theatre 35, Theatre 38, and in some cases, Theatre 5 and 6, have difficulty bridging the gap from reading the textbook and implementing that material when acting in monologues, scenes and productions of elevated verse. I am unaware of any acting text or workbook that teaches students how to perform elevated verse in a realistic manner through practical acting exercises.

A. GOALS OF THE SABBATICAL LEAVE

1. Develop acting exercises in the following areas:
  - a. Text analysis
  - b. Scansion
  - c. Meter/Rhythm
  - d. Imaging
  - e. Stressing
  - f. Inflections
  - g. Word and line meanings
  - h. Personalization of text
  - i. Antithesis
  - j. Historical Background
  - k. Addition topics as needed

After doing the necessary research on the above topics, I would then develop new acting exercises and/or worksheets to help students implement those concepts through a practical approach in the acting environment.

Example: When performing elevated verse students must be aware of the scansion (rhythm) of the verse. Most elevated verse is written in Iambic Pentameter. An iambic foot is two beats, the first unstressed (^) and the second stressed (-). Pentameter is five sets of these iambs, such as:

^   -   ^   -   ^   -   ^   -   ^   -  
*Two house/holds, both/ a like/in dig/ni ty,*

My workbook would take this information and develop acting exercises to help students feel the rhythm of the verse and how it effects the acting of the material. Where does the rhythm naturally break or change and what clue does this give to the actor regarding how they should perform the verse, as in this line from Hamlet:

^   -   ^   -   ^   -   ^   -   ^   -   ^  
*To be/ or not/ to be/, that is/ the ques/tion.*

The line has an extra beat at the end, which breaks the natural rhythm of the Pentameter. I could explore the use of various rhythms in music to develop an acting exercise to help students find the natural rhythm of this speech from Hamlet, regular and irregular rhythms. This goes beyond the academic discussions of known textbooks and implements the learned material in acting exercises that help the student perform the verse. When completed, this workbook would enable any acting student to understand the requirements of elevated verse and how to perform that verse in a realistic way.

2. Development of the workbook in the sequence that will build the essential skills necessary to handle elevated text.

## B. ACTIVITIES TO MEET THE GOALS OF THE SABBATICAL

1. Research:
 

Although I have a strong background in acting and the study of elevated verse, I will need more extensive training in these areas in order to formulate the workbook. The first semester of the sabbatical leave will cover research in the following areas:

  - a. Analyze acting texts to gain information in developing acting exercises specifically for elevated verse.
  - b. Analyze texts and documents for historical data on the time period. This will provide information to develop exercises/material on how society/history etc., influenced the elevated verse.
  - c. Analyze texts and documents regarding the structure of poetry and elevated verse for the information necessary to formulate acting exercises in these areas.

With the outstanding theatre collections at UCSD, USD and CSUF, I should have the necessary resources for my research.

2. Attend classical acting classes with master teachers to gain information for formulating acting exercises specifically in elevated verse. Attendance of classes in Shakespearean acting and text analysis at either Ashland Shakespeare Festival in Ashland, Oregon, or Utah Shakespeare Festival in Cedar City, Utah. Both festivals are nationally renowned and offer classes and college credit for educators.

Second semester of the sabbatical leave will cover:

- a. Development of acting exercises in the following areas:
  - Text analysis
  - Scansion
  - Meter/rhythm
  - Imaging
  - Stressing
  - Inflections
  - Imaging
  - Word and line meanings
  - Personalization of text
  - Antithesis
  - Vocal requirements of verse
  - Historical background and its influence on verse
  - Other exercises as needed
- b. Formulation of the workbook in the sequence that will build the essential skills necessary to handle elevated text.

Proposed Chapters:

Heighten verse verses naturalistic text (10 pages approx.)  
Meter/Rhythm (20 pages approx.)  
Scansion (20 pages approx.)  
Text Analysis (20 pages approx.)  
Word/line meanings (20 pages approx.)  
Historical background (15 pages approx.)  
Imaging (15 pages approx.)  
Stressing (10 pages approx.)  
Inflections (5 pages approx.)  
Personalization of text (20 pages approx.)  
Vocal requirements of verse (15 pages approx.)  
Antithesis (5 pages approx.)

Workbook (approx. 175 pages)

3. Other Pertinent Activities:

- a. Plan to attend workshops at American College Theatre Festival in elevated text and acting workshops.
- b. Contact outside faculty and experts on Shakespearean verse. The Old Globe in San Diego has several experts in Shakespearean acting.

II. OUTCOMES OF THE SABBATICAL LEAVE

1. This handbook would provide the beginning actor with the skills necessary to analyze and understand elevated verse.
2. This handbook would provide students with practical exercises to develop acting techniques in elevated verse. Currently there is no such workbook for use in the classroom.
3. This handbook would provide students with an understanding of the historical background, and societal influences that helped shape elevated verse. Students would understand the outlook of the time-period, status of the characters, etc.
4. Faculty member would gain a stronger understanding and knowledge of the area of study, which in turn would benefit students.
5. Students would have a printed handbook to keep and use for future reference.

Benefits to the District:

1. Faculty member could present FLEX workshops in elevated verse for members of the discipline and others in the district.
2. Workbook could be published and used throughout the district for students enrolled in classes involving elevated verse. In addition, instructors in related disciplines could use the workbook as added resource material.
3. The District could offer specialty workshops to members of the community interested in elevated verse.
4. Workbook could be presented at regional conferences, such as the American College Theatre Festival.

INGRID WICKEN'S  
SABBATICAL LEAVE REQUEST  
FOR 2007-2008

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
SABBATICAL LEAVE REQUEST FORM

FACULTY MEMBER \_\_\_ INGRID WICKEN \_\_\_\_\_

DEPARTMENT \_\_\_ MATH, SCIENCE, PHYSICAL EDUCATION \_\_\_\_\_

DATES AND DURATION OF SABBATICAL LEAVE REQUESTED:  
(Review Article XIII, Section M of the Agreement between the Riverside Community College District and the Riverside Community College Chapter CTA/NEA for details.)

FULL YEAR'S LEAVE FOR \_\_\_\_\_  
(70% REGULAR SABBATICAL LEAVE)

FULL YEAR'S LEAVE FOR \_\_\_\_\_  
(100% SPECIAL SABBATICAL LEAVE)

SEMESTER LEAVE FOR \_\_\_\_\_  
(100% SEMESTER SABBATICAL LEAVE)

RETURN TO INDUSTRY LEAVE FOR \_\_\_\_\_

ABSTRACT OF PURPOSE OF SABBATICAL LEAVE:

TO RESEARCH AND WRITE A HISTORY OF SKI JUMPING IN CALIFORNIA.

Complete this form and the top section of the Sabbatical Leave Request form along with your draft per the Sabbatical Leave Proposal Guidelines. (See attached page).

Submit to the *Office of Institutional Effectiveness* by *February 15* for the following academic year and by *May 15* for the following spring semester only.

A "Certificate of Health" signed by physician must accompany this application (Article XIII, M,3,d). Please be aware that a Sabbatical Leave Bond will be required following Board approval.

SABBATICAL LEAVE PROPOSAL  
for  
2007-08

Ingrid P. Wicken  
Associate Professor, Physical Education

## I. INTRODUCTION

I have been involved in the sport of skiing, both recreationally and professionally, for more than 30 years. I began skiing in the winter of 1974 and became proficient enough to begin teaching others in 1984. I served as the head ski school Instructor at Green Valley Lake Cross Country Ski Center from 1984 through the 1990s. In the winter of 1989 I earned an associate certification for Nordic ski instruction through the Professional Ski Instructors of America. Since becoming employed at Riverside Community College, I created two ski related courses: cross-country skiing and ski conditioning.

In the late 1970s, I began collecting books on skiing. This collection has grown to more than 2,200 titles, plus thousands of periodicals and photographs.

In 1994 I realized that no one had ever documented the history of skiing in Southern California. During my 1999-2000 sabbatical, I wrote *Pray for Snow: The History of Skiing in Southern California* and self-published it in 2002. That same year, I was awarded the Western Ski Heritage Award by the Far West Ski Association for my book, and in 2003, *Pray for Snow* garnered the Skade Award from the International Skiing History Association. I was again awarded the Western Ski Heritage Award in 2005 for founding the California Ski Library ([www.skilibrary.com](http://www.skilibrary.com)).

Through my continued ski history studies, I have again discovered an area of the sport that has received sparse historical attention in the United States, ski jumping. Ski jumping was one of the earliest forms of skiing in the U.S. and in the 1930s commanded the interest and recognition that brought the sport to the front pages of many metropolitan newspapers. California has a rich history of ski jumping and many well-publicized ski jumping meets were held at Mt. Shasta, Truckee, Lassen, Big Pines (near Wrightwood,) Lake Arrowhead, Big Bear Lake, the Los Angeles Coliseum, the Hollywood Bowl, Treasure Island in San Francisco, and other locations. The history and impact of California ski jumping has never been documented. While I recorded some of the history of ski jumping in Southern California in *Pray for Snow*, I would now like to record the history of the sport throughout the state.

## II. GOALS

1. To write a manuscript, approximately 80 pages in length, that will present a thorough and concise history of ski jumping in California. This book will serve historians, physical educators, ski industry professionals, historical societies, recreational skiers, and communities with an interest in skiing and local history.

2. To acquire additional personal knowledge of local sport history and apply it to the courses that I currently teach. By means of research on the growth, development, and impact of ski jumping throughout the state and the social factors that shaped this development – immigration, the Great Depression, World War II, technological advances – the effect of these same social forces on other sporting and recreational activities will be realized.

3. To contribute to the literature in the field of sport history and California history by compiling and writing a history that has not yet been told.

### III. ACTIVITIES TO MEET THE GOALS

#### Independent Study and Research

#### 2007 FALL SEMESTER

UNITED STATES SKI HALL OF FAME, Ishpeming, MI. Visit and examine the files of Hall of Fame ski jumpers whose careers impacted California ski jumping.

CALIFORNIA STATE LIBRARY, Sacramento, CA. Visit and examine the records of the California State Chamber of Commerce, which was instrumental on the development of California skiing in the 1920s and 1930s.

BANCROFT LIBRARY, UC Berkeley. Visit and explore photographs and university archives relating to ski jump meets held on campus in the 1930s as well as other Northern California ski jumping developments.

SAN FRANCISCO PUBLIC LIBRARY. Visit and explore the local history archives for photographs and information regarding the ski jump held at Treasure Island during the 1939 World's Fair.

UNIVERSITY OF NEVADA, RENO. Visit and explore the university archives, specifically looking at the Lake Tahoe resources, photograph collections, and ski club oral histories.

UNIVERSITY OF CALIFORNIA, DAVIS. Visit the University Library to view photographs from the Eastman collection.

TRUCKEE HISTORICAL SOCIETY. Visit the society to view the photograph collection as well as other ephemeral materials related to winter sporting activities.

SISSON MUSEUM, Mount Shasta, CA. Visit the museum and explore the archives for photographs and information regarding the development of Shasta ski jumping.

MOUNT SHASTA SKI PARK. Visit the ski area to explore Dick Whitaker's Snowmen's Album and other area archives.



UNITED STATES FOREST SERVICE, LASSEN OFFICE. Visit forest services offices to search for photographs, permits, correspondence and other records related to winter activities in the Lassen area.

HUNTINGTON LIBRARY, San Marino, CA. Research library archives and photographs for information regarding ski jumping at the Hollywood Bowl and other Southland locations.

Writing will take place throughout the semester as information and resources are acquired.

#### 2008 SPRING SEMESTER

WRITING. Some portions of the book will already be written from work in the previous semester. This time period will be used to complete any unfinished portions and finalize the manuscript.

EDITING/PROOF READING. Cheryl Nassar, freelance editor and proof reader with extensive experience will read, edit, and assist with the creative and grammatical aspects of the book. The book will also be reviewed by Doug Pfeiffer, author of many ski books and former editor of *SKI* magazine for accuracy of content. Once the manuscript has passed the scrutiny of the editorial team, a final copy will be submitted to the Professional Growth and Sabbatical Leave Committee.

#### IV. OUTCOMES.

At the completion of my sabbatical leave, I will have:

- Written a comprehensive history of the development and decline of ski jumping in California.
- Broadened the literature of the history of skiing by providing historians, educators, athletes, and others with a print and online resource for California's ski jumping history.
- Contributed to increased exposure for RCC's traditions of professionalism, innovation, and teaching excellence via the completion of a manuscript and a heightened presence on the internet.

At the end of my sabbatical leave, the finished manuscript will be just one of many positive outcomes of my extensive independent study and research. In 2002, when *Pray for Snow* was published, it was, and continues to be, the only book documenting the history of skiing in Southern California. It has served as a primary source of information for *Mammoth: The Sierra Legend* (2005) by Marty Forstenzer as well as a resource for many ski clubs and other ongoing ski history projects. Scholars, graduate students, and historians have utilized information from *Pray for Snow* and used archives and materials held in my collection to further their research. At the completion of my 2007-08 sabbatical, I hope to publish *Scandifornia: The History of Ski Jumping in California*. This

will be the first publication to record the history of ski jumping in California and will contribute to an area of skiing history that is sorely lacking documentation and historical study. It is only because of the time afforded by a sabbatical leave that I was able to complete *Pray for Snow* and will be able to complete the current proposed project.

The hours spent researching and writing this project also reflects my continued commitment to increase personal knowledge in my Faculty Service Area. The discovery and exchange of information and ideas with colleagues, researchers, and sport historians inspires a continued commitment to teaching excellence.

Last, and most importantly:

- Students enrolled in my classes will benefit as a result of my research experience. The knowledge of a local sport history, the impact of an ethnic group on that history, and exposure to year round physical activity potential in the surrounding mountain areas can influence students in a broad variety of courses.
- The Moreno Valley Campus benefits by having in their employment a faculty member who is a published author, a noted researcher, and an authority on skiing history in California.
- Riverside Community College District benefits by gaining educational exposure of a published faculty and therefore an academic and scholarly faculty.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: VI-A-4

Date: April 17, 2007

Subject: Update on Matriculation

Background: Presented for the Board's information is an overview of district-wide student success initiatives offered through Matriculation funding. The following documents will provide a historical perspective, objectives, components, and the role of the Matriculation program in Riverside Community College District's accountability and effectiveness efforts.

Information Only.

Salvatore G. Rotella  
Chancellor

Prepared by: Debbie DiThomas  
Interim Vice Chancellor, Student Services and Operations

## INTRODUCTION TO MATRICULATION:

Matriculation is a process that enhances student access to the California Community Colleges, and promotes and sustains the efforts of students to be successful in their educational goals. The purpose of Matriculation is to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the matriculation process: admissions, orientation, assessment and testing, counseling, and student follow-up. Since 1991, each community college has been required to adopt a Matriculation Plan, which delineates goals and activities to address the eight components of Matriculation that are required by Title 5.

What is the Objective of Matriculation?

The role of the California Community Colleges is to provide access to all students wishing to attend. Through matriculation, the college provides services to identify each student's educational objectives, his/her current educational proficiencies and the opportunity to map a plan for student success. At RCCD, the Board of Trustees set a policy in 2001, that all new students would be required to participate in pre-enrollment services of assessment of basic skills, orientation and counseling. These pre-enrollment services are offered at local high schools and on all college entities. As such nearly, 25% of counseling service needs occur in the month of August

While matriculation serves all students, it also addresses the needs of specific student populations such as students who are enrolled in basic skill courses, students who are undecided in their educational goals, and student equity programs and services. The primary responsibility of matriculation is to ensure that students have a fair and equitable opportunity to take advantage of the programs and services that the community college offers.

Beneficial outcomes from matriculation stem beyond student success and achievement and into institutional effectiveness. Pre-enrollment matriculation services inform students of their academic preparedness; assist them in setting educational goals and ensure that they have a plan to meet those goals. Post enrollment services of counseling and follow-up assure that students persist in achieving these goals. Because a comprehensive enrollment management effort must include both recruitment and retention efforts, research and services required by Matriculation regulations assist the institution in its enrollment management efforts.

### Does Matriculation Matter?

While at RCCD, matriculation is required for new students, it successfully address issues of academic prepared needs, and the financial assistance of working part or full-time relative to balancing their educational plans. With the student populations and the status of the feeder schools within the district, all students would benefit from the components of matriculation.

As noted prior, RCCD does mandatory placement, and implements appropriate and legal implementation and enforcement of pre-requisites to courses and programs. Furthermore, RCCD follows the model district on its policy on prerequisites and has implemented a more stringent probation/dismissal policy to ensure student success.

### What is the Role of Matriculation in College Accountability?

Since inception, Matriculation regulations have required that research be conducted to determine the efficacy of Matriculation services and that this research be utilized to improve services. Local, regional and state-wide Matriculation research has demonstrated that certain services increase the likelihood of persistence and success of students. The service that proved to be most highly correlated with student success was the development of an educational plan. Existing Matriculation accountability measures and research history have assisted in meeting the student learning outcomes and assessment required by Accreditation standards.

### Backup Documents:

- Matriculation Overview
- State Study Abstract (Fall 2001 – 2004)
- Matriculation Services by Student Population (Fall 2005)

## Background: Matriculation Regulation & Funding

Matriculation regulations have been in effect since 1991 and Riverside Community College District has spent the past 16 years developing and implementing the eight components of Matriculation to ensure that our students have every possible opportunity to succeed. The Riverside Community College District strongly supports its Matriculation program, as evidenced by the fact that when Matriculation suffered budget cuts at the State level in 2003, Riverside was one of the few Districts that continued to operate at a steady funding level due to general fund support which made up the deficit. While other Districts were forced to cut counseling and other services, Riverside was able to maintain the same level of support for its students through this budget crisis. The contribution from the District general fund in 2003-2004 was \$273,213; in 2004-2005 the District contribution was \$257,287; and in 2005-2006 the District contribution was \$272,645. This direct funding supplement was in addition to the District's required 3-1 match for Matriculation services. In the 2006 budget, Matriculation was partially restored at the State level bringing RCCD to its original 2003-2004 funding level. RCCD's 2006-2007 Matriculation allocation from the State is \$1,494,345. Full restoration for the State Matriculation budget is currently in the proposed allocation for 2007-08. The statewide Matriculation research study, coordinated and conducted by RCCD, was widely used to lobby for this restoration of Matriculation funding by the State Legislature.

## Eight Components of Matriculation

In compliance with Title 5, Matriculation consists of eight components; the first five of these directly effect students.

- Component 1: Admissions
- Component 2: Orientation--Students learn about the college and its resources.
- Component 3: Assessment/Placement—Students participate in a process that uses background information and test scores (multiple measures) to determine their placement levels for English, ESL, math and reading courses.
- Component 4: Counseling/Advising—Students meet with counselors to develop a road map to their success--a Student Educational Plan (SEP).
- Component 5: Follow-up. Various follow-up processes are in place to help increase the retention and success of our students. One part of this follow-up is an “early alert” process which allows instructors to provide specific feedback to students about their academic performance early in the semester so that they can take advantage of the services offered such as counseling and tutoring. Another example is the probation/dismissal process, which is mandated by Title 5, and requires students who are not making progress toward their educational goals to meet with a counselor to plan coursework appropriate to their skills, time commitments and educational goals.

Matriculation also has three other components that are less visible to students, but that support their success by ensuring the effectiveness of the institution.

- Component 6: Co-ordination/Training: The goal of this component is to ensure that all appropriate faculty and staff understand the Matriculation Process and Components.
- Component 7: Research: Matriculation regulations require that research is conducted to determine the efficacy of Matriculation services and that this research is utilized to improve services.
- Component 8: Pre-& Co-requisites. Matriculation personnel work with college faculty to ensure that requirements for prerequisites and co requisites are appropriate, necessary and enforced in a fair and impartial manner.

#### Matriculation Plans:

Each community college district is required to adopt a Matriculation Plan describing the services it will provide to its student population. The Plan must be developed in consultation with representatives of the academic senate, students, and staff. The Plan is submitted to the State Chancellor's office for review and approval. In preparation for our three separate accreditations, in 2005 the campus Deans of Student Services formed "Matriculation Advisory Committees" on each of their campuses. These committees, consisting of faculty, staff, students and administrators, worked together to develop separate campus Matriculation Plans. These plans were presented to the Board of Trustees on September 12, 2006, and sent to the State Chancellor's Office on October 17, 2006.

#### Matriculation Research:

Research demonstrates that the following risk factors are detrimental to college persistence and success and that as the number of risk factors increase, persistence and success decrease:

- 1) No High School Diploma,
- 2) Delayed Entry into Postsecondary Education,
- 3) Financial Independence,
- 4) Having Dependents,
- 5) Being a Single Parent,
- 6) Attending School Part Time,
- 7) Working Full Time While Attending School.

*J.P. Bean & Metzner; U.S Department of Ed.*

In the Riverside Community College District (RCCD) (and most other CCC Districts) the above factors describe a large number of our students, with the addition of the following factors:

- Academically under-prepared
- First-generation college students
- Diverse in every aspect of the word—age, ethnicity, gender, physical and mental abilities, etc.

Research also demonstrates that certain services increase the likelihood of persistence and success of students. Matriculation regulations mandate some of these services such as—assessment, orientation, counseling and follow-up. In the Riverside Community College District,

recent research comparing first-time college students who received assessment and counseling services, with those who did not receive these services, demonstrated an increase of 29.5% in persistence from fall to spring (47.2% for non-receivers, 76.7% for receivers). Since this study was limited to students who had a goal of transferring or earning a degree/certificate, all of them had to persist to accomplish their goals. This study was replicated in Region 9 with 3 other colleges and the results mirrored these findings. A Statewide study (see attached study) with 26 California Community Colleges, which was conducted in 2005, also demonstrated comparable findings.

#### Conclusions:

Although not perfect, RCCD's Matriculation Program is a model program in the State. We constantly receive calls from other institutions asking for help with implementation of the various components of Matriculation and our Matriculation leaders participate in statewide organizations and committees to improve effectiveness of Matriculation Programs throughout the State. The success of our programs is due to a) the District support for Matriculation; b) District and campus leadership c) excellent Matriculation Specialists at each campus and most importantly, d) widespread participation of faculty, staff and students in the development and implementation of Matriculation programs.

- *Most of the students we are serving through the California Community Colleges need support services in order to accomplish their educational goals;*
- *The only regulations that mandate these services for ALL students are Matriculation Regulations;*
- *Matriculation is a gateway to all other programs and services. During the "orientation" component of Matriculation, students learn of the other programs and services that are available to them (such as DSPS, EOPS, Student Financial Services, Puente and other Student Equity Programs, etc.) and are able to learn the qualifications and the steps required to apply for these programs.*

Respectfully submitted by Deborah DiThomas, Ed.D.



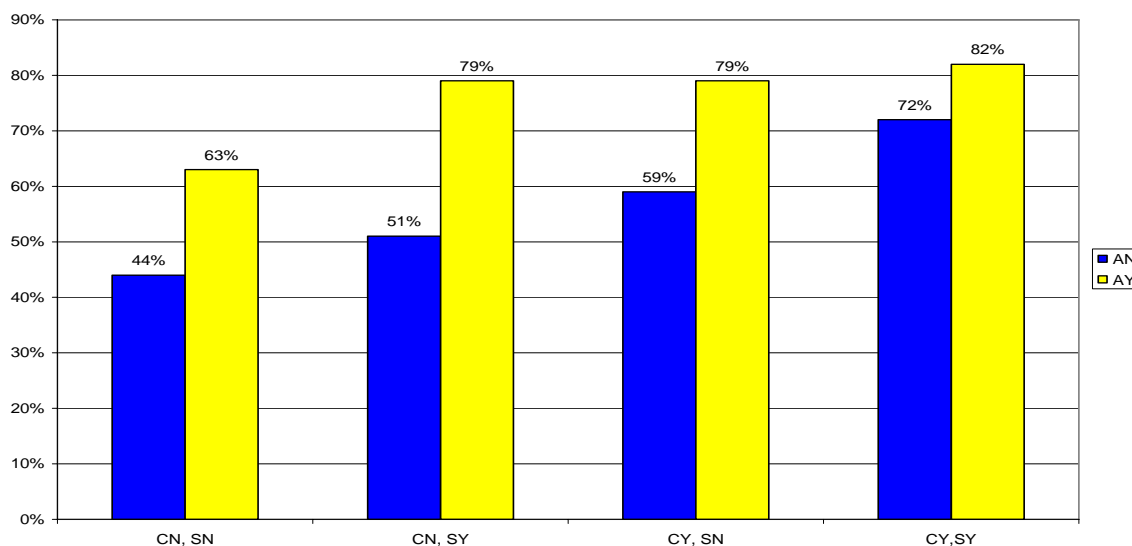
Matriculation and the persistence of first-time college students, Fall 2001 to 2004\*

A study was conducted to see how the matriculation components of assessment, counseling, and developing a student education plan (SEP) contribute to student persistence. The present research is a replication of a study conducted in 2003 using data from three colleges within one region in California. This study uses the same structure of the previous one but differs in two ways: more colleges throughout the state were asked to supply data (with a total of 26 colleges who were able to participate) and the terms in question were updated to reflect more current data. Though there are other components of matriculation, these three services are intended to help students as they start college. Orientation is also intended to provide information to students at the beginning of their college careers, but in the original study, many colleges provided orientation as a structural part of assessment and could not therefore provide data to distinguish between the two services. This same limitation was used in the present study.

Colleges were asked to provide data for first-time college students in Fall semesters 2001 to 2004 and who indicated a goal of completing a bachelor's degree, an associate's degree or a certificate. Data for these students were provided regarding various demographics and whether or not they received assessment, counseling or an SEP. Though an SEP requires contact with a counselor, the interaction was considered to be sufficiently different to warrant it as a separate variable. Information was provided to determine whether the student persisted to the following Spring semester. Seven colleges were excluded from the analysis because the data they provided showed a lack of variability in one or more of the services. The remaining sample of students (n=99,609) showed that 70% (69,687) received assessment, 56% (55,538) received counseling, and 24% (23,370) received an SEP.

Analysis of the data (using logit analysis and hierarchical loglinear analysis) showed that the interaction of the three services had a significant effect on persistence. The chart shows that as students receive services, they are more likely to persist. Students who receive assessment are generally more likely to persist, unless a student has more interaction with a counselor in terms of a counseling contact as well as an SEP.

Effect of Matriculation on Persistence of First-time College Students  
 Fall Cohorts 2001 to 2004



\* AN=No Assessment; AY=Assessment  
 CN=No Counseling; CY=Counseling  
 SN=No SEP; SY=SEP

Matriculation Services Provided to RCCD Student Populations, Fall 2005, REVISED  
(MIS Referential Files & Contacts from Datatel)

RCCD Student Populations	N	Assessed		Counseled*		Oriented		SEP*	
		Number	Percent	Number	Percent	Number	Percent	Number	Percent
<b>All RCCD Students, Fall 2005:</b>	30,390	23,676	77.9%	21,937	72.2%	25,381	83.5%	12,288	40.4%
Degree Seeking Students: Transfer	8,666	7,626	88.0%	6,882	79.4%	8,228	94.9%	4,338	50.1%
Degree Seeking Students: No Transfer	2,040	1,636	80.2%	1,530	75.0%	1,808	88.6%	1,009	49.5%
Pre-Students	16,090	12,669	78.7%	11,956	74.3%	13,776	85.6%	5,936	36.9%
Total Matriculated	26,796	21,931	81.8%	20,368	76.0%	23,812	88.9%	11,283	42.1%
Other Students	3,594	1,745	48.6%	1,569	43.7%	1,569	43.7%	1,005	28.0%
<b>Total First Time Students, Fall 2005:</b>	5,806	5,330	91.8%	5,028	86.6%	5,352	92.2%	1,705	29.4%
Degree Seeking Students: Transfer	927	903	97.4%	810	87.4%	908	98.0%	325	35.1%
Degree Seeking Students: No Transfer	170	159	93.5%	155	91.2%	159	93.5%	58	34.1%
Pre-Students	4,197	4,017	95.7%	3,835	91.4%	4,031	96.0%	1,234	29.4%
Total Matriculated	5,294	5,079	95.9%	4,800	90.7%	5,098	96.3%	1,617	30.5%
Other First-Time Students	512	251	49.0%	228	44.5%	254	49.6%	88	17.2%

**Degree Seeking: Transfer** is defined as having an Education Goal of A or B at time of college entry  
**Degree Seeking: No Transfer** is defined as having an Education Goal of C-E at time of college entry  
**Pre-Student** is defined as having an Education Goal of F, G, K, M, or unreported involving the development of academic skills or goals/career direction needed for success in college programs at time of college entry  
**Total Matriculated** is defined as the sum of Degree Seeking Students: Transfer, Degree Seeking Students: No Transfer and Pre-Students  
**Other** is defined as having Education Goals of H, I, J or L at the time of college entry

\*Contact data from DATATEL were used for these counts.

Matriculation Services Provided to RCCD Student Populations, Fall 2006  
(MIS Referential Files & Contacts from Datatel)

RCCD Student Populations	Assessed		Counseled*		Oriented		SEP*		
	N	Number	Percent	Number	Percent	Number	Percent	Number	Percent
<b>All RCCD Students, Fall 2006:</b>	30,709	23,778	77.4%	21,825	71.1%	25,404	82.7%	11,012	35.9%
Degree Seeking Students: Transfer	7,545	6,626	87.8%	5,826	77.2%	7,119	94.4%	3,516	46.6%
Degree Seeking Students: No Transfer	1,794	1,424	79.4%	1,286	71.7%	1,570	87.5%	831	46.3%
Pre-Students	17,855	14,116	79.1%	13,297	74.5%	15,299	85.7%	5,794	32.5%
Total Matriculated	27,194	22,166	81.5%	20,409	75.0%	23,988	88.2%	10,141	37.3%
Other Students	3,515	1,612	45.9%	1,416	40.3%	1,416	40.3%	871	24.8%
<b>Total First Time Students, Fall 2006:</b>	6,380	5,766	90.4%	5,359	84.0%	5,808	91.0%	1,413	22.1%
Degree Seeking Students: Transfer	775	754	97.3%	613	79.1%	759	97.9%	192	24.8%
Degree Seeking Students: No Transfer	150	140	93.3%	119	79.3%	141	94.0%	31	20.7%
Pre-Students	5,025	4,676	93.1%	4,457	88.7%	4,709	93.7%	1,131	22.5%
Total Matriculated	5,950	5,570	93.6%	5,189	87.2%	5,609	94.3%	1,354	22.8%
Other First-Time Students	430	196	45.6%	170	39.5%	199	46.3%	59	13.7%

**Degree Seeking:** Transfer is defined as having an Education Goal of A or B at time of college entry  
**Degree Seeking: No Transfer** is defined as having an Education Goal of C-E at time of college entry  
**Pre-Student** is defined as having an Education Goal of F, G, K, M, or unreported involving the development of academic skills or goals/career direction needed for success in college programs at time of college entry  
**Total Matriculated** is defined as the sum of Degree Seeking Students: Transfer, Degree Seeking Students: No Transfer and Pre-Students  
**Other** is defined as having Education Goals of H, I, J or L at the time of college entry

\*Contact data from DATATEL were used for these counts.

Course Placements for 3/1/06 through 8/31/06 Students most likely entering Fall 2006															
District				Moreno Valley				Norco				Riverside			
English															
English 60A W/ESL Recommendation			Placement			Placement			Placement			Placement			
			1117	14.2%	322	17.2%	195	10.9%	600	14.3%					
	English 60A		2555	32.5%	686	36.7%	540	30.2%	1329	31.7%					
	English 60B		659	8.4%	137	7.3%	166	9.3%	356	8.5%					
	English 50		2280	29.0%	501	26.8%	559	31.3%	1220	29.1%					
	English 1A		1239	15.8%	221	11.8%	328	18.3%	690	16.4%					
	<b>Total:</b>		7850	100.0%	1867	100.0%	1788	100.0%	4195	100.0%					
Reading															
	Reading Skills 81		3599	45.7%	967	51.7%	734	41.0%	1898	45.0%					
	Reading Skills 82		1592	20.2%	348	18.6%	367	20.5%	877	20.8%					
	Reading Skills 83		1359	17.2%	309	16.5%	341	19.0%	709	16.8%					
	Reading Competency		1332	16.9%	248	13.2%	349	19.5%	735	17.4%					
	<b>Total:</b>		7882	100.0%	1872	100.0%	1791	100.0%	4219	100.0%					
Math															
	Math 51		2900	31.8%	897	37.6%	570	27.0%	1433	31.0%					
	Math 50		337	3.7%	101	4.2%	75	3.6%	161	3.5%					
	Math 52		2562	28.1%	660	27.6%	609	28.8%	1293	28.0%					
	Math 53, 35		2951	32.4%	671	28.1%	769	36.4%	1511	32.7%					
	Math 4, 5, 11, 12, 25, 36		293	3.2%	52	2.2%	78	3.7%	163	3.5%					
	Math 10		35	0.4%	2	0.1%	6	0.3%	27	0.6%					
	Math 1A		37	0.4%	5	0.2%	4	0.2%	28	0.6%					
	<b>Total:</b>		9115	100.0%	2388	100.0%	2111	100.0%	4616	100.0%					
ESL															
	ESL 51, 71, 91		76	8.7%	21	8.2%	23	16.8%	32	6.6%					
	ESL 52, 71, 91		129	14.8%	57	22.4%	21	15.3%	51	10.6%					
	ESL 53, 72, 92		156	17.8%	43	16.9%	39	28.5%	74	15.4%					
	ESL 54, 72, 73 or 74, 90, 92 or 93		201	23.0%	49	19.2%	33	24.1%	119	24.7%					
	ESL 55, 73 or 74, 90, 93		312	35.7%	85	33.3%	21	15.3%	206	42.7%					
	<b>Total:</b>		874	100.0%	255	100.0%	137	100.0%	482	100.0%					

Course Placements for 9/1/06 through 2/28/07										
Students most likely entering Spring 2007										
English	District			Moreno Valley			Norco		Riverside	
	Placement	Placement	Placement	Placement	Placement	Placement	Placement	Placement	Placement	
English 60A W/ESL Recommendation	584	15.2%	168	16.4%	126	14.8%	290	14.7%		
English 60A	1265	32.9%	383	37.4%	263	30.8%	619	31.4%		
English 60B	365	9.5%	106	10.4%	89	10.4%	170	8.6%		
English 50	1063	27.6%	259	25.3%	242	28.3%	562	28.5%		
English 1A	571	14.8%	107	10.5%	134	15.7%	330	16.7%		
<b>Total:</b>	<b>3848</b>	<b>100.0%</b>	<b>1023</b>		<b>854</b>		<b>1971</b>			
Reading	Placement	Placement	Placement	Placement	Placement	Placement	Placement	Placement	Placement	
Reading Skills 81	1367	35.2%	417	40.2%	280	32.6%	670	33.7%		
Reading Skills 82	511	13.2%	126	12.2%	118	13.7%	267	13.4%		
Reading Skills 83	750	19.3%	188	18.1%	175	20.4%	387	19.5%		
Reading Competency	1256	32.3%	306	29.5%	286	33.3%	664	33.4%		
<b>Total:</b>	<b>3884</b>	<b>100.0%</b>	<b>1037</b>		<b>859</b>		<b>1988</b>			
Math	Placement	Placement	Placement	Placement	Placement	Placement	Placement	Placement	Placement	
Math 63*	1449	38.2%	512	50.3%	316	36.6%	621	32.4%		
Math 64*	148	3.9%	27	2.7%	27	3.1%	94	4.9%		
Math 52	1201	31.7%	285	28.0%	286	33.1%	630	32.9%		
Math 53, 35	908	23.9%	180	17.7%	215	24.9%	513	26.8%		
Math 4, 5, 11, 12, 25, 36	76	2.0%	12	1.2%	18	2.1%	46	2.4%		
Math 10	8	0.2%	0	0.0%	1	0.1%	7	0.4%		
Math 1A	4	0.1%	1	0.1%	0	0.0%	3	0.2%		
<b>Total:</b>	<b>3794</b>	<b>100.0%</b>	<b>1017</b>		<b>863</b>		<b>1914</b>			
ESL	Placement	Placement	Placement	Placement	Placement	Placement	Placement	Placement	Placement	
ESL 51, 71, 91	84	15.2%	31	16.6%	19	19.0%	34	12.8%		
ESL 52, 71, 91	98	17.8%	38	20.3%	21	21.0%	39	14.7%		
ESL 53, 72, 92	119	21.6%	40	21.4%	21	21.0%	58	21.9%		
ESL 54, 72, 73 or 74, 90, 92 or 93	110	19.9%	27	14.4%	25	25.0%	58	21.9%		
ESL 55, 73 or 74, 90, 93	141	25.5%	51	27.3%	14	14.0%	76	28.7%		
<b>Total:</b>	<b>552</b>	<b>100.0%</b>	<b>187</b>		<b>100</b>		<b>265</b>			

This chart breaks placement data down by subject rows (English, Reading, Math and ESL) and location columns (MOV, NOR, RIV and District.) The data reflects all valid placements during the time span. The domain of any historical reports may be slightly different. Because not all students test in all subjects, total number of placements are not typically equal from one subject to the next. Contact David Lee or Debbie DiThomas for further information.

\*In June 2006, Math 51 became Math 63 and Math 50 became Math 64

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: VI-A-5

Date: April 17, 2007

Subject: Leaks in the Latino Educational Pipeline

Background: Presented for the Board's information is the Community College as a Pathway to the Doctorate presented by Daniel G. Solorzano at the Leaks in the Latino Educational Pipeline conference. The purpose of the report is to update the Board on the status of Latino students and their success in higher education. Included in this report are data reflecting the increase in the Latino student population and its relationship to Latino participation in higher education.

Information Only.

Salvatore G. Rotella  
Chancellor

Prepared by: Linda Lacy  
Interim President, Riverside City College  
Marilyn Martinez-Flores  
Dean, Academic Support

LEAKS IN THE LATINO EDUCATIONAL PIPELINE  
EXECUTIVE SUMMARY

According to the U.S Bureau of the Census and National Center for Education Statistics for 2000, the number of students completing two and four year degrees has increased since 1980. However within the education pipeline, the percentages of Latinos decrease at each higher education stage. As noted by Dr. Daniel Solorzano and similar research<sup>1</sup>, community colleges are now the path most chosen by Latino students. In 2000, Latino students made up 14.2% of all community college students (ETS, 2006). As reported by RCCD Institutional Research, 35% (10,952) of students who were enrolled in the fall of 2005 were Hispanic<sup>2</sup>. As a result, many are asking whether an increase in the Latino population within the educational system, will result in an increase in the number of Latino students completing higher education.

On February 27, 2007, Riverside City College in partnership with Latino Network and the Campaign for College Opportunity, hosted a presentation by Dr. Solorzano, Professor of Social Sciences and Comparative Education at the University of California, Los Angeles. Dr. Solorzano's presentation highlights the California educational pipeline as it relates to K-12 public school enrollment and projection with community college student goals and completion rates. The presentation was followed by a panel discussion to further investigate the opportunities that have or have not been created to allow students to flow through the various levels of education. Joining Dr. Solorzano on the panel were Dr. Daniel Martinez and Dr. Marilyn Martinez-Flores from Riverside Community College District (RCCD) and Bob Biddle from the Campaign for College Opportunity.

This presentation will provide an overview of Dr. Solorzano's slides, data provided by Institutional Research, possible solutions and future projects.

1. ETS Policy Notes, News from the ETS Policy Information Center, Volume 14, Number 2, Summer 2006, Latino Achievement in the Sciences, Technology, Engineering and Mathematics.
2. Riverside Community College District, Fact Book 2006.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
PLANNING COMMITTEE

April 16, 2007, 6:00 p.m.

Board Room AD 122, O.W. Noble Administration Building, Riverside City Campus

Committee Members: Janet Green, Committee Chairperson  
Mark Takano, Vice Chairperson  
Ray Maghroori, Vice Chancellor, Academic Affairs  
Kristina Kauffman, Associate Vice Chancellor, Institutional Effectiveness  
Doug Beckstrom, Academic Senate Representative, (Moreno Valley Campus)  
Richard Mahon, Academic Senate Representative (Riverside)  
Gail Zwart, Academic Senate Representative (Norco Campus)  
Jessica Bigueur, ASRCC Student Representative  
Todd Wales, CTA Representative (Norco)  
Fabian Biancardi, CTA Representative (Moreno Valley)  
Gustavo Segura, CSEA Representative (Moreno Valley)

AGENDA

VI. Board Committee Reports

C. Planning

1. Amend Architect Agreement and Request Additional Funds  
- The Committee to consider an amendment to an architectural services agreement, the use of Measure C funds and a budget for the installation and purchase of IT/AV equipment relative to the Center for Primary Education project.
2. Design Services Agreement Network Operations Centers and Project and Budget Approval PBX Expansion Project  
- The Committee to consider an architectural services agreement to provide design and engineering services for the Network Operations Centers at the Moreno Valley and Norco campuses, the PBX expansion project at the Riverside campus and the use of Measure C funds.

Adjourn

Prepared by: Charlotte Zambrano  
Administrative Assistant  
Administration and Finance



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-1

Date: April 17, 2007

Subject: Amend Architect Agreement and Request Additional Funds

Background: The District is working with the Alvord Unified School District to develop the Center for Primary Education. On January 16, 2001, the Board of Trustees approved the hiring of HMC Architects for the development of the Center for Primary Education/Teacher Training Project (The Learning Center). HMC Architects was the architectural choice by Alvord Unified School District to ensure consistency of design throughout the entire project.

The staff in the Early Childhood Studies Department has now identified their final needs and is requesting to amend the original agreement with HMC Architects for the following:

- Information Technology (IT) Network/Observation System and Audio Visual (AV) System Consulting and Design of Construction Documents; Bid Process Assistance, Project Management, Quality Assurance Services and Site Visits/Meetings.
  - Fee is \$173,000, including reimbursable expenses.
  
- Assisting the District with the selection of Furniture, Fixtures and Equipment (FF&E) for the classrooms and offices in approximately 25,000 square feet of the Learning Center. Services include selecting furniture based on the District's criteria, preparing furniture plans, a cost estimate and bid or pricing documents.
  - Fee is \$23,000, including reimbursable expenses.

Staff proposes the District amend the agreement with HMC Architects for the listed services. Amendment is not to exceed \$196,000 including reimbursable expenses.

Staff also proposes a budget for the purchase of equipment and installation of the IT/AV System in the amount of \$2,300,000 (separate from the IT/AV Design and FF&E services). Source of Funds: Measure "C"

Recommended Action: It is recommended that the Board of Trustees approve the attached amendment to the January 16, 2006 agreement between the District and HMC Architects relative to the Learning Center. It is further recommended that the Board of Trustees approve using Measure C funds for the amendment with HMC Architects in the amount of \$196,000 for IT/AV design and assistance with selection of FF&E and for a budget of \$2,300,000 for the purchase of equipment and installation of the IT/AV System and authorize the Vice Chancellor, Administration and Finance to sign the amendment.

Salvatore G. Rotella  
Chancellor

Prepared by: Aan Tan, Associate Vice Chancellor  
Facilities Planning, Design and Construction

AMENDMENT TO THE AGREEMENT  
DATED JANUARY 16, 2001  
BETWEEN  
HMC ARCHITECTS  
AND  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
(Center for Primary Education/Teach Training Project)  
(The Learning Center)

This Agreement shall be amended this date, April 18, 2007, as follows:

The term of this agreement shall be from January 16, 2001, to June 30, 2008, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of HMC Architects.

This amended agreement to include additional scope of work for design services to develop design and specifications for the Learning Center Information Technology (IT)/Network/Observation System and Audio Visual System; and to include assisting the District with the design and selection of fixtures, furnishings and equipment (FF&E) for the classrooms and offices that the District will be using in approximately 25,000 square feet of the Learning Center.

- Fee for the scope of services for the IT Network/Observation System & Audio Visual System will be \$173,000 including reimbursables.
- Fee for the scope of services for the assistance with the Fixtures, Furnishings, and Equipment will be \$23,000 including reimbursables.

Additional compensation of this amended agreement shall not exceed \$196,000, including expenses. Payments and final payment shall coincide with original agreement dated January 16, 2001.

HMC Architects.

Riverside Community College District

---

Kevin Wilkeson, AIA  
Principal, Chairman  
3546 Concours St.  
Ontario, CA 91764

---

James L. Buysse  
Vice Chancellor  
Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-2

Date: April 17, 2007

Subject: Design Services Agreement Network Operations Centers and Project and Budget Approval PBX Expansion Project

Background: Staff is requesting that the Board of Trustees approve the hiring of Higginson + Cartozian Architects, Inc (HCA), to prepare plans, designs, engineering specifications, bid documents, and construction contracts for Network Operations Centers (NOCS) at the Norco and Moreno Valley campuses (Agreement attached). These are approximately 2,500 square foot buildings which will house central telephone and network operations equipment for each of the campuses. The facilities will also provide offices for information technology staff and support space for equipment repair, storage and staging new equipment. Final design and project budgets will be brought forward for Board approval.

The fees for design and engineering services provided by HCA, including reimbursable expenses are as follows:

- Moreno Valley Campus \$69,275
- Norco Campus \$56,275

Source of Funds: Measure "C"

Staff also is requesting approval of the PBX central telecommunications and network center expansion project at the Riverside City campus and budget for the project. HCA was approved by the Board in March as the design architect for this project and has developed preliminary plans and budget for the project. Proposed budget: Not to exceed \$500,000. Source of Funds: Measure "C"

Recommended Action: It is recommended that the Board of Trustees approve the agreement with Higginson + Cartozian Architects, Inc. in the amount of \$125,550 to provide design and engineering services for the Network Operations Centers at the Moreno Valley Campus and Norco Campus using Measure "C" funds, approve the PBX expansion project at the Riverside City Campus with a budget not to exceed \$500,000 using Measure "C" funds and authorize the Vice Chancellor, Administration and Finance to sign the attached agreement with Higginson + Cartozian Architects, Inc.

Salvatore G. Rotella  
Chancellor

Prepared by: Aan Tan, Associate Vice Chancellor  
Facilities Planning, Design and Construction

Steve Gilson, Associate Vice Chancellor  
Information Services

AGREEMENT BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

HIGGINSON + CARTOZIAN ARCHITECTS, INC.

THIS AGREEMENT is made and entered into on the 18<sup>th</sup> day of April, 2007, by and between HIGGINSON + CARTOZIAN ARCHITECTS, INC. hereinafter referred to as "Consultant" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District."

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant's office(s), and on site at Riverside Community College Districts, Moreno Valley Campus and Norco Campus.
3. The services rendered by the Consultant are subject to review by the Associate Vice Chancellor, Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from April 18, 2007, to the estimated completion date of October 31, 2008, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$125,550 including expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor, Facilities Planning, Design and Construction, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Associate Vice Chancellor, Facilities Planning, Design and Construction.
6. All data prepared by Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the

purposes intended by this Agreement shall be at District's sole risk, and provided further, that Consultant shall be indemnified against any damages resulting from such use. In the event Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall first obtain approval of District's representative in writing.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of consultant, its employees, agents or assigns, arising out of the performance of the services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its Trustees, officers, employees, in any legal actions based upon such negligence, recklessness or willful misconduct. Consultant's obligation to indemnify and defend shall be limited to the extent of Consultant's proportionate share of liability caused by Consultant's negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold the Consultant, its officers, agents and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents or assigns, arising out of the performance of the services under this Agreement. District shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by Consultant), Consultant, its officers, agents and employees, in any legal actions based upon such negligence, recklessness or willful misconduct. District's obligation to indemnify and defend shall be limited to the extent of District's proportionate share of liability caused by District's negligence, recklessness or willful misconduct. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury,

including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant's activities as well as District's activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

11. District may terminate this Agreement for convenience at any time upon written notice to Consultant, in which case District will pay Consultant in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Consultant, and to authorized Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Higginson + Cartozian Architects, Inc.

Riverside Community College District

---

David Higginson  
AIA, CEO  
1455 Park Avenue  
Redlands, CA 92373

---

James L. Buysse  
Vice Chancellor  
Administration and Finance

## Exhibit I

### Scope of Services

Construction of a new Network Operating Center (NOC) facility of approximately 2,500 square feet, permanent construction at each campus, Moreno Valley and Norco. Design, Design Development, Construction Documents and Construction Observation. (Architectural, Civil, Mechanical and Electrical Engineering, Landscape Design, Technology Systems Design to 5' outside of new facility)

### Services to Include:

#### *Planning and Design Phase:*

1. Review the program furnished by the District to ascertain the requirement of the project and shall confirm such requirements with governing agencies and District for design concepts and approvals.
2. Assist District in processing of Design Documents (No DSA/County/City agency review has been requested).
3. Assist the District with determination of appropriate fire suppression design.

#### *Design Development, and Construction Document Phase:*

1. Implementation of College and Technology Service program requirements.
2. Development and preparation of construction documents, consisting of drawings and details as required for the construction and building permits.
3. Assist District with Development of Specifications.
4. Make required corrections and coordinate with governmental agencies for approvals and building permits.
5. Provide onsite assistance and observation as needed to ascertain that construction is in general conformance with the intent of the construction documents. Five (5) observations are included at the Moreno Valley Campus and Five (5) observations are included at the Norco Campus. Other billed hourly as approved by District.
6. Assist the District during project bidding to determine "or-equal" and status of products. Prepare addendum as needed to clarify certain aspects or questions which may arise during bidding.
7. Assist District in filing the required documents for approval of governing agencies having jurisdiction of the project for building permits.

#### *Exclusions (Services Not Included):*

1. Site surveys and availability of utilities, site and street improvements.
2. District requested revisions during the preparation of construction drawings upon design development approvals.
3. Acoustical analysis and environmental impact studies.
4. Geotechnical investigation report (soils).
5. Fire sprinkler design and calculations if required.
6. Signage design.
7. Providing financial feasibility or other special studies.
8. Providing detailed estimates of construction cost or detailed quantity surveys or inventories of material, equipment and labor.

9. Making revisions in drawings, specification or other documents when such revisions are inconsistent with written approvals or instructions previously given and are due to causes beyond Consultant's control.
10. Providing any other service not otherwise included in this agreement or not customarily furnished in accordance with generally accepted architectural practice.
11. Governmental processing fees and permit fees.
12. Construction contract administration.
13. Post construction services.
14. Other services not related to design processing.
15. Construction bid coordination.
16. Governmental processing for approvals.
17. Prefab, truss calculations and design if utilized (to be provided by manufacturer).
18. Fire hydrant (fire flow calculations).
19. As-built drawings. (record drawings)
20. Preparation of Construction change orders.
21. 3-D renderings.
22. DSA Approval for this project.

*Proposed Fees:*

Moreno Valley Campus - Fee shall be a fixed amount of \$65,250.00 (Sixty Five Thousand Two Hundred Fifty Dollars and no/100). With an additional amount of \$3,500.00 (Three Thousand Five Hundred Dollars) to cover reimbursable printing costs for bidding and plan check documents. Billing shall be submitted for printing at Consultants direct cost +15%.

Norco Campus - Fee shall be a fixed amount of \$52,250.00 (Fifty Two Thousand Two Hundred Fifty Dollars and no/100). With an additional amount of \$3,500.00 (Three Thousand Five Hundred Dollars) to cover reimbursable printing costs for bidding and plan check documents. Billing shall be submitted for printing at Consultants direct cost +15%.



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
RESOURCES COMMITTEE MEETING

April 16, 2007, 6:30 p.m.

Board Room AD122, O. W. Noble Administration Building, Riverside City Campus

Committee Members: Mark Takano, Committee Chairperson  
Virginia Blumenthal, Vice Chairperson  
James Buysse, Vice Chancellor, Administration and Finance  
Melissa Kane, Vice Chancellor, Diversity and Human  
Resources  
Doug Beckstrom, Academic Senate Representative  
(Moreno Valley Campus)  
Richard Mahon, Academic Senate Representative  
(Riverside)  
Patricia Worsham, Academic Senate Representative  
(Norco)  
Debbie Cazares, CTA Representative (Riverside)  
Su Acharya, CTA Representative (Riverside)  
Tamara Caponetto, CSEA Representative (Norco)  
Carmen Payne, CSEA Representative (Moreno Valley)  
Tish Chavez, Confidential Representative (Riverside)

AGENDA

VI. Board Committee Reports

B. Resources Committee

1. A Resolution of the Board of Trustees of the Riverside Community College District, Riverside County, California, Authorizing the Issuance of Riverside Community College District (Riverside County, California) Election of 2004 General Obligation Bonds, Series 2007C, Resolution No. 41-06/07  
- The Committee to consider a resolution relative to the authorization of a General Obligations Bonds, Series 2007C issuance.
2. Selection of an External Auditor to Perform District and Foundation Annual Audit Services  
- The Committee to consider entering into agreement to provide audit services for the District and the Foundation for FY 2006/2007 through FY 2009/2010.

3. Permission to Issue a Request for Proposal (RFP) for Computer System Hardware
  - The Committee to consider the issuance of a Request for Proposal for the provision and configuration of required hardware for the District's Datatel Colleague system.
4. Proposed Amendment to Agreement with Security By Design, Inc.
  - The Committee to consider an amended agreement and the use of Measure C funds to provide additional services relative to the Security Master Plan.
5. Legal Expenses
  - The Committee to review an informational report regarding legal expenditures incurred by the District.

Adjourn

Prepared by: Charlotte Zambrano, Administrative Assistant  
Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: April 17, 2007

Subject: A Resolution of the Board of Trustees of the Riverside Community College District, Riverside County, California, Authorizing the Issuance of Riverside Community College District (Riverside County, California) Election of 2004 General Obligation Bonds, Series 2007C, Resolution No. 41-06/07

Background: Attached for the Board's review and consideration is a proposed "Resolution of the Board of Trustees of the Riverside Community College District, Riverside County, California, Authorizing the Issuance of Riverside Community College District (Riverside County, California) Election of 2004 General Obligation Bonds, Series 2007C, Resolution No. 41-06/07." This matter will be discussed at the April 16, 2007, meeting of the Board's Resources Committee. Mr. Jim Roth of UBS Investment Bank and Mr. Mark Farrell of Piper Jaffray will present issuance options at that time. Additionally, and also attached for the Board's review and information, is the most recent "Measure C – Project Commitments" report and a Measure C-related cash flow projection through fiscal 2011.

Recommended Action: To be determined.

Salvatore G. Rotella  
Chancellor

Prepared by: James L. Buysse  
Vice Chancellor,  
Administration and Finance

**RESOLUTION NO. 41-06/07**

**RESOLUTION OF THE BOARD OF TRUSTEES OF RIVERSIDE COMMUNITY COLLEGE DISTRICT AUTHORIZING THE ISSUANCE OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT (RIVERSIDE COUNTY, CALIFORNIA) ELECTION OF 2004 GENERAL OBLIGATION BONDS, SERIES 2007C**

**WHEREAS**, a duly called municipal election (the "Election") was held in the Riverside Community College District (the "District"), Riverside County (the "County"), State of California, on March 2, 2004 at which the following proposition ("Measure C") was submitted to the qualified electors of the District:

"To improve local student access to job training and four-year college preparation classes, improve campus safety, add and upgrade science, health, technology academic classrooms/laboratories; expand public safety, police, firefighting, paramedics and healthcare training facilities; repair, acquire, construct, equip buildings, sites, classrooms; shall Riverside Community College District issue \$350,000,000 in bonds, at legal rates, with no proceeds going to the State, all funds remaining locally, independent citizen oversight, guaranteed annual audits, and no money for administrators' salaries?"

**WHEREAS**, at such election, Measure C received the affirmative vote of more than fifty-five percent of the voters of the District voting on the proposition, as certified by the Registrar of Voters of the County in the official canvassing of votes;

**WHEREAS**, the Board of Supervisors of Riverside County (the "County") has issued on behalf of the District (i) an aggregate principal amount of \$55,205,000 of Riverside Community College District (Riverside County, California) General Obligation Bonds, Election of 2004, Series 2004A, and (ii) an aggregate principal amount of \$9,795,000 of Riverside Community College District (Riverside County, California) General Obligation Bonds, Election of 2004, Series 2004B, both authorized pursuant to Measure C;

**WHEREAS**, at this time this Board of Trustees of the District (the "Board") has determined that it is necessary and desirable to issue the third series of such bonds in an aggregate principal amount not to exceed \$ \_\_\_\_\_ to be styled as "Riverside Community College District, Riverside County, California Election of 2004 General Obligation Bonds, Series 2007C" (the "Bonds");

**WHEREAS**, pursuant to Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code (the "Act"), the Bonds are authorized to be issued for the purposes set forth in the ballot submitted to voters at the Election;

**WHEREAS**, all acts, conditions and things required by law to be done or performed have been done and performed in strict conformity with the laws authorizing the issuance of general obligation bonds of the District, and the indebtedness of the District, including this proposed issue of Bonds, is within all limits prescribed by law;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT, RIVERSIDE COUNTY, CALIFORNIA, AS FOLLOWS:**

**SECTION 1. Purpose.** To raise money for the purposes authorized by voters of the District at the Election and to pay all necessary legal, financial and contingent costs in connection with the issuance of the Bonds, this Board hereby authorizes the issuance of the Bonds in one or more series and orders such Bonds sold at one or more negotiated sales such that the Bonds shall bear interest at rates not to exceed that authorized at the Election, shall be payable upon such terms and provisions as shall be set forth in the Bonds, and shall be in an aggregate principal amount not to exceed \$\_\_\_\_\_.

**SECTION 2. Paying Agent.** This Board does hereby appoint the Paying Agent as the authenticating agent, bond registrar, transfer agent and paying agent for the Bonds on behalf of the District.

**SECTION 3. Approval of Purchase Contract** The form of Purchase Contract (the "Purchase Contract") by and between the District and UBS Securities LLC and Piper Jaffray & Co., as underwriters (collectively, the "Underwriters"), for the purchase and sale of the Bonds, substantially in the form on file with the Secretary of the Board, is hereby approved and the Chancellor of the District, the Vice Chancellor, Administration and Finance of the District and such other officers or employees of the District as the Chancellor may designate (each, an "Authorized Officer"), each alone, are hereby authorized, for and in the name and on behalf of the District, to execute and deliver the Purchase Contract, but with such changes therein, deletions therefrom and modifications thereto as the Authorized Officer executing the same may approve, such approval to be conclusively evidenced by his or her execution and delivery thereof; provided, however, that the maximum interest rate on the Bonds shall not exceed the maximum rate permitted by law, and that the Underwriters' discount, excluding original issue discount and costs of issuance paid by the Underwriters, shall not exceed 0.8% of the aggregate of principal amount of Bonds issued, plus reimbursement of reasonable out-of-pocket expenses of the Underwriters. The Board hereby authorizes the sale of the Bonds at a negotiated sale, which is determined to provide more flexibility in the timing of the sale, an ability to implement the sale in a shorter time period, an increased ability to structure the Bonds to fit the needs of particular purchasers, and a greater opportunity for the Underwriters to pre-market the Bonds to potential purchasers prior to the sale, all of which will contribute to the District's goal of achieving the lowest overall cost of funds. The Board estimates that the costs associated with the issuance of the Bonds, including compensation to the Underwriters and any such costs which the Underwriters agree to pay pursuant to the Purchase Contract, will equal approximately 2.0% of the principal amount of the Bonds. The Authorized Officers, each alone, are further authorized to determine the principal amount of the Bonds to be specified in the Purchase Contract for sale by the District up to \$\_\_\_\_\_ and to enter into and execute the Purchase Contract with the Underwriters, if the conditions set forth in this Resolution are satisfied.

**SECTION 4. Certain Definitions.** As used in this Resolution, the terms set forth below shall have the meanings ascribed to them (unless otherwise set forth in the Purchase Contracts or in the Official Statement):

- (a) **“Accreted Interest”** means, with respect to the Capital Appreciation Bonds, the Accreted Value thereof minus the Denominational Amount thereof as of the date of calculation.
- (b) **“Accretion Rate”** means, unless otherwise provided by the Purchase Contract, that rate which, when applied to the Denominational Amount of any Capital Appreciation Bond and compounded semiannually on each February 1 and August 1 (commencing August 1, 2007), produces the Maturity Value on the maturity date.
- (c) **“Accreted Value”** means with respect to the Capital Appreciation Bonds, as of the date of calculation, the Denominational Amount thereof, plus Accreted Interest thereon to such date of calculation, compounded semiannually on each February 1 and August 1 (commencing on August 1, 2007 (unless otherwise provided in the Purchase Contract)) with respect to the Capital Appreciation Bonds at the stated Accretion Rate to maturity thereof, assuming in any such semiannual period that such Accreted Value increases in equal daily amounts on the basis of a 360-day year of twelve 30-day months.
- (d) **“Bond Insurer”** means any insurance company which issues a municipal bond insurance policy insuring the payment of principal of and interest on the Bonds.
- (e) **“Bond Payment Date”** means (unless otherwise provided by the Purchase Contract or the Official Statement) with respect to the Current Interest Bonds, February 1 and August 1 of each year, commencing August 1, 2007, and with respect to the Capital Appreciation Bonds, the stated maturity dates thereof, as applicable.
- (f) **“Capital Appreciation Bonds”** means the Bonds the interest component of which is compounded semiannually on each Bond Payment Date to maturity as shown in the table of Accreted Value for such bonds in the Official Statement.
- (g) **“Continuing Disclosure Certificate”** means that certain Continuing Disclosure Certificate executed by the District and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.
- (h) **“Current Interest Bonds”** means the Bonds the interest on which is payable semiannually on each Bond Payment Date specified for each such bond as designated and maturing in the years and in the amounts set forth in the Purchase Contract.
- (i) **“Denominational Amount”** means, with respect to the Capital Appreciation Bonds, the initial principal amount thereof, and, with respect to the Current Interest Bonds, the principal amount thereof.
- (j) **“Depository”** means the securities depository acting as Depository pursuant to Section 5(c) hereof.
- (k) **“DTC”** means The Depository Trust Company, New York, New York, a limited purpose trust company organized under the laws of the State of New York, in its capacity as securities depository for the Bonds.

- (l) **“Information Services”** means Financial Information, Inc.’s Financial Daily Called Bond Service; Moody’s Municipal and Government; or Standard & Poor’s J.J. Kenny Information Services Called Bond Service.
- (m) **“Maturity Value”** means the Accreted Value of any Capital Appreciation Bond on its maturity date.
- (n) **“Nominee”** means the nominee of the Depository, which may be the Depository, as determined from time to time pursuant to Section 5(c) hereof.
- (o) **“Participants”** means those broker-dealers, banks and other financial institutions from time to time for which the Depository holds book-entry certificates as securities depository.
- (p) **“Paying Agent”** means U.S. Bank National Association, or such financial institution that the Chancellor of the District appoints and who is named as Paying Agent in the Official Statement.
- (q) **“Principal”** or **“Principal Amount”** means, with respect to any Current Interest Bond, the principal or principal amount thereof and, with respect to any Capital Appreciation Bond, the Denominational Amount.
- (r) **“Record Date”** means the close of business on the fifteenth (15th) day of the month preceding each Bond Payment Date.
- (s) **“Securities Depositories”** means The Depository Trust Company, 55 Water Street, New York, New York 10041, Telephone: (212) 855-1000, Facsimile transmission: (212) 855-7320.
- (t) **“Term Bonds”** means those Bonds for which mandatory redemption dates have been established in the Purchase Contract.
- (u) **“Transfer Amount”** means, with respect to any Outstanding Current Interest Bond, the Principal Amount and, with respect to any Capital Appreciation Bond, the Maturity Value.

#### **SECTION 5. Terms of the Bonds.**

(a) **Denomination, Interest, Dated Dates.** The Bonds shall be issued as bonds registered as to both Principal and interest, in the denominations of, with respect to the Current Interest Bonds, \$5,000 Denominational Amount or any integral multiple thereof (except for one odd denomination), and with respect to the Capital Appreciation Bonds, \$5,000 Maturity Value, or any integral multiple thereof (except for one odd denomination). The Bonds will be initially registered to “Cede & Co.”, the Nominee of the Depository Trust Company, New York, New York.

Each Capital Appreciation Bond shall be dated, and shall accrete interest from, its date of initial delivery. Capital Appreciation Bonds will not bear interest on a current basis.

Each Current Interest Bond shall be dated the date of initial delivery or such other date as shall appear in the Purchase Contract or the Official Statement (the "Dated Date"), and shall bear interest from the Bond Payment Date next preceding the date of authentication thereof unless it is authenticated as of a day during the period from the 16th day of the month next preceding any Bond Payment Date to that Bond Payment Date, inclusive, in which event it shall bear interest from such Bond Payment Date, or unless it is authenticated on or before July 15, 2007, in which event it shall bear interest from the Dated Date.

The Bonds shall bear interest or accrete interest at a rate or rates such that the interest rate shall not exceed the maximum rate permitted by law. Interest shall be payable on the respective Bond Payment Dates and shall be computed on the basis of a 360-day year of twelve 30-day months.

The Capital Appreciation Bonds shall be dated the date of initial delivery of such bonds and mature in the years and shall be issued in the aggregate Denominational Amount set forth in the Purchase Contract and shall have an interest rate and shall have Denominational Amounts per each five thousand dollars (\$5,000) in Maturity Value as shown in the Accreted Value Table appended to the Official Statement; provided, that in the event that the amount shown in such Accreted Value Table and the Accreted Value calculated by the District and approved by the Bond Insurer by application of the definition of Accreted Value set forth in Section 4 differ, the latter amount shall be the Accreted Value of such Capital Appreciation Bond.

(b) Redemption.

(i) Optional Redemption. The Bonds are subject to optional redemption prior to their stated maturity dates as provided in the Purchase Contract.

(ii) Mandatory Redemption. Unless otherwise provided in the Purchase Contract, the Term Bonds are subject to mandatory redemption from moneys in the Debt Service Fund established in Section 11 hereof prior to their stated maturity date, at the Principal Amount or Accreted Value thereof without premium, on each August 1, as set forth in the Purchase Contract and in the Official Statement described below.

(iii) Selection of Bonds for Redemption. Whenever provision is made in this Resolution for the optional redemption of Bonds and less than all Outstanding Bonds are to be redeemed, the Paying Agent identified below, upon written instruction from the District, shall select Bonds for redemption as so directed by the District and if not directed, in inverse order of maturity. Within a maturity, the Paying Agent shall select Bonds for redemption by lot. Redemption by lot shall be in such manner as the Paying Agent shall determine; provided, however, that the portion of any Current Interest Bond to be redeemed in part shall be in the Principal Amount of \$5,000 (except for one odd denomination, if any) or any integral multiple thereof and the portion of any Capital Appreciation Bond to be redeemed in part shall be in integral multiples of the Accreted Value per \$5,000 Maturity Value thereof (except for one odd denomination, if any).

(iv) Notice of Redemption. When redemption is authorized or required pursuant to Section 5(b) hereof, the Paying Agent, upon written instruction from the District, shall give notice (a "Redemption Notice") of the redemption of the Bonds. Such Redemption Notice shall specify: the Bonds or designated portions thereof (in the case of redemption of the Bonds in part but not in whole) which are to be redeemed, the date of redemption, the place or places where the redemption



will be made, including the name and address of the Paying Agent, the redemption price, the CUSIP numbers (if any) assigned to the Bonds to be redeemed, the Bond numbers of the Bonds to be redeemed in whole or in part and, in the case of any Bond to be redeemed in part only, the Principal Amount of such Bond to be redeemed, and the original issue date, interest rate or Accretion Rate and stated maturity date of each Bond to be redeemed in whole or in part. Such Redemption Notice shall further state that on the specified date there shall become due and payable upon each Bond or portion thereof being redeemed at the redemption price thereof, together with the interest accrued or accreted to the redemption date, and that from and after such date, interest with respect thereto shall cease to accrue or accrete.

The Paying Agent shall take the following actions with respect to such Redemption Notice:

(a) At least 30 but not more than 45 days prior to the redemption date, such Redemption Notice shall be given to the respective Owners of Bonds designated for redemption by registered or certified mail, postage prepaid, at their addresses appearing on the Bond Register.

(b) At least 30 but not more than 45 days prior to the redemption date, such Redemption Notice shall be given by (i) registered or certified mail, postage prepaid, (ii) telephonically confirmed facsimile transmission, or (iii) overnight delivery service, to the Securities Depositories.

(c) At least 30 but not more than 45 days prior to the redemption date, such Redemption Notice shall be given by (i) registered or certified mail, postage prepaid, or (ii) overnight delivery service, to one of the Information Services.

Neither failure to receive or failure to publish any Redemption Notice nor any defect in any such Redemption Notice so given shall affect the sufficiency of the proceedings for the redemption of the affected Bonds. Each check issued or other transfer of funds made by the Paying Agent for the purpose of redeeming Bonds shall bear or include the CUSIP number identifying, by issue and maturity, the Bonds being redeemed with the proceeds of such check or other transfer.

(v) Partial Redemption of Bonds. Upon the surrender of any Bond redeemed in part only, the Paying Agent shall execute and deliver to the Owner thereof a new Bond or Bonds of like tenor and maturity and of authorized denominations equal in Transfer Amounts to the unredeemed portion of the Bond surrendered. Such partial redemption shall be valid upon payment of the amount required to be paid to such Owner and the District shall be released and discharged thereupon from all liability to the extent of such payment.

(vi) Effect of Notice of Redemption. Notice having been given as aforesaid, and the moneys for the redemption (including the interest to the applicable date of redemption) having been set aside in the District's Debt Service Fund, the Bonds to be redeemed shall become due and payable on such date of redemption.

If on such redemption date, money for the redemption of all the Bonds to be redeemed as provided in Section 5(b)(i) and (ii) hereof, together with interest accrued or accreted to such redemption date, shall be held by the Paying Agent so as to be available therefor on such redemption date, and if notice of redemption thereof shall have been given as aforesaid, then from and after such

redemption date, interest with respect to the Bonds to be redeemed shall cease to accrue or accrete and become payable. All money held by or on behalf of the Paying Agent for the redemption of Bonds shall be held in trust for the account of the Owners of the Bonds so to be redeemed.

All Bonds paid at maturity or redeemed prior to maturity pursuant to the provisions of this Section 5 shall be cancelled upon surrender thereof and be delivered to or upon the order of the District. All or any portion of a Bond purchased by the District shall be cancelled by the Paying Agent.

(vii) Bonds No Longer Outstanding. When any Bonds (or portions thereof), which have been duly called for redemption prior to maturity under the provisions of this Resolution, or with respect to which irrevocable instructions to call for redemption prior to maturity at the earliest redemption date have been given to the Paying Agent, in form satisfactory to it, and sufficient moneys shall be held by the Paying Agent irrevocably in trust for the payment of the redemption price of such Bonds or portions thereof, and, in the case of Current Interest Bonds, accrued interest with respect thereto to the date fixed for redemption, all as provided in this Resolution, then such Bonds shall no longer be deemed Outstanding and shall be surrendered to the Paying Agent for cancellation.

(c) Book-Entry System.

(i) Definitions. As used in this Section, the terms set forth below shall have the meanings ascribed to them:

“Participants” means those broker-dealers, banks and other financial institutions from time to time for which the Depository holds book-entry certificates as securities depository.

(ii) Election of Book-Entry System. The Bonds shall initially be delivered in the form of a separate single fully-registered bond (which may be typewritten) for each maturity date of such Bonds in an authorized denomination (except for any odd denomination Bond). The ownership of each such Bond shall be registered in the Bond Register (as defined below) in the name of the Nominee, as nominee of the Depository, and ownership of the Bonds, or any portion thereof may not thereafter be transferred except as provided in Section 5(c)(ii)(4).

With respect to book-entry Bonds, the District and the Paying Agent shall have no responsibility or obligation to any Participant or to any person on behalf of which such a Participant holds an interest in such book-entry Bonds. Without limiting the immediately preceding sentence, the District and the Paying Agent shall have no responsibility or obligation with respect to (i) the accuracy of the records of the Depository, the Nominee, or any Participant with respect to any ownership interest in book-entry Bonds, (ii) the delivery to any Participant or any other person, other than an owner as shown in the Bond Register, of any notice with respect to book-entry Bonds, including any notice of redemption, (iii) the selection by the Depository and its Participants of the beneficial interests in book-entry Bonds to be prepaid in the event the District redeems the Bonds in part, or (iv) the payment by the Depository or any Participant or any other person, of any amount with respect to Accreted Value, Principal of, premium, if any, or interest on the book-entry Bonds. The District and the Paying Agent may treat and consider the person in whose name each book-entry Bond is registered in the Bond Register as the absolute owner of such book-entry Bond for the purpose of payment of Accreted Value or Principal of and premium and interest on and to such

Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Paying Agent shall pay all Accreted Value or Principal of and premium, if any, and interest on the Bonds only to or upon the order of the respective owner, as shown in the Bond Register, or his or her respective attorney duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of Accreted Value or Principal of, and premium, if any, and interest on the Bonds to the extent of the sum or sums so paid. No person other than an owner, as shown in the Bond Register, shall receive a certificate evidencing the obligation to make payments of Accreted Value or Principal of, and premium, if any, and interest on the Bonds. Upon delivery by the Depository to the owner and the Paying Agent, of written notice to the effect that the Depository has determined to substitute a new nominee in place of the Nominee, and subject to the provisions herein with respect to the Record Date, the word Nominee in this Resolution shall refer to such nominee of the Depository.

1. Delivery of Letter of Representations. In order to qualify the book-entry Bonds for the Depository's book-entry system, the District and the Paying Agent shall execute and deliver to the Depository a Letter of Representations. The execution and delivery of a Letter of Representations shall not in any way impose upon the District or the Paying Agent any obligation whatsoever with respect to persons having interests in such book-entry Bonds other than the owners, as shown on the Bond Register. By executing a Letter of Representations, the Paying Agent shall agree to take all action necessary at all times so that the District will be in compliance with all representations of the District in such Letter of Representations. In addition to the execution and delivery of a Letter of Representations, the District and the Paying Agent shall take such other actions, not inconsistent with this Resolution, as are reasonably necessary to qualify book-entry Bonds for the Depository's book-entry program.

2. Selection of Depository. In the event (i) the Depository determines not to continue to act as securities depository for book-entry Bonds, or (ii) the District determines that continuation of the book-entry system is not in the best interest of the beneficial owners of the Bonds or the District, then the District will discontinue the book-entry system with the Depository. If the District determines to replace the Depository with another qualified securities depository, the District shall prepare or direct the preparation of a new single, separate, fully registered bond for each maturity date of such book-entry Bond, registered in the name of such successor or substitute qualified securities depository or its Nominee as provided in subsection (4) hereof. If the District fails to identify another qualified securities depository to replace the Depository, then the Bonds shall no longer be restricted to being registered in such Bond Register in the name of the Nominee, but shall be registered in whatever name or names the owners transferring or exchanging such Bonds shall designate, in accordance with the provisions of this Section 5(c).

3. Payments to Depository. Notwithstanding any other provision of this Resolution to the contrary, so long as all outstanding Bonds are held in book-entry form and registered in the name of the Nominee, all payments by the District or the Bond Register with respect to Accreted Value or Principal of and premium, if any, or interest on the Bonds and all notices with respect to such Bonds shall be made and given, respectively to the Nominees, as provided in the Letter of Representations or as otherwise instructed by the Depository and agreed to by the Paying Agent notwithstanding any inconsistent provisions herein.

4. Transfer of Bonds to Substitute Depository.

(A) The Bonds shall be initially issued as described in the Official Statement described herein. Registered ownership of such Bonds, or any portions thereof, may not thereafter be transferred except:

(1) to any successor of DTC or its nominee, or of any substitute depository designated pursuant to Section 5(c)(ii)(4)(A)(2) ("Substitute Depository"); provided that any successor of DTC or Substitute Depository shall be qualified under any applicable laws to provide the service proposed to be provided by it;

(2) to any Substitute Depository designated by the District, upon (1) the resignation of DTC or its successor (or any Substitute Depository or its successor) from its functions as depository, or (2) a determination by the District that DTC (or its successor) is no longer able to carry out its functions as depository; provided that any such Substitute Depository shall be qualified under any applicable laws to provide the services proposed to be provided by it; or

(3) to any person as provided below, upon (1) the resignation of DTC or its successor (or any Substitute Depository or its successor) from its functions as depository, or (2) a determination by the District that DTC or its successor (or Substitute Depository or its successor) is no longer able to carry out its functions as depository.

(B) In the case of any transfer pursuant to Section 5(c)(ii)(4)(A)(1) or (2), upon receipt of all outstanding Bonds by the Paying Agent, together with a written request of the District to the Paying Agent designating the Substitute Depository, a single new Bond, which the District shall prepare or cause to be prepared, shall be executed and delivered for each maturity of Bonds then outstanding, registered in the name of such successor or such Substitute Depository or their Nominees, as the case may be, all as specified in such written request of the District. In the case of any transfer pursuant to Section 5(c)(ii)(4)(A)(3), upon receipt of all outstanding Bonds by the Paying Agent, together with a written request of the District to the Paying Agent, new Bonds, which the District shall prepare or cause to be prepared, shall be executed and delivered in such denominations and registered in the names of such persons as are requested in such written request of the District, provided that the Paying Agent shall not be required to deliver such new Bonds within a period of less than sixty (60) days from the date of receipt of such written request from the District.

(C) In the case of a partial redemption or an advance refunding of any Bonds evidencing a portion of the Maturity Value or Principal maturing in a particular year, DTC or its successor (or any Substitute Depository or its successor) shall make an appropriate notation on such Bonds indicating the date and amounts of such reduction in Maturity Value or Principal, in form acceptable to the Paying Agent, all in accordance with the Letter of Representations. The Paying Agent shall not be liable for such Depository's failure to make such notations or errors in making such notations.

(D) The District and the Paying Agent shall be entitled to treat the person in whose name any Bond is registered as the owner thereof for all purposes of this Resolution

and any applicable laws, notwithstanding any notice to the contrary received by the Paying Agent or the District; and the District and the Paying Agent shall not have responsibility for transmitting payments to, communicating with, notifying, or otherwise dealing with any beneficial owners of the Bonds. Neither the District nor the Paying Agent shall have any responsibility or obligation, legal or otherwise, to any such beneficial owners or to any other party, including DTC or its successor (or Substitute Depository or its successor), except to the Owner of any Bonds, and the Paying Agent may rely conclusively on its records as to the identity of the owners of the Bonds.

**SECTION 6. Execution of Bonds.** The Bonds shall be signed by the President of the Board by manual or facsimile signature and countersigned by the manual or facsimile signature of and the seal or facsimile seal of the District, if any, affixed thereto by the Clerk of the Board or the Secretary to the Board, all in their official capacities. No Bond shall be valid or obligatory for any purpose or shall be entitled to any security or benefit under this Resolution unless and until the certificate of authentication printed on the Bond is signed by the Paying Agent as authenticating agent. Authentication by the Paying Agent shall be conclusive evidence that the Bond so authenticated has been duly issued, signed and delivered under this Resolution and is entitled to the security and benefit of this Resolution.

**SECTION 7. Paying Agent; Transfer and Exchange.** So long as any of the Bonds remain outstanding, the District will cause the Paying Agent to maintain and keep at its principal office all books and records necessary for the registration, exchange and transfer of the Bonds as provided in this Section. Subject to the provisions of Section 8 below, the person in whose name a Bond is registered shall be regarded as the absolute owner of that Bond for all purposes of this Resolution. Payment of or on account of the Accreted Value of or Principal of and premium, if any, and interest on any Bond shall be made only to or upon the order of that person; neither the District nor the Paying Agent shall be affected by any notice to the contrary, but the registration may be changed as provided in this Section. All such payments shall be valid and effectual to satisfy and discharge the District's liability upon the Bonds, including interest, to the extent of the amount or amounts so paid.

Any Bond may be exchanged for Bonds of like tenor, maturity and Transfer Amount upon presentation and surrender at the principal office of the Paying Agent, together with a request for exchange signed by the Owner or by a person legally empowered to do so in a form satisfactory to the Paying Agent. A Bond may be transferred on the Paying Agent only upon presentation and surrender of the Bond at the principal office of the Paying Agent together with an assignment executed by the Owner or by a person legally empowered to do so in a form satisfactory to the Paying Agent. Upon exchange or transfer, the Paying Agent shall complete, authenticate and deliver a new Bond or Bonds of like tenor and of any authorized denomination or denominations requested by the Owner equal to the Transfer Amount of the Bond surrendered and bearing or accruing interest at the same rate and maturing on the same date. Capital Appreciation Bonds and Current Interest Bonds may not be exchanged for one another.

If any Bond shall become mutilated, the District, at the expense of the Owner of said Bond, shall execute, and the Paying Agent shall thereupon authenticate and deliver, a new Bond of like series, tenor and Transfer Amount in exchange and substitution for the Bond so mutilated, but only upon surrender to the Paying Agent of the Bond so mutilated. If any Bond issued hereunder shall be lost, destroyed or stolen, evidence of such loss, destruction or theft may be submitted to the Paying Agent and, if such evidence is satisfactory to the Paying Agent and indemnity for the Paying Agent,

the District (including the Board of Trustees, and its officials, officers, agent and employees) satisfactory to the Paying Agent shall be given by the Owner, the District, at the expense of the Bond Owner, shall execute, and the Paying Agent shall thereupon authenticate and deliver, a new Bond of like tenor in lieu of and in substitution for the Bond so lost, destroyed or stolen (or if any such Bond shall have matured or shall have been called for redemption, instead of issuing a substitute Bond the Paying Agent may pay the same without surrender thereof upon receipt of indemnity satisfactory to the Paying Agent and the District). The Paying Agent may require payment of a reasonable fee for each new Bond issued under this paragraph and of the expenses which may be incurred by the District and the Paying Agent.

If manual signatures on behalf of the District are required in connection with an exchange or transfer, the Paying Agent shall undertake the exchange or transfer of Bonds only after the new Bonds are signed by the authorized officers of the District. In all cases of exchanged or transferred Bonds, the District shall sign and the Paying Agent shall authenticate and deliver Bonds in accordance with the provisions of this Resolution. All fees and costs of transfer shall be paid by the requesting party. Those charges may be required to be paid before the procedure is begun for the exchange or transfer. All Bonds issued upon any exchange or transfer shall be valid obligations of the District, evidencing the same debt, and entitled to the same security and benefit under this Resolution as the Bonds surrendered upon that exchange or transfer.

Any Bond surrendered to the Paying Agent for payment, retirement, exchange, replacement or transfer shall be cancelled by the Paying Agent. The District may at any time deliver to the Paying Agent for cancellation any previously authenticated and delivered Bonds that the District may have acquired in any manner whatsoever, and those Bonds shall be promptly cancelled by the Paying Agent. Written reports of the surrender and cancellation of Bonds shall be made to the District by the Paying Agent on or before February 1 and August 1 of each year. The cancelled Bonds shall be retained for two years, then destroyed by the Paying Agent.

Neither the District nor the Paying Agent will be required (a) to issue or transfer any Bonds during a period beginning with the opening of business on the 15<sup>th</sup> business day next preceding either any Bond Payment Date or any date of selection of Bonds to be redeemed and ending with the close of business on the Bond Payment Date or any day on which the applicable notice of redemption is given or (b) to transfer any Bonds which have been selected or called for redemption in whole or in part.

**SECTION 8. Payment.** Payment of interest on any Current Interest Bond on any Bond Payment Date shall be made to the person appearing on the registration books of the Paying Agent as the Owner thereof as of the Record Date immediately preceding such Bond Payment Date, such interest to be paid by check mailed to such Owner on the Bond Payment Date at his or her address as it appears on such registration books or at such other address as he may have filed with the Paying Agent for that purpose on or before the Record Date. The Owner in an aggregate Principal Amount or Maturity Value of \$1,000,000 or more may request in writing to the Paying Agent that such Owner be paid interest by wire transfer to the bank and account number on file with the Paying Agent as of the Record Date. The Principal of, and redemption premiums, if any, payable on the Current Interest Bonds and the Accreted Value and redemption premiums, if any, on the Capital Appreciation Bonds shall be payable upon maturity or redemption upon surrender at the principal office of the Paying Agent. The interest, Accreted Value, Principal and premiums, if any, on the Bonds shall be payable in lawful money of the United States of America. The Paying Agent is

hereby authorized to pay the Bonds when duly presented for payment at maturity, and to cancel all Bonds upon payment thereof. The Bonds are general obligations of the District, payable solely from the proceeds of *ad valorem* taxes levied on all property subject to such taxes within the District.

**SECTION 9. Form of Bonds.** The Bonds shall be in substantially the following form, allowing those officials executing the Bonds to make the insertions and deletions necessary to conform the Bonds to this Resolution, the Purchase Contract and the Official Statement.

(Form of Current Interest Bond)

REGISTERED  
NO.

REGISTERED  
\$

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RIVERSIDE COUNTY, CALIFORNIA  
ELECTION OF 2004 GENERAL OBLIGATION BOND, SERIES 2007CC

INTEREST RATE:            MATURITY DATE:            DATED AS OF:            CUSIP  
\_\_\_\_% per annum            \_\_\_\_\_, \_\_\_\_            \_\_\_\_\_, 2007

REGISTERED OWNER:        CEDE & CO.

PRINCIPAL AMOUNT:

The Riverside Community College District (the "District") in Riverside County, California (the "County"), for value received, promises to pay to the Registered Owner named above, or registered assigns, the Principal Amount on the Maturity Date, each as stated above, and interest thereon until the Principal Amount is paid or provided for at the Interest Rate stated above, on February 1 and August 1 of each year (the "Bond Payment Dates"), commencing August 1, 2007. This bond will bear interest from the Bond Payment Date next preceding the date of authentication hereof unless it is authenticated as of a day during the period from the 16th day of the month next preceding any Bond Payment Date to the Bond Payment Date, inclusive, in which event it shall bear interest from such Bond Payment Date, or unless it is authenticated on or before July 15, 2007, in which event it shall bear interest from the date of initial delivery. Interest on this bond shall be computed on the basis of a 360-day year of twelve 30-day months. Principal and interest are payable in lawful money of the United States of America, without deduction for the Paying Agent services, to the person in whose name this bond (or, if applicable, one or more predecessor bonds) is registered (the "Registered Owner") on the Register maintained by the Paying Agent, initially U.S. Bank National Association. Principal is payable upon presentation and surrender of this bond at the principal office of the Paying Agent. Interest is payable by check or draft mailed by the Paying Agent on each Bond Payment Date to the Registered Owner of this bond (or one or more predecessor bonds) as shown and at the address appearing on the Register at the close of business on the 15th day of the calendar month next preceding that Bond Payment Date (the "Record Date"). The Owner of Current Interest Bonds in the aggregate Principal Amount of \$1,000,000 or more may request in writing to the Paying Agent that the Owner be paid interest by wire transfer to the bank and account number on file with the Paying Agent as of the Record Date.

This bond is one of an authorization of \$\_\_\_\_\_ of bonds approved for the purpose of raising money for the purpose authorized by the voters of the District at the Election and to pay all necessary legal, financial, engineering and contingent costs in connection therewith under authority of and pursuant to the laws of the State of California, and the requisite 55% vote of the electors of the District cast at an election held on March 2, 2004, upon the question of issuing bonds in the amount of \$350,000,000 and the resolution of the Board of Trustees of the District adopted on April 17, 2007 (the "Bond Resolution"). This bond and the issue of which this bond is one are general obligations



of the District, payable as to both Principal and interest from the proceeds of the levy of *ad valorem* taxes on all property subject to such taxes in the District, which taxes are unlimited as to rate or amount in accordance with California Education Code Section 15250 and 15252.

The bonds of this issue comprise \$\_\_\_\_\_ Principal amount of Current Interest Bonds, of which this bond is a part (a "Current Interest Bond") and Capital Appreciation Bonds of which \$\_\_\_\_\_ represents the Denominational Amount and \$\_\_\_\_\_ represents the Maturity Value.

This bond is exchangeable and transferable for bonds of like tenor, maturity and Transfer Amount (as defined in the Bond Resolution) and in authorized denominations at the principal office of the Paying Agent in Riverside , California, by the Registered Owner or by a person legally empowered to do so, in a form satisfactory to the Paying Agent, all subject to the terms, limitations and conditions provided in the Bond Resolution. All fees and costs of transfer shall be paid by the transferor. The District and the Paying Agent may deem and treat the Registered Owner as the absolute owner of this bond for the purpose of receiving payment of or on account of Principal or interest and for all other purposes, and neither the District nor the Paying Agent shall be affected by any notice to the contrary.

Neither the District nor the Paying Agent will be required (a) to issue or transfer any bond during a period beginning with the opening of business on the 15th business day next preceding either any Bond Payment Date or any date of selection of bonds to be redeemed and ending with the close of business on the Bond Payment Date or day on which the applicable notice of redemption is given or (b) to transfer any bond which has been selected or called for redemption in whole or in part.

The Current Interest Bonds maturing on or before August 1, 20\_\_ are not subject to redemption prior to their fixed maturity dates. The Current Interest Bonds maturing on or after August 1, 20\_\_ are subject to redemption on or after August 1, 20\_\_ at the option of the District as a whole or in part on any date, at a Redemption Price equal to the principal amount of the Current Interest Bonds to be redeemed, plus interest accrued thereon to the date fixed for redemption, without premium.

The Current Interest Bonds maturing on August 1, 20\_\_ are subject to mandatory redemption from moneys in the Debt Service Fund prior to their stated maturity date, at the Principal Amount thereof without premium on each August 1, on and after August 1, 20\_\_, in the Principal Amounts as set forth in the following table:

Redemption Dates

Principal Amounts

If less than all of the bonds of any one maturity shall be called for redemption, the particular bonds or portions of bonds of such maturity to be redeemed shall be selected by lot by the District in such manner as the District in its discretion may determine; provided, however, that the portion of

any bond to be redeemed shall be in the Principal Amount of \$5,000 or some multiple thereof (except for one odd maturity, if any). If less than all of the bonds stated to mature on different dates shall be called for redemption, the particular bonds or portions thereof to be redeemed shall be called in any order of maturity selected by the District or, if not so selected, in the inverse order of maturity.

Reference is made to the Bond Resolution for a more complete description of the provisions, among others, with respect to the nature and extent of the security for the bonds of this series, the rights, duties and obligations of the District, the County, the Paying Agent and the Registered Owners, and the terms and conditions upon which the bonds are issued and secured. The Registered Owner of this bond assents, by acceptance hereof, to all of the provisions of the Bond Resolution.

It is certified and recited that all acts and conditions required by the Constitution and laws of the State of California to exist, to occur and to be performed or to have been met precedent to and in the issuing of the bonds in order to make them legal, valid and binding general obligations of the District, have been performed and have been met in regular and due form as required by law; that payment in full for the bonds has been received; that no statutory or constitutional limitation on indebtedness or taxation has been exceeded in issuing the bonds; and that due provision has been made for levying and collecting *ad valorem* property taxes on all of the taxable property within the District in an amount sufficient to pay Principal and interest when due, and for levying and collecting such taxes the full faith and credit of the District are hereby pledged.

This bond shall not be valid or obligatory for any purpose and shall not be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication below has been signed.

**IN WITNESS WHEREOF**, the Riverside Community College District, Riverside County, California, has caused this bond to be executed on behalf of the District and in official capacity by the manual or facsimile signature of the President of the Board of Trustees of the District, and to be countersigned by the manual or facsimile signature of the Secretary to the Board of Trustees of the District, and has caused the seal of the District to be affixed hereto, all as of the date stated above.

[SEAL]

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
President, Board of Trustees

COUNTERSIGNED:

\_\_\_\_\_  
Secretary, Board of Trustees

**CERTIFICATE OF AUTHENTICATION**

This bond is one of the bonds described in the Bond Resolution referred to herein which has been authenticated and registered on \_\_\_\_\_, 2007.

By: U.S. BANK NATIONAL ASSOCIATION,  
as Paying Agent

\_\_\_\_\_  
Authorized Signatory

## ASSIGNMENT

For value received, the undersigned sells, assigns and transfers to (print or typewrite name, address and zip code of Transferee): \_\_\_\_\_  
this bond and irrevocably constitutes and appoints attorney to transfer this bond on the books for registration thereof, with full power of substitution in the premises.

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

Signature Guaranteed:  
  
\_\_\_\_\_

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the within bond in every particular, without alteration or any change whatever, and the signature(s) must be guaranteed by an eligible guarantor institution.

Social Security Number, Taxpayer Identification Number or other identifying number of Assignee: \_\_\_\_\_

Unless this certificate is presented by an authorized representative of The Depository Trust Company to the issuer or its agent for registration of transfer, exchange or payment, and any certificate issued is registered in the name of Cede & Co. or such other name as requested by an authorized representative of The Depository Trust Company and any payment is made to Cede & Co., ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL since the registered owner hereof, Cede & Co., has an interest herein.

## LEGAL OPINION

The following is a true copy of the opinion rendered by Stradling Yocca Carlson & Rauth, a Professional Corporation, in connection with the issuance of, and dated as of the date of the original delivery of, the bonds. A signed copy is on file in my office.

\_\_\_\_\_  
Secretary, Board of Trustees

(Form of Legal Opinion)

(Form of Capital Appreciation Bond)

REGISTERED  
NO.

REGISTERED  
\$

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RIVERSIDE COUNTY, CALIFORNIA  
ELECTION OF 2004 GENERAL OBLIGATION BOND, SERIES 2007C

ACCRETION RATE:      MATURITY DATE:      DATED AS OF:      CUSIP  
   August 1, \_\_\_\_\_      Date of Delivery

REGISTERED OWNER:      CEDE & CO.

DENOMINATIONAL AMOUNT:

MATURITY VALUE:

The Riverside Community College District (the "District") in Riverside County, California (the "County"), for value received, promises to pay to the Registered Owner named above, or registered assigns, the Maturity Value on the Maturity Date, each as stated above, such Maturity Value comprising the Denominational Amount and interest accreted thereon. This bond will not bear current interest but will accrete interest, compounded on each February 1 and August 1, commencing August 1, 2007, at the Accretion Rate specified above to the Maturity Date, assuming that in any such semiannual period the sum of such compounded accreted interest and the Denomination Amount (such sum being herein called the "Accreted Value") increases in equal daily amounts on the basis of a 360-day year consisting of twelve 30-day months. Accreted Value and redemption premium, if any, are payable in lawful money of the United States of America, without deduction for the Paying Agent services, to the person in whose name this bond (or, if applicable, one or more predecessor bonds) is registered (the "Registered Owner") on the Register maintained by the Paying Agent, initially U.S. Bank National Association. Accreted Value and redemption premium, if any, are payable upon presentation and surrender of this bond at the principal office of the Paying Agent.

This bond is one of an authorization of \$\_\_\_\_\_ of bonds approved for the purpose of raising money for the purpose authorized by voters of the District at the election to pay all necessary legal, financial, engineering and contingent costs in connection therewith under authority of and pursuant to the laws of the State of California, and the requisite 55% vote of the electors of the District cast at an election held on March 2, 2004 (the "Election"), upon the question of issuing bonds in the amount of \$350,000,000 and the resolution of the Board of Trustees of the District adopted on April 17, 2007 (the "Bond Resolution"). This bond and the issue of which this bond is one are general obligations of the District, payable as to both principal and interest from the proceeds of the levy of *ad valorem* taxes on all property subject to such taxes in the District, which taxes are unlimited as to rate or amount in accordance with California Education Code Section 15250 and 15252.

The bonds of this issue comprise \$\_\_\_\_\_ Principal Amount of Current Interest Bonds (each a "Current Interest Bond") and Capital Appreciation Bonds, of which this bond is a part, in the Denominational Amount of \$\_\_\_\_\_ and the Maturity Value of \$\_\_\_\_\_.

This bond is exchangeable and transferable for bonds of like tenor, maturity and Transfer Amount (as defined in the Bond Resolution) and in authorized denominations at the principal office of the Paying Agent, by the Registered Owner or by a person legally empowered to do so, in a form satisfactory to the Paying Agent, all subject to the terms, limitations and conditions provided in the Bond Resolution. All fees and costs of transfer shall be paid by the transferor. The District and the Paying Agent may deem and treat the Registered Owner as the absolute owner of this bond for the purpose of receiving payment of or on account of Principal or interest and for all other purposes, and neither the District nor the Paying Agent shall be affected by any notice to the contrary.

Neither the District nor the Paying Agent will be required (a) to issue or transfer any bond during a period beginning with the opening of business on the 15th business day next preceding either any Bond Payment Date or any date of selection of bonds to be redeemed and ending with the close of business on the Bond Payment Date or day on which the applicable notice of redemption is given or (b) to transfer any bond which has been selected or called for redemption in whole or in part.

Reference is made to the Bond Resolution for a more complete description of the provisions, among others, with respect to the nature and extent of the security for the Capital Appreciation Bonds of this series, the rights, duties and obligations of the District, the Paying Agent and the Registered Owners, and the terms and conditions upon which the bonds are issued and secured. The Registered Owner of this bond assents, by acceptance hereof, to all of the provisions of the Bond Resolution.

It is certified and recited that all acts and conditions required by the Constitution and laws of the State of California to exist, to occur and to be performed or to have been met precedent to and in the issuing of the bonds in order to make them legal, valid and binding general obligations of the District, have been performed and have been met in regular and due form as required by law; that payment in full for the bonds has been received; that no statutory or constitutional limitation on indebtedness or taxation has been exceeded in issuing the bonds; and that due provision has been made for levying and collecting *ad valorem* property taxes on all of the taxable property within the District in an amount sufficient to pay Principal and interest when due, and for levying and collecting such taxes the full faith and credit of the District are hereby pledged.

This bond shall not be valid or obligatory for any purpose and shall not be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication below has been signed.

**IN WITNESS WHEREOF**, the Riverside Community College District, Riverside County, California, has caused this bond to be executed on behalf of the District and in official capacity by the manual or facsimile signature of the President of the Board of Trustees of the District, and to be countersigned by the manual or facsimile signature of the Secretary to the Board of Trustees of the District, and has caused the seal of the District to be affixed hereto, all as of the date stated above.

[SEAL]

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
President, Board of Trustees

COUNTERSIGNED:

\_\_\_\_\_  
Secretary, Board of Trustees

**CERTIFICATE OF AUTHENTICATION**

This bond is one of the bonds described in the Bond Resolution referred to herein which has been authenticated and registered on \_\_\_\_\_, 2007.

By: U.S. BANK NATIONAL ASSOCIATION,  
as Paying Agent

\_\_\_\_\_  
Authorized Signatory

## ASSIGNMENT

For value received, the undersigned sells, assigns and transfers to (print or typewrite name, address and ZIP code of Transferee): \_\_\_\_\_  
this bond and irrevocably constitutes and appoints attorney to transfer this bond on the books for registration thereof, with full power of substitution in the premises.

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

Signature Guaranteed:  
  
\_\_\_\_\_

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within bond in every particular, without alteration or by any change whatever, and the signature(s) must be guaranteed by an eligible guarantor institution.

Social Security Number, Taxpayer Identification Number or other identifying number of Assignee: \_\_

Unless this certificate is presented by an authorized representative of The Depository Trust Company to the issuer or its agent for registration of transfer, exchange or payment, and any certificate issued is registered in the name of Cede & Co. or such other name as requested by an authorized representative of The Depository Trust Company and any payment is made to Cede & Co., ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL since the registered owner hereof, Cede & Co., has an interest herein.

## LEGAL OPINION

The following is a true copy of the opinion rendered by Stradling Yocca Carlson & Rauth, a Professional Corporation in connection with the issuance of, and dated as of the date of the original delivery of, the bonds. A signed copy is on file in my office.

\_\_\_\_\_  
Secretary, Board of Trustees

(Form of Legal Opinion)



**SECTION 10. Delivery of Bonds.** The proper officials of the District shall cause the Bonds to be prepared and, following their sale, shall have the Bonds signed and delivered, together with a true transcript of proceedings with reference to the issuance of the Bonds, to the original purchaser upon payment of the purchase price therefor.

**SECTION 11. Deposit of Proceeds of Bonds.** The proceeds from the sale of the Bonds, to the extent of the Denominational Amount and the Principal Amount thereof, shall be paid to the County to the credit of the fund hereby created and established and to be known as the "Riverside Community College District Election of 2004 General Obligation Bonds, Series 2007C Building Fund" (the "Building Fund") of the District, shall be kept separate and distinct from all other District and County funds, and those proceeds shall be used solely for the purpose for which the Bonds are being issued and provided further that such proceeds shall be applied solely to authorized purposes which relate to the acquisition or improvement of real property. The accrued interest and any premium received by the County from the sale of the Bonds shall be kept separate and apart in the fund hereby created and established and to be designated as the "Riverside Community College District Election of 2004 General Obligation Bonds, Series 2007C Debt Service Fund" (the "Debt Service Fund") for the Bonds and used only for payment of Accreted Value or Principal of and interest on the Bonds. Interest earnings on moneys held in the Building Fund shall be retained in the Building Fund. Interest earnings on moneys held in the Debt Service Fund shall be retained in the Debt Service Fund. Any excess proceeds of the Bonds not needed for the authorized purposes set forth herein for which the Bonds are being issued shall be transferred to the Debt Service Fund and applied to the payment of Accreted Value or Principal of and interest on the Bonds. If, after payment in full of the Bonds, there remain excess proceeds, any such excess amounts shall be transferred to the General Fund of the District.

Subject to federal tax restrictions, moneys in the funds created hereunder shall be invested in any lawful investment permitted by Sections 16429.1 and 53601 of the Government Code of the State of California (the "Government Code") or in shares in a California common law trust established pursuant to Title 1, Division 7, Chapter 5 of the Government Code which invests exclusively in investments permitted by Section 53635 of the Government Code, in LAIF, or in a guaranteed investment contract with a financial institution or insurance company which has at the date of execution thereof one or more outstanding issues of unsecured, uninsured and unguaranteed debt obligations or a claims paying ability rated not lower than the second highest rating category (without regard to subcategories) by Standard & Poor's Ratings Services and Moody's Investors Service.

Except as required below to satisfy the requirements of Section 148(f) of the Internal Revenue Code of 1986, as amended (the "IRS Code"), interest earned on the investment of moneys held in the Debt Service Fund shall be retained in the Debt Service Fund and used to pay the Accreted Value or Principal of and interest on the Bonds when due.

**SECTION 12. Rebate Fund.**

(a) The District shall create and establish a special fund designated the "Riverside Community College District Election of 2004 General Obligation Bonds, Series 2007C Rebate Fund" (the "Rebate Fund"). All amounts at any time on deposit in the Rebate Fund shall be held in trust, to the extent required to satisfy the requirement to make rebate payments to the United States (the "Rebate Requirement") pursuant to Section 148 of the IRS Code, and the Treasury Regulations

promulgated thereunder (the "Treasury Regulations"). Such amounts shall be free and clear of any lien hereunder and shall be governed by this Section and by the Tax Certificate to be executed by the District.

(b) Within forty-five (45) days of the end of each fifth Bond Year (as such term is defined in the Tax Certificate), (1) the District shall calculate or cause to be calculated with respect to the Bonds the amount that would be considered the "rebate amount" within the meaning of Section 1.148-3 of the Treasury Regulations, using as the "computation date" for this purpose the end of such Bond Year, and (2) the District shall deposit to the Rebate Fund from amounts on deposit in the other funds established hereunder or from other District funds, if and to the extent required, amounts sufficient to cause the balance in the Rebate Fund to be equal to the "rebate amount" so calculated. The District shall not be required to deposit any amount to the Rebate Fund in accordance with the preceding sentence, if the amount on deposit in the Rebate Fund prior to the deposit required to be made under this subsection (b) equals or exceeds the "rebate amount" calculated in accordance with the preceding sentence. Such excess may be withdrawn from the Rebate Fund to the extent permitted under subsection (g) of this Section. The District shall not be required to calculate the "rebate amount" and shall not be required to deposit any amount to the Rebate Fund in accordance with this subsection (b), with respect to all or a portion of the proceeds of the Bonds (including amounts treated as proceeds of the Bonds) (1) to the extent such proceeds satisfy the expenditure requirements of Section 148(f)(4)(B) or Section 148(f)(4)(C) of the IRS Code or Section 1.148-7(d) of the Treasury Regulations, whichever is applicable, and otherwise qualify for the exception to the Rebate Requirement pursuant to whichever of said sections is applicable, (2) to the extent such proceeds are subject to an election by the District under Section 148(f)(4)(C)(vii) of the IRS Code to pay a one and one-half percent (1½%) penalty in lieu of arbitrage rebate in the event any of the percentage expenditure requirements of Section 148(f)(4)(C) are not satisfied, or (3) to the extent such proceeds qualify for the exception to arbitrage rebate under Section 148(f)(4)(A)(ii) of the IRS Code for amounts in a "bona fide debt service fund." In such event, and with respect to such amounts, the District shall not be required to deposit any amount to the Rebate Fund in accordance with this subsection (b).

(c) Any funds remaining in the Rebate Fund after redemption of all the Bonds and any amounts described in paragraph (2) of subsection (d) of this Section, or provision made therefor satisfactory to the District, including accrued interest, shall be remitted to the District.

(d) Subject to the exceptions contained in subsection (b) of this Section to the requirement to calculate the "rebate amount" and make deposits to the Rebate Fund, the District shall pay to the United States, from amounts on deposit in the Rebate Fund,

(1) not later than sixty (60) days after the end of (i) the fifth (5th) Bond Year, and (ii) each fifth (5th) Bond Year thereafter, an amount that, together with all previous rebate payments, is equal to at least 90% of the "rebate amount" calculated as of the end of such Bond Year in accordance with Section 1.148-3 of the Treasury Regulations; and

(2) not later than sixty (60) days after the payment of all Bonds, an amount equal to one hundred percent (100%) of the "rebate amount" calculated as of the date of such payment (and any income attributable to the "rebate amount" determined to be due and payable) in accordance with Section 1.148-3 of the Treasury Regulations.

(e) In the event that, prior to the time any payment is required to be made from the Rebate Fund, the amount in the Rebate Fund is not sufficient to make such payment when such payment is due, the District shall calculate (or have calculated) the amount of such deficiency and deposit an amount equal to such deficiency into the Rebate Fund prior to the time such payment is due.

(f) Each payment required to be made pursuant to subsection (d) of this Section shall be made to the Internal Revenue Service Center, Ogden, Utah 84201, on or before the date on which such payment is due, and shall be accompanied by Internal Revenue Service Form 8038-T, such form to be prepared or caused to be prepared by the District.

(g) In the event that immediately following the calculation required by subsection (b) of this Section, but prior to any deposit made under said subsection, the amount on deposit in the Rebate Fund exceeds the "rebate amount" calculated in accordance with said subsection, the District shall withdraw the excess from the Rebate Fund and credit such excess to the Debt Service Fund.

(h) The District shall retain records of all determinations made hereunder until six years after the complete retirement of the Bonds.

(i) Notwithstanding anything in this Resolution to the contrary, the Rebate Requirement shall survive the payment in full or defeasance of the Bonds.

**SECTION 13. Security for the Bonds.** There shall be levied on all the taxable property in the District, in addition to all other taxes, a continuing direct *ad valorem* tax annually during the period the Bonds are outstanding in an amount sufficient to pay the Principal and Accreted Value of and interest on the Bonds when due, which moneys when collected will be placed in the Debt Service Fund of the District, which fund is irrevocably pledged for the payment of the Principal and Accreted Value of and interest on the Bonds when and as the same fall due.

The moneys in the Debt Service Fund, to the extent necessary to pay the Principal and Accreted Value of and interest on the Bonds as the same become due and payable, shall be transferred by the Treasurer-Tax Collector to the Paying Agent which, in turn, shall pay such moneys to DTC to pay the Principal of and Accreted Value of and interest on the Bonds. DTC will thereupon make payments of Principal and Accreted Value and interest on the Bonds to the DTC Participants who will thereupon make payments of Principal and Accreted Value and interest to the beneficial owners of the Bonds. Any moneys remaining in the Debt Service Fund after the Bonds and the interest thereon have been paid, or provision for such payment has been made, shall be transferred to the General Fund of the District, pursuant to the Education Code Section 15234.

**SECTION 14. Arbitrage Covenant.** The District covenants that it will restrict the use of the proceeds of the Bonds in such manner and to such extent, if any, as may be necessary, so that the Bonds will not constitute arbitrage bonds under Section 148 of the IRS Code and the applicable regulations prescribed under that Section or any predecessor section. Calculations for determining arbitrage requirements are the sole responsibility of the District.

**SECTION 15. Legislative Determinations.** The Board determines that all acts and conditions necessary to be performed by the Board or to have been met precedent to and in the issuing of the Bonds in order to make them legal, valid and binding general obligations of the District

have been performed and have been met, or will at the time of delivery of the Bonds have been performed and have been met, in regular and due form as required by law; and that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Bonds.

The Board further finds and determines that as a result of the issuance of the Bonds under the provisions of the Act, the overall outstanding general obligation bond debt of the District will be amortized in a more level manner.

**SECTION 16. Official Statement.** The Preliminary Official Statement relating to the Bonds, substantially in the form on file with the Secretary of the Board is hereby approved and the Authorized Officers, each alone, are hereby authorized and directed, for and in the name and on behalf of the District, to deliver such Preliminary Official Statement to the Underwriters to be used in connection with the offering and sale of the Bonds. The Authorized Officers, each alone, are hereby authorized and directed, for and in the name and on behalf of the District, to deem the Preliminary Official Statement “final” pursuant to 15c2-12 of the Securities Exchange Act of 1934, prior to its distribution and to execute and deliver to the Underwriters a final Official Statement, substantially in the form of the Preliminary Official Statement, with such changes therein, deletions therefrom and modifications thereto as the Authorized Officer executing the same shall approve. The Underwriters are hereby authorized to distribute copies of the Preliminary Official Statement to persons who may be interested in the purchase of the Bonds and is directed to deliver copies of any final Official Statement to the purchasers of the Bonds. Execution of the Official Statement shall conclusively evidence the District’s approval of the Official Statement.

**SECTION 17. Insurance.** In the event the District purchases bond insurance for the Bonds, and to the extent that the Bond Insurer makes payment of the Principal of, interest or Accreted Interest on the Bonds, it shall become the owner of such Bonds with the right to payment of Principal, interest or Accreted Interest on the Bonds, and shall be fully subrogated to all of the Owners’ rights, including the Owners’ rights to payment thereof. To evidence such subrogation (i) in the case of subrogation as to claims that were past due interest components, the Paying Agent shall note the Bond Insurer’s rights as subrogee on the registration books for the Bonds maintained by the Paying Agent upon receipt of a copy of the cancelled check issued by the Bond Insurer for the payment of such interest to the Owners of the Bonds, and (ii) in the case of subrogation as to claims for past due Principal or Accreted Value, the Paying Agent shall note the Bond Insurer as subrogee on the registration books for the Bonds maintained by the Paying Agent upon surrender of the Bonds by the Owners thereof to the Bond Insurer or the insurance trustee for the Bond Insurer.

**SECTION 18. Defeasance.** All or any portion of the outstanding maturities of the Bonds may be defeased prior to maturity in the following ways:

(a) Cash: by irrevocably depositing with an independent escrow agent selected by the District an amount of cash which together with amounts then on deposit in the Debt Service Fund (as hereinafter defined) is sufficient to pay all Bonds outstanding and designated for defeasance, including all Principal and interest and premium, if any; or

(b) Government Obligations: by irrevocably depositing with an independent escrow agent selected by the District noncallable Government Obligations together with cash, if required, in such amount as will, in the opinion of an independent certified public

accountant, together with interest to accrue thereon and moneys then on deposit in the Debt Service Fund together with the interest to accrue thereon, be fully sufficient to pay and discharge all Bonds outstanding and designated for defeasance (including all Principal and interest represented thereby and prepayment premiums, if any) at or before their maturity date;

then, notwithstanding that any of such Bonds shall not have been surrendered for payment, all obligations of the District with respect to all such designated outstanding Bonds shall cease and terminate, except only the obligation of the Paying Agent or an independent escrow agent selected by the District to pay or cause to be paid from funds deposited pursuant to paragraphs (a) or (b) of this Section, to the owners of such designated Bonds not so surrendered and paid all sums due with respect thereto.

For purposes of this Section, Government Obligations shall mean:

Direct and general obligations of the United States of America (which may consist of obligations of the Resolution Funding Corporation that constitute interest strips), or obligations that are unconditionally guaranteed as to principal and interest by the United States of America, or "prerefunded" municipal obligations rated in the highest rating category by Moody's Investors Service or Standard & Poor's. In the case of direct and general obligations of the United States of America, Government Obligations shall include evidences of direct ownership of proportionate interests in future interest or principal payments of such obligations. Investments in such proportionate interests must be limited to circumstances where (i) a bank or trust company acts as custodian and holds the underlying United States obligations; (ii) the owner of the investment is the real party in interest and has the right to proceed directly and individually against the obligor of the underlying United States obligations; and (iii) the underlying United States obligations are held in a special account, segregated from the custodian's general assets, and are not available to satisfy any claim of the custodian, any person claiming through the custodian, or any person to whom the custodian may be obligated; provided that such obligations are rated or assessed "AAA" by Standard & Poor's or "Aaa" by Moody's Investors Service.

**SECTION 19. Request to County to Levy Tax.** The Board of Supervisors and officers of the County are obligated by statute to provide for the levy and collection of property taxes in each year sufficient to pay all principal and interest coming due on the Bonds in such year, and to pay from such taxes all amounts due on the Bonds. The District hereby requests the Board of Supervisors to annually levy a tax upon all taxable property in the District sufficient to redeem the Bonds, and to pay the principal, redemption premium, in any, and interest thereon as and when the same become due.

**SECTION 20. Other Actions.** (a) Officers of the Board and District officials and staff are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to proceed with the issuance of the Bonds and otherwise carry out, give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.

(b) The Board hereby appoints UBS Securities, LLC and Piper Jaffray & Co., as the Underwriters with respect to the Bonds, and Stradling, Yocca, Carlson & Rauth, a Professional Corporation, as bond counsel to the District, with respect to the Bonds.

(c) The provisions of this Resolution as they related to the terms of the Bonds may be amended by the Purchase Contract and the Official Statement.

**SECTION 21. Resolution to Treasurer-Tax Collector.** The Secretary to this Board is hereby directed to provide a certified copy of this Resolution to the Treasurer-Tax Collector of Riverside County immediately following its adoption.

**SECTION 22. Continuing Disclosure.** The District hereby covenants and agrees that it will comply with and carry out all of the provisions of that certain Continuing Disclosure Certificate executed by the District and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof. Any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this Section. Noncompliance with this Section shall not result in acceleration of the Bonds.

**SECTION 22. Effective Date.** This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 17th day of April, 2007, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

---

President, Board of Trustees  
Riverside Community College District

Attest:

---

Secretary to the Board of Trustees  
Riverside Community College District

SECRETARY'S CERTIFICATE

I, \_\_\_\_\_, Secretary to the Board of Trustees of the Riverside Community College District, hereby certify as follows:

The foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Board of Trustees of said District duly and regularly and legally held at the regular meeting place thereof on April 17, 2007, of which meeting all of the members of the Board of said District had due notice and at which a quorum was present.

I have carefully compared the same with the original minutes of said meeting on file and of record in my office and the foregoing is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes.

Said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

Dated: April \_\_, 2007

---

Secretary

**Riverside Community College District**  
**Measure C - Project Commitments Summary**  
**Through February 28, 2007**

Backup VI-B-1  
 April 17, 2007  
 Page 29 of 33

**Series A, Series B and Series A Refunding**

**8/3/2004 through 02/28/2007**

**Proceeds/Income**

Series A and B Proceeds	\$	65,000,000	
Series A and B Premium		3,024,641	
Series A Refunding Premium		8,388,956	
FY 2004-2005 Interest Income		1,030,586	
FY 2005-2006 Interest Income		1,726,681	
FY 2006-2007 Interest Income (Projected)		1,500,000	
Energy Rebates - Utility Retrofit Project		<u>378,000</u>	
Total Proceeds/Income			\$ 81,048,864

**Project Commitments**

Completed Projects	\$	28,592,518	
In-Progress or Initial Phase		<u>52,298,856</u>	
Total Project Commitments			<u>80,891,374</u>
Uncommitted Balance for Series A, Series B and Series A Refunding			<u>\$ 157,490</u>



**Riverside Community College District  
Measure C - Project Commitments  
Through February 28, 2007**

Backup VI-B-1  
April 17, 2007  
Page 30 of 33

<u>Project</u>	<u>Project Funding Source</u>					
	<u>Board Approved</u>				<u>Total Estimated Project Funding</u>	<u>Actual Measure C Expenditures thru 02/28/07</u>
<u>Completed</u>	<u>Projects Series A&amp;B and Series A Refunding</u>	<u>Board Approved Projects Future Measure C Series Issuance</u>	<u>Additional Funding Needed</u>	<u>Actual and Projected State Funding</u>		
Issuance Related Expenditures	\$ 14,536,023	\$ -	\$ -	\$ -	\$ 14,536,023	\$ 14,536,023
Bridge Space	1,175,132	-	-	-	1,175,132	1,175,132
District Phone and Voicemail Upgrades	349,000	-	-	-	349,000	349,000
MLK Renovation	1,010,614	-	-	4,428,597 a	5,439,211	1,010,614
Norco Campus Room Renovations	100,220	-	-	-	100,220	100,019
Swing Space	4,273,734	-	-	-	4,273,734	4,273,734
Phase I - Wheelock PE Complex/Athletic Field	4,517,814	-	-	-	4,517,814	4,515,220
RCCD System Office Purchase (Heiting Building)	2,629,981	-	-	-	2,629,981	2,629,981
<b>Total Completed Projects</b>	<b>\$ 28,592,518</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,428,597</b>	<b>\$ 33,021,115</b>	<b>\$ 28,589,724</b>
<b><u>In-Progress or Initial Phase</u></b>						
District Computer/Network Upgrades	\$ 276,990	\$ -	\$ -	\$ -	\$ 276,990	\$ 183,443
Quad Modernization	8,764,444	-	-	4,019,766 a	12,784,210	3,021,920
Phase I - Parking Structure - Riverside	20,949,896	-	-	-	20,949,896	20,088,839
Phase III - Norco	918,785	-	1,360,215	20,484,275 p	22,763,275	591,971
Phase III - Moreno Valley	1,157,320	-	2,069,105	10,539,639 p	13,766,064	172,057
The Learning Center	6,007,605	-	-	2,444,632 p	8,452,237	1,206,314
ECS Secondary Effects - Moreno Valley	288,919	-	-	-	288,919	190,076
Nursing/Sciences Building - Riverside	4,721,604	361,082	9,454,314	57,572,000 p	72,109,000	731,720
Phase II - Wheelock PE Complex/Athletic Field - Riverside	194,546	-	-	14,559,519 p	14,754,065	190,631
Future Projects - Feasibility / Planning / Management / Undesignated	312,087	-	-	-	312,087	136,548
Scheduled Maintenance	633,817	-	-	341,075 s	974,892	633,817
Infrastructure Projects - Riverside/Norco/Moreno Valley	464,410	-	-	-	464,410	176,586
Hot Water Loop System - Moreno Valley	784,388	-	-	-	784,388	43,644
Emergency Phone Project	379,717	-	-	-	379,717	220,928
Utility Retrofit Project	5,576,094	600,000	-	-	6,176,094	1,034,668
Boiler Replacement - Moreno Valley	106,908	-	-	-	106,908	27,797
ECS Buidling Upgrade Project - Moreno Valley/Norco	625,327	-	-	-	625,327	13,300
Modular Redistribution Project	136,000	-	-	-	136,000	-
Riverside Food Services Remodel	-	583,070	-	-	583,070	-
Moreno Valley Food Services Remodel	-	1,956,615	-	-	1,956,615	-
Norco Campus Student Support Center	-	11,042,820	-	-	11,042,820	-
<b>Total In-Progress or Initial Phase Projects</b>	<b>\$ 52,298,856</b>	<b>\$ 14,543,587</b>	<b>\$ 12,883,634</b>	<b>\$ 109,960,906</b>	<b>\$ 189,686,983</b>	<b>\$ 28,664,259</b>
<b>Total Projects</b>	<b>\$ 80,891,374</b>	<b>\$ 14,543,587</b>	<b>\$ 12,883,634</b>	<b>\$ 114,389,503</b>	<b>\$ 222,708,098</b>	<b>\$ 57,253,983</b>

a Actual State Construction Act Funding

p Projected State Construction Act Funding

s Actual State Scheduled Maintenance Funding Requiring District Match

**Riverside Community College District**  
**Measure C - Project Commitments Summary**  
**Through February 28, 2007**

Backup VI-B-1  
 April 17, 2007  
 Page 31 of 33

**Series A, Series B and Series A Refunding Projects**

**8/3/2004 Through 02/28/2007**

**Completed**

Certificates of Participation (1993 & 2001) - Refunding	\$ 12,492,085	
Cost of Issuance	1,751,434	
Debt Service	194,266	
Measure C Election Costs	98,238	
Total Issuance Related Expenditures		\$ 14,536,023
Bridge Space - Moreno Valley Campus	341,637	
Bridge Space - Norco Campus	359,401	
Bridge Space - RCCD System Office	69,911	
Bridge Space - Riverside Campus	404,183	
Total Bridge Space		1,175,132
District Phone and Voicemail Upgrades		349,000
MLK Renovation - Equipment	646,479	
MLK Renovation- Planning and Working Drawings	101,883	
MLK Renovation - Roof Repair	262,252	
Total MLK Renovation		1,010,614
Norco - Science & Technology Building Rooms 204-206 Remodel Project	30,127	
Norco - Library Building Room 123 Remodel Project	10,143	
Norco - Student Services Building, Room 107 Remodel Project	38,500	
Norco - Theater Room 203 Remodel Project	13,200	
Norco - Center for Applied Competitive Technology Remodel Project	8,250	
Total Norco Campus Room Renovations		100,220
Swing Space - Administration Building Remodel	186,100	
Swing Space - Lovekin Complex	3,958,309	
Swing Space - Business Education Building Remodel	129,325	
Total Swing Space		4,273,734
Phase I - Wheelock PE Complex/Athletic Field		4,517,814
RCCD System Office Purchase (Heiting Building)		2,629,981
Total Completed Projects		\$28,592,518

**In-Progress or Initial Phase**

District Computer Systems Upgrades	126,990	
District Network Upgrades	150,000	
Total District Computer/Network Upgrades		276,990
Quad Modernization - Building Project	5,681,990	
Quad Modernization - Equipment Project	2,563,000	
Quad Modernization - Planning and Working Drawings	519,454	
Total Quad Modernization		8,764,444
Phase I - Parking Structure (Riverside)		20,949,896
Phase III - Norco (Planning and Working Drawings)		918,785
Phase III - Moreno Valley (Planning and Working Drawings)		1,157,320
The Learning Center		6,007,605
ECS Secondary Effects - Moreno Valley		288,919
Nursing/Sciences Building (Planning and Working Drawings)		4,721,604
Phase II - Wheelock PE Complex/Athletic Field (Planning and Working Drawings)		194,546
Future Projects - Feasibility/Planning/Management/Undesignated		312,087

**Riverside Community College District**  
**Measure C - Project Commitments Summary**  
**Through February 28, 2007**

Backup VI-B-1  
 April 17, 2007  
 Page 32 of 33

Scheduled Maintenance	633,817	
Infrastructure Projects		
Utilities	153,700	
IS	85,000	
Security	32,400	
Facilities Assessment	28,410	
Coordination	53,200	
Electrical / Fire Alarm	111,700	
Total Infrastructure Projects		464,410
Hot Water Loop System - Moreno Valley		784,388
Emergency Phone Installation		
District	10,000	
Riverside Campus	178,626	
Norco Campus	102,773	
Moreno Valley Campus	88,318	
Total Emergency Phone Installation Project		379,717
Utility Retrofit Project		
Riverside Campus	2,974,248	
Norco Campus	1,357,668	
Moreno Valley Campus	1,244,178	
Total Utility Retrofit Project		5,576,094
Boiler Replacement - Moreno Valley		106,908
ECS Building Upgrade Project - Moreno Valley/Norco		625,327
Modular Redistribution Project		
Norco Campus	63,000	
Moreno Valley Campus	73,000	
Total Modular Redistribution Project		136,000
Total In-Progress or Initial Phase Projects		52,298,856
Total Series A, Series B and Series A Refunding Projects		\$80,891,374

**Future Measure C Series Issuance**

Nursing / Sciences Building - Riverside	\$ 361,082	
Utility Retrofit Project	600,000	
Riverside Food Services Remodel	583,070	
Moreno Valley Food Services Remodel	1,956,615	
Norco Campus Student Support Center	11,042,820	
Total Future Measure C Series Issuance		\$14,543,587

Riverside Community College District  
 General Obligation Bonds (Measure C)  
 Estimated Projects - Future Series Issuance Cash Flow Projections

Project Description		Initial Est		Est Project		Revised Est		Estimated Project Completion
		Measure C Project Budget	1,492,395	Cost Escalation	Measure C Project Budget	Project Budget		
<b>Continuing Projects - Additional Funding</b>								
814 Center for Primary Education	1	1,492,395	-	-	1,492,395			2007/2008
829 NORESO Utility Retrofit Improvement Project	1	600,000	-	-	600,000			2007/2008
677 Phase III - Norco Industrial Tech	1	10,221,215	-	-	10,221,215			2008/2009
812 Riverside Food Services Remodel		583,070	34,984		618,054			2008/2009
813 Moreno Valley Food Services Remodel		1,956,615	117,397		2,074,012			2008/2009
811 Physical Education Phase II - Wheelock		1,605,454	353,200		1,958,654			2009/2010
836 Norco Campus Student Support Center		11,042,820	1,325,138		12,367,958			2009/2010
626 Nursing/Sciences Building (Riv)	1	9,815,396	1,744,440		11,559,836			2010/2011
676 Phase III - Moreno Valley Academic Svcs	1	2,072,680	248,722		2,321,402			2010/2011
898 GO Bond Future Projects - Feasibility & Planning		455,000	36,400		491,400			Continuing
Construction Management Services		765,000	61,200		826,200			Continuing
Project Management Charges (Payroll)		568,048	45,444		613,492			Continuing
<b>Total Continuing Projects</b>		<b>\$ 41,177,693</b>	<b>\$ 3,966,925</b>		<b>\$ 45,144,618</b>			

<b>New Proposed Projects</b>								
Public Safety, Law Enforcement (Ben Clark)		2,068,087	-		2,068,087			2007/2008
ADA Compliance		6,000,000	360,000		6,360,000			2007/2008
Riverside Network Operations Center		500,000	30,000		530,000			2007/2008
Riverside Portables Redistribution		1,798,556	-		1,798,556			2007/2008
Norco Portables		1,986,666	-		1,986,666			2007/2008
MoVal Portables		1,448,769	-		1,448,769			2007/2008
Norco Network Operations Center		2,000,000	120,000		2,120,000			2008/2009
Moreno Valley Network Operations Center		2,000,000	120,000		2,120,000			2008/2009
Norco Artificial Turf - Soccer Field		2,000,000	120,000		2,120,000			2008/2009
Pool		5,000,000	-		5,000,000			2008/2009
Physical Education Phase III - Bleachers / Lockers		5,000,000	300,000		5,300,000			2009/2010
Physical / Life Science Secondary Effects		4,200,000	504,000		4,704,000			2010/2011
Moreno Valley Parking Structure		16,000,000	1,920,000		17,920,000			2010/2011
<b>Total New Proposed Projects</b>		<b>\$ 50,002,078</b>	<b>\$ 3,474,000</b>		<b>\$ 53,476,078</b>			
<b>Totals</b>		<b>\$ 91,179,771</b>	<b>\$ 7,440,925</b>		<b>\$ 98,620,696</b>			

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-2

Date: April 17, 2007

Subject: Selection of an External Auditor to Perform District and Foundation Annual Audit Services

Background: The staff engaged in an RFP process for the purpose of selecting an audit firm to conduct the annual District and Foundation audits. The agreement is for a term not to exceed four years and allows for cancellation upon notification by either party prior to January 15 each year. RFP's were sent to ten firms which had expressed an interest in providing these services or were known to have relevant Community College auditing experience. An RFP was also sent to one firm responding to an advertisement in the Press-Enterprise. The following four proposals were received by the District:

<u>Firm Name</u>	<u>FY 06/07</u>	<u>FY 07/08</u>	<u>FY 08/09</u>	<u>FY 09/10</u>	<u>Total</u>
<u>Messner &amp; Hadley, LLP (Victorville, CA)</u>					
District	\$34,976	\$36,002	\$37,028	\$38,054	\$146,060
Foundation	\$ 9,708	\$ 9,992	\$10,220	\$10,492	\$ 40,412
Total	\$44,684	\$45,994	\$47,248	\$48,546	\$186,472

<u>Ahern Adcock Devlin, LLP (Riverside, CA)</u>					
District	\$72,050	\$75,900	\$80,375	\$83,925	\$312,250
Foundation	\$ 9,140	\$ 9,920	\$10,480	\$10,760	\$ 40,300
Total	\$81,190	\$85,820	\$90,855	\$94,685	\$352,550

<u>Vavrinek, Trine, Day &amp; Co., LLP (Rancho Cucamonga, CA)</u>					
District	\$61,550	\$64,000	\$66,550	\$69,250	\$261,350
Foundation	\$10,925	\$11,300	\$11,700	\$12,150	\$ 46,075
Total	\$72,475	\$75,300	\$78,250	\$81,400	\$307,425

<u>Vicenti Lloyd Stutzman, LLP (Glendora, CA)</u>					
District	\$76,000	\$79,525	\$84,050	\$88,575	\$328,150
Foundation	\$ 6,900	\$ 7,250	\$ 7,600	\$ 7,950	\$ 29,700
Total	\$82,900	\$86,775	\$91,650	\$96,525	\$357,850

Following review of the proposals, District staff recommends entering into an agreement with Vavrinek, Trine, Day & Co., LLP, based on the firm's Community College auditing experience, prior audit experience with the District and the Foundation and the total four year cost of the proposal.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-2

Date: April 17, 2007

Subject: Selection of an External Auditor to Perform District and Foundation Annual  
Audit Services (continued)

Recommended Action: It is recommended that the Board of Trustees approve entering into agreement with Vavrinek, Trine, Day & Co., LLP to perform the annual audit services for the District and the Foundation for FY 2006/2007 through FY 2009/2010.

Salvatore G. Rotella  
Chancellor

Prepared by: Bill J. Bogle, Jr.  
District Controller

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-3

Date: April 17, 2007

Subject: Permission to Issue a Request for Proposal (RFP) for Computer System Hardware

Background: The Riverside Community College District utilizes the Datatel Colleague software package for its enterprise resource system, which includes packages for Admissions and Records, Student Financial Services, Web Advisor, Academics, Student Accounts, Matriculation, Alumni Foundation, and Human Resources. Currently the District is running version 17 of the software package. This version will not be supported by Datatel after December of 2007. This is a mandatory release upgrade required of all Datatel clients, as regulatory updates such as those listed below and others in the future will not be made to any prior versions of the Colleague software:

- Financial Aid Common Line Improvements (September 2007)
- FAFSA 2008-2009 Updates (October 2007)
- California State Reporting Regulatory Updates (December 2007)
- ISIR Processing for 2008-2009 Updates (December 2007)
- W2 Year End Regulatory Update (US) (December 2007)
- Year-End Regulatory Updates for T4A, 1099s, 1098, and T2202A. (December 2007)
- PELL Grant Schedule Revisions for 2008-2009 (February 2008)

The hardware requirements for version 18 of the software far exceed the processing power of the current system hardware configuration, thus requiring a complete replacement of the current system. It is anticipated that the cost of the new system hardware will not exceed \$800,000.

Source of Funds: Measure C.

Recommended Action: It is recommended that the Board of Trustees approve the issuance of a Request for Proposal (RFP) from qualified hardware vendors for the provision and configuration of the required hardware for release 18 of the Datatel Colleague software.

Salvatore G. Rotella  
Chancellor

Prepared by: Steve Gilson  
Associate Vice Chancellor,  
Information Services

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-4

Date: April 17, 2007

Subject: Proposed Amendment to Agreement with Security By Design, Inc.

Background: On June 20, 2006, the Board approved and the District entered into an agreement with Security By Design, Inc. to conduct an alarm system review and a feasibility study and to develop a preliminary draft Security Master Plan. This work has been completed. In order to determine what infrastructure upgrades will be needed to accommodate the facility needs identified in the draft Security Master Plan and to create a baseline system at the March Education Center, staff recommends that the June 20, 2006 agreement with Security By Design be amended to include the following additional scope of work:

- Document the current conditions on each of the three campuses to determine the requirements for planning infrastructure upgrades to meet the recommended results in the Security Master Plan.
- Continue as a participant on the Facilities, Planning, Design, and Construction Infrastructure Committee Team.
- Create a security system design bid package for March Education Center and the reconfiguration of the monitoring capabilities at the RCCD Police Department Dispatch Center to support a "Proof of Concept" for future infrastructure plans. (The basis for the selection of MEC is that MEC and the RCCD PD Dispatch Center currently have part of the necessary equipment and software, which will lower the cost for the Proof of Concept implementation).

The contract term of the amended agreement would be from April 18, 2007 to December 31, 2007, with the provision that this date may be extended at the discretion of the Vice Chancellor, Administration and Finance or his designee without a formal amendment to this agreement. Payment in consideration of this amended scope of work would be \$37,320, including reimbursable expenses. Funding Source: Measure "C".

Recommended Action: It is recommended that the Board of Trustees approve the attached amended agreement between Riverside Community College District and Security by Design, Inc. in the amount of \$37,320 and the use of Measure C as the funding source and authorize the Vice Chancellor, Administration and Finance to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Lee Wagner, Director,  
Chief of College Safety and Police



AMENDMENT TO AGREEMENT

DATED JUNE 20, 2006

BETWEEN

SECURITY BY DESIGN  
AND  
RIVERSIDE COMMUNITY COLLEGE DISTRICT

(Utilities Infrastructure Project)

The Agreement shall be amended this date, April 18, 2007, as follows:

The term of this amended agreement shall be from April 18, 2007, to December 31, 2007, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of Security By Design.

The Scope of Work for the Amended Agreement will include:

Facilities Planning, Design and Construction Infrastructure Committee Team Participation

1. Participating in the bi-weekly Infrastructure Committee meetings. Based on a review of the calendar, there are 11 potential bi-weekly Tuesday meetings between the projected April 18, 2007 and December 31, 2007.
2. Provide project management services related to the scope of this project to stay within budget and scope over the duration of this project. A half hour per week has been allocated for overall management and coordination of project activities.

Security Infrastructure Planning

1. Meet with Steve Gilson and Kathy Paschke to discuss the interface points between security and IT at RCCD. The subjects include:
  - a. Coordination required for security servers to reside within the RCCD managed network environment. This approach would ensure that the OS and other "normal" IT portions of the security system would be incorporated into the regular program to receive version and other system related updates. Additionally, it could provide a standardized process for backing up data files, etc.
  - b. Utilization of the RCCD network and IP telephone infrastructure.
  - c. Discussions regarding the envisioned bandwidth utilization by Security and identification of limitations and opportunities.
  - d. Discussions of storage locations and requirements for security applications.
  - e. Definition of space requirements for co-location of equipment.

- f. Requirements that will need to be addressed for WiFi access from RCCD patrol vehicles to view video and communicate with the RCCD Police Dispatch Center. This discussion would include the parameters envisioned for VPS access.
  - g. Discussions regarding protection of IT physical infrastructure from a physical security approach. Areas that may need to be addressed are the rooms containing equipment, such as data centers, NOCs, MDF, and IDFs. Also considered for physical security measures are generators or other back-up equipment and manholes where fibers could be accessed.
2. The current initiative for the Infrastructure Committee is to obtain site plans showing the current status of the RCCD infrastructure for use during the planning process. Security By Design's role in this process would be to document the current security infrastructure and identify those areas where the infrastructure needs to be enhanced for the Moreno, Norco, and Riverside campuses. The field work would include:
- a. Coordinating with the current radio system supplier and RCCD to have the supplier provide either the existing data collected at the time the equipment was proposed or to provide the signal measuring equipment and technical assistance to measure the signal strength patterns on each of the campuses. The security infrastructure plans would be noted wherever dead spots were identified, so that additional antenna or other measures could be identified to eliminate the dead spots during future planning. *Any fee charged by the service provider for this activity is not included within this amended agreement.*
  - b. Coordinating with the RCCD Police Department and, if necessary, the current cellular service provider for the RCCD Police Department, the dead spots for cellular reception would be noted on the campus plans. *Any fee charged by the service provider for this activity is not included in this amended agreement.*
  - c. Identification of the approximate location where the network point of presence for each building is located, if existing, that would be the source for Security network connectivity.
  - d. Identification of the projected location where future security controllers would be located and the present location of security panels or collection points for those buildings currently containing security equipment. This activity is not intended to map each of the security field points for the existing alarm systems within each building, but rather to identify the campus infrastructure conditions.
  - e. During the hours of darkness, SBD will take lighting measurements on a light meter at various locations around each campus to generally assess the level of site lighting from a security standpoint and identify areas where the lighting needs to be enhanced. This is not intended to be a photometric mapping of each of the campuses. However, if photometric plans are available for review and comparison with the measurements taken, it would be a useful portion of this effort.
  - f. Note on the plans where generators or other emergency back-up equipment is located and provide a legend identifying what is being serviced by these pieces of equipment. Types of areas or services that need to be served by emergency back-up equipment from a security/life-safety standpoint, but are not, will be identified.

3. SBD will review any existing RCCD standards for lock hardware and lighting coverage, type, and schedules for the impact on infrastructure conditions.
4. The security infrastructure for Moreno, Norco, and Riverside campuses will be documented on site plans to depict the data collected during the fieldwork using the new backgrounds that are being created for each campus by the Infrastructure Committee team members. These plans will utilize the standards that have been selected by the Infrastructure Committee. These plans will be provided on CD and will be available via SBD's ftp site. It is assumed that RCCD will produce any hard copy plots, in keeping with a decision during a recent Infrastructure Committee meeting.

### Proof of Concept

1. Based on the existence of a robust access control and alarm system (ACAMS) and integrated CCTV equipment at March Education Center and at the RCCD Police Dispatch Center, SBD will document the actual model of each piece of equipment and software version that has been installed. Coordination with the Manufacturer's representatives for their participation during the fieldwork will be provided.
2. SBD will evaluate, in coordination with the RCCD Police Department and March Education Center personnel, what equipment, software, installation, and programming is required to connect the existing alarm points to the ACAMS and configure the system to be effectively monitored at the RCCD Police Dispatch Center. A block diagram, floor plans, and specifications will be created to create a bid package for obtaining the equipment and services for implementation of this configuration.
3. Based on a meeting with campus representatives regarding security upgrades for the Moreno ECDC, SBD will evaluate what equipment, software, installation, and programming is necessary for the expansion of the system in that facility. The Moreno ECDC will be used as a model for security at all RCCD ECDC.
4. SBD will define the requirements for allowing remote surveillance from a RCCD Police response vehicle, using a laptop computer. The viability of the infrastructure to accomplish this feature will determine whether it will be included in the Proof of Concept or not.
5. SBD will facilitate the process of implementing the Proof of Concept by identifying manufacturer certified security contractors, working with RCCD to issue the bid documents, conducting a pre-bid meeting, and monitoring the progress of the installation through commissioning.

### Schedule Estimate

The schedule for the proposed scope of work above is shown below.

Scope	February	March	April	May	June	July
Infrastructure Team and overall project coordination			4/18/07	→	→	7/31/07

Security Infrastructure Planning			4/18/07	→	6/29/07	
Norco Campus		Field	Docs			
Moreno Campus			Field	Docs		
Riverside Campus				Field	Docs	
Proof of Concept			4/3/07	5/31/07		
Discovery at MEC/PD and Design work			D/D			
Implementation				Imp		

Description	Cost
Participation at 8 of the 11 the Infrastructure Committee meetings, plus project coordination and management over the duration.	\$5850
Security Infrastructure Field Investigation and Documentation	\$23,700
Proof of Concept Design and Implementation Coordination	\$3,300
Expenses, travel, car rental, and per diem	\$4,470
Total	\$37,320

#### Additional Services

SBD will provide consultation and design services for the development of security plans, details, and specifications for new construction, remodel and renovation projects as assigned by the District. This will incorporate in a consistent manner the basic philosophy for security as described in the Security Master Plan.

Fees for additional services will be billed on a Time and Expense (T&E) basis at \$150.00 per hour, ½ the service rate for Travel time outside of the trips to attend the semi-weekly Infrastructure Committee Meetings, and expenses billed at cost.

Security By Design

Riverside Community College District

---

James L. Buysse  
 Vice Chancellor, Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-5

Date: April 17, 2007

Subject: Legal Expenses

Attached for the Committee's review and consideration is a report regarding legal expenditures incurred by the District. This matter will be discussed at the April 16, 2007, Committee meeting.

Information only.

Salvatore G. Rotella  
Chancellor

Prepared by: James L. Buysse  
Vice Chancellor  
Administration and Finance

**Riverside Community College District  
Legal Fees Historical Data By Resource  
FY 97-98 Thru January 2007**

Resource	FY 06-07 (Thru January 2007)	FY 05-06	FY 04-05	FY 03-04	FY 02-03	FY 01-02	FY 00-01	FY 99-00	FY 98-99	FY 97-98
<b>1000 - General Operating</b>	\$ 98,984	\$ 241,364	\$ 146,178	\$ 212,052	\$ 484,400	\$ 148,126	\$ 107,213	\$ 191,398	\$ 302,058	\$ 376,099
<b>1050 - Parking</b>	180	840	-	-	-	-	-	-	-	-
<b>1190 - Grants and Categoricals</b>	-	-	1,245	30,487	-	-	-	-	-	-
<b>4130 - La Sierra Capital</b>	94	19,445	10,871	8,107	15,311	20,247	14,558	31,039	5,289	-
<b>6100 - Health &amp; Liability</b>	1,311	35,127	48,585	28,307	77,755	75,882	19,609	9,867	44,078	-
<b>6110 - Worker's Compensation</b>	25,384	204	-	-	-	-	-	-	-	-
<b>Annual Total</b>	\$ 125,953	\$ 296,980	\$ 206,879	\$ 278,953	\$ 577,466	\$ 244,255	\$ 141,380	\$ 232,304	\$ 351,425	\$ 376,099
<b>Total District Budget</b>	\$ 249,623,591	\$ 240,797,940	\$ 231,203,300	\$ 159,046,430	\$ 157,103,237	\$ 158,122,163	\$ 130,424,253	\$ 108,588,303	\$ 95,935,259	\$ 87,683,104
<b>Percent of Budget</b>	0.050%	0.123%	0.089%	0.175%	0.368%	0.154%	0.108%	0.214%	0.366%	0.429%

**LEGAL EXPENSES – ALL FIRMS – JULY 1, 2006 THRU DECEMBER 31, 2006**

	<u>06-07 July-Dec</u>	<u>Open P.O. FY 06-07</u>	<u>Total for FY 05-06</u>
<b><u>Liebert Cassidy Whitmore</u></b>			
ADA Issues	112.50		
HR/Personnel	1868.00		
	<b><u>1,980.50</u></b>	\$7,000.00	\$2,755.35
<b><u>Thompson &amp; Colegate</u></b>			
Discrimination/Harassment Complaint Investigations	<b><u>16,050.50</u></b>	\$5,000.00	\$40,526.20
<b><u>Reid &amp; Hellyer</u></b>			
Park Atlanta (Dist. Offices)	2329.50		
RSA Property (Market/Univ.)	4060.59		
Ben Clark	16026.38		
Audit	110.70		
	<b><u>22,527.17</u></b>	\$25,000.00	\$54,720.21
<b><u>BB&amp;K</u></b>			
Personnel/HR	4094.15		
School of Nursing	4860.22		
Environmental	1953.43		
Conflict of Interest	2348.96		
Criminal Case	397.80		
RSA	810.90		
	<b><u>14,465.46</u></b>	\$100,000.00	\$58,958.99
<b><u>Burke, Williams, Sorenson</u></b>			
Personnel/HR	20857.90		
General Administration	1613.30		
Business & Finance	4971.80		
Academic Affairs	3348.70		
Student Affairs	2258.90		
	<b><u>33,050.60</u></b>	\$50,000.00	\$51,233.78

<u>06-07</u>	<u>Total YTD</u>	<u>Open</u>	<u>P.O. 06-07</u>	<u>Total for FY 05-06</u>
<b><u>Lewis, Brisbois, Bisgaard &amp; Smith (Ins. Defense)</u></b>				
Shook	1963.82			
Lazarro	3436.59			
Vigil	48.00			
Clayton	18304.98			
Abueg	1971.02			
Rader	2818.29			
Ippolito	3489.66			
	<b><u>32,032.36</u></b>	None		\$29,911.13
<b><u>Adam Green</u></b>				
Personnel/HR	9575.00			
	<b><u>9,575.00</u></b>	None		\$6,690.00
<b><u>In-Cite</u></b> (Representation for RCCD on parking tickets that are challenged)				
	380.00		\$1,500.00	No Record
	<b><u>380.00</u></b>			
<b><u>Covington &amp; Crowe</u></b>				
Audit	150.00		None	None
	<b><u>150.00</u></b>			
<b><u>Clayson, Mann, Yeager &amp; Hanson</u></b>				
RSA Property	3203.67			
Okubo Estate	192.50			
General Administration	677.50			
Norco Campus (Jt. Use Agmt)	1274.40			
La Sierra	87.50			
	<b><u>5,435.57</u></b>	\$20,000.00		\$25,933.90
<b><u>Carney &amp; Delaney</u></b>				
General Administration	220.50			
Audit	42.00			
Complaint Investigation	82.50			
	<b><u>345.00</u></b>	None		None
	<b><u>\$135,992.16</u></b>	\$208,500.00		\$270,729.56
<b><u>GRAND TOTAL ALL FIRMS</u></b>				



**YTD Totals by Category**

HR/Personnel (includes complaint inv's, ADA)	<b>\$52,640.55</b>
Administration (includes Audit, COI, Crim., Bus/Fin, InCite & Okubo)	<b>\$11,105.06</b>
Property (includes Park Atlanta, Ben Clark, RSA, Nurs. Sch., Envir. Norco, La Sierra)	<b>\$34,606.59</b>
Tort Claims (Ins. Defense Firm)	<b>\$32,032.36</b>
Academic Affairs	<b>\$ 3,348.70</b>
Student Affairs	<b>\$ 2,258.90</b>
<hr/>	
<b>Categories Total</b>	<b>\$135,992.16</b>

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
GOVERNANCE COMMITTEE

April 16, 2007 – 7:30 p.m.

Board Room AD 122, O.W. Noble Administration Building, Riverside City Campus

Committee Members: Virginia Blumenthal, Committee Chairperson  
José Medina, Vice Chairperson  
Salvatore Rotella, Chancellor  
Jim Parsons, Associate Vice Chancellor, Public Affairs &  
Institutional Advancement  
Doug Beckstrom, Academic Senate Representative  
(Moreno Valley)  
Richard Mahon, Academic Senate Representative  
(Riverside)  
Deborah Tompsett-Makin, Academic Senate  
Representative (Norco)  
Christian Aviles, ASRCC Student Representative  
Dariush Haghighat, CTA Representative (Riverside)  
Karin Skiba, CTA Representative (Norco)  
Gustavo Segura, CSEA Representative (Moreno Valley)

AGENDA

VI. Board Committee Reports

D. Governance Committee

1. Reports on RCCD International Education Programs  
- Committee to hear information reports about two of RCCD's international education programs: Study Abroad and International Students
2. New and Updated Board Policies and Procedures for Accreditation  
- Committee to review revised board policies and procedures related to accreditation, which are required prior to the accreditation teams' visits in October 2007.
3. Comments from the public.

Adjourn

Prepared by: Jim Parsons  
Associate Vice Chancellor, Public Affairs & Institutional Advancement

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GOVERNANCE COMMITTEE

Report No.: VI-D-1

DATE: April 17, 2007

Subject: Reports to the Board on RCCD International Education Programs

Background: Riverside Community College District has a long history of commitment to international education, which is reflected in a variety of areas, including curriculum based international education, study abroad programs, an international students program, a Model United Nations program, world languages study, an International Trade Center, and affiliation with the World Affairs Council. The Board currently has in place Board Policy 5100, which supports the concept of international education; that policy is undergoing revision to reflect the district-wide nature of international education at RCCD.

Reports presented tonight for the Board's consideration focus on RCCD's International Education Program, coordinated by Jan Schall, Associate Professor of Sociology, and RCCD's Center for International Students and Programs, directed by Marilyn Jacobsen.

Information Only: Reports are submitted as information only.

Salvatore G. Rotella  
Chancellor

Prepared by: Jim Parsons  
Associate Vice Chancellor, Public Affairs & Institutional Advancement

RIVERSIDE COMMUNITY COLLEGE DISTRICT

INTERNATIONAL EDUCATION/STUDY ABROAD PROGRAM

From: Jan Schall  
Coordinator, International Education  
International Education/Study Abroad Program

Office: Riverside City College

Services: For the Riverside Community College District

Summary prepared for the Riverside Community College District Board of Trustees  
Subcommittee on Governance

I want to thank you for allowing me to share with you some excerpts of a program that is a rarity among community colleges—an International Education/Study Abroad program.

The question of whether there is a rightful place for Study Abroad Programs in the Community College is still a subject of debate at many of our over 122 institutions across the United States. At present about 2% of community colleges offer study abroad programs yet for 76% of college students in the United States the community college will be their only college experience.

Seventeen years ago, we were absolute novices. We wrote a policy, established a minimal budget, and forged ahead with our first full semester in an English speaking country, which we considered a good first choice. We added a summer session in Guanajuato, Mexico, went to Austin, Texas the following May to do a presentation on our study abroad program at NISOD the National/International Staff and Organizational Development conference attended then by about 1700 community college administrators and faculty. Our workshop had the largest attendance—we returned for the next four years were deemed *The Riverside Model*.

Philosophy: At the Riverside Community College District, International Education is designed in its broadest sense to include all programs, projects, studies, and activities that encourage an individual to learn, understand and care about the world beyond his or her community – and to transcend culturally conditioned, ethnocentric perspectives, perceptions and behaviors. Our District posits that a meaningful “institutional district stance” should demand that International Education not only increase one’s knowledge; it should also enhance one’s wisdom and affinity with humanity. To this end, the Riverside Community College District supports a global curriculum, the exchange of Californians

in our International Education/Study Abroad Program and international students and scholars.

### *Study Abroad Program Scope and Process*

Program Description: The International Education *Study Abroad Program* allows the student to follow a course of study that is enhanced both academically and culturally by living and studying in a foreign study site. “The Riverside Model”.

Governance: This is a District program under the Vice Chancellor of Academic Affairs who provides administrative support for the Coordinator of the Study Abroad program (at present a faculty member) who is responsible for Program Development, the central point of access faculty and students, and the full implementation of the program.

Contractors: All programs will use Educational Services Contractors for provision of non-instructional services, licensed and insured for providing services for, and experienced in, working with college-level educational travel/study programs. All contractors’ proposals are reviewed by the Office of International Education/Study Abroad, the Vice Chancellor of Academic Affairs, and district legal counsel. The final agreement between the District and the Contractor is approved by the District Board of Trustees as required by the California Education Code.

Faculty Selection: A memo inviting instructors to apply for the position of instructor in the International Education Program is sent to all full-time District faculty and faculty Emeriti. Instructors eligible to apply must be tenured, and teach in an academic area offering general education transferable courses. The academic expertise of the candidate and his/her willingness and ability to assume the necessary duties of the program will be considered in the selection of the instructor. Instructors of a study abroad program must understand their expanded role in relationship to the program participants. The instructors must be capable of dealing with problem behavior, medical emergencies, travel disruptions, unforeseen expenses and other situations not normally encountered in a regular classroom context.

Faculty Selection Committee: The Faculty Selection Committee will consist of at least five members and shall include a representative of the Academic Senate, a representative of the Curriculum Committee, representatives from all three colleges in the district, and preferably at least two faculty who have prior study abroad program experience. They will have the responsibility of reviewing the detailed proposals, interviewing all applicants, and making recommendations to the Coordinator of the Office of International Education/Study Abroad.

Courses: Academic offerings must be general education Riverside Community College District courses transferable to UC, CSU, and in as many cases as possible, IGETC patterned.

**Program Information:** Disseminated to the college community and students throughout the District through the RCCD Website, Flyers, Brochures, and advertisements and announcements community-based newspapers in Riverside, Moreno Valley and Norco.

**Students:** Students who participate in the study abroad programs are from all three of our campuses/colleges, now and then, a couple from other colleges and universities.

**Orientations:** Two orientation/information meetings are planned for each program. The first is for the college. Packets are disseminated to students and faculty to increase their awareness of logistical issues concerning travel, appropriate clothing, housing, money exchange, weather, customs, packing, local mores, etc. thus giving the instructors, as well as student participants, the opportunity to better adjust to, and prepare for, the travel experience. We include student addresses and phone numbers brief papers on culture shock, safe travel abroad, and of course entertain questions. Faculty advise the students on course expectations and hand out syllabi. Closer to departure, we have a pre-departure orientation with our contractor. Again packets are supplied for the students. Emergency information forms are collected. Booklet on local environs is distributed. Parents are invited to both meetings.

**Program Evaluation:** At the conclusion of each program, students and faculty fill out evaluation forms. The Office of International Education/Study Abroad reviews the program evaluations and, in conjunction with the participating faculty, makes recommendations for improvement of effectiveness.

**Financial Aid:** Financial aid offices and advisors are available on all three campuses. However, a financial aid specialist is assigned to complete processing of financial aid for the study abroad students who maintains contact with our academic travel contractors and understands the process, time-lines, and paperwork that must be submitted to the Educational Services Contractors.

**Countries:** Riverside Community College District has sent faculty and students to Guanajuato, Mexico (3 years), San Jose, Costa Rica (2 years), Riverside's sister city, Sendai, Japan (2 years), Salamanca, Spain (3 years), Paris, France (2 years), Oxford, England (16 years), (7) Florence, Italy (12 years), Budapest, Hungary, and Prague in the Czech Republic (3 years), and Greece (summer 2007).

For the past three summers, we have really placed the "community" paramount for inclusion in our District programs. The new summer venues are journeys that are designed for about sixteen days, so vacation time easily matches. For the past three summers, our Budapest/Prague program has included ages 18 through 92.

A study abroad experience greatly enhances the lives of our students. They begin to develop as global citizens as they compare the values, attitudes and behaviors of differing cultures. They become far more politically astute, view their own society far differently, both more appreciatively and more critically. Many of our students have returned to their study abroad sites and continued their education.

We presently have five students at the University of Rome, two who have received Master's Degrees from Oxford University, another who returned to Prague to do his upper division work at Charles University, four young women who returned to Florence, attended a school for art restoration, and are now working restoring Art throughout Italy. And we are especially proud of one of our own employee, Ignacio Alvarez, a former study abroad student in Italy, an Educational Advisor with our district.

The Study Abroad Program has served as a staff development opportunity for Riverside Community College District faculty, adding value to their district courses for years after their participation as faculty in our foreign study sites. Number of faculty participants by campus is proportionate to the numbers of full-time faculty on each campus. As well, five faculty emeriti have been chosen as study abroad participants.

Staff: Jan Schall, Coordinator and Bill Despres, Assistant

Further details: For further information concerning our International Education/Study Abroad Program, please telephone (951) 222-8340, visit us in the Lovekin Field Complex, Office E5 C, or e-mail: [jan.schall@rcc.edu](mailto:jan.schall@rcc.edu)

Respectfully Submitted.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

CENTER FOR INTERNATIONAL STUDENTS AND PROGRAMS

From: Marilyn Jacobsen  
District Director  
Center for International Students and Program

Office: Riverside City College campus

Services: To students, faculty and administration at three colleges  
Riverside City College  
Norco  
Moreno Valley

Summary for Governance Committee

The International office, which began in 1989, promotes the development of educational programs, projects and exchanges that will help increase the enrollment of international visa students at RCCD and bring opportunities for students and staff to achieve global perspectives. Cultural programs, social interaction, and discussion of international topics are promoted.

The International office enrolls about 250 or more visa students, from 50-plus countries, each semester for fields of study offered district-wide and/or disciplines unique to each campus. With the combination of courses, the district is competitive with other community colleges in California and around the United States. International education is a very competitive arena, with Australia, Great Britain, New Zealand and Canada seeing to increase their international student numbers. RCCD advertises and recruits students, and works closely with UC Riverside Extension and UCR in joint promotion of study in Riverside. Students may take courses at one or all three colleges.

RCCD is approved by the U.S. government to issue the I-20 document which a student takes to the U.S. consulate in his/her country and to receive a student visa allowing study in the United States. The SEVIS Student and Exchange Visitor Information Service required reporting is done by the RCCD international office. International students meet academic and financial requirements, including ability to pay international fees, which are not subsidized. The largest number of visa students is from Asian countries including Japan, Korea, and China. Popular majors include business, nursing, art, computer information systems and television production.

The International office promotes and supports exchanges and partnerships with universities in other countries, such as with Soonchunhyang University in Korea.



## Background and Detail

### International Center services

The International Center at RCCD began in 1989. Marilyn Jacobsen visited several campuses, and checked international programs at colleges and universities, before beginning the office at RCCD. The office is a “one stop shopping” model, so students from other countries can get most of their services in one place.

#### Staff includes:

Marilyn Jacobsen, Director  
Annette Meneses, International Students and Programs Specialist  
Aya Saito, International Students and Programs Specialist  
Ann Chambers, Secretary

*Rhonda Aycock, Counselor (new part-time position which was critically needed)*

Student workers (hourly)

The Center performs many activities and services, including;

Advertising, recruiting, by mail, email and internet, and student fairs  
Accepting and monitoring applications  
Issuing I-20 and welcome letter  
Orientation and assessment testing for new students  
Counseling  
Registration in classes

Support for

Guidance 45 College Success (required class)  
Support for ESL 65 American Classroom Culture (required class)

Assistance with finding housing  
Assistance with immigration questions

The Center plans

Welcome Reception each semester

Field trips open to all international students (beach, Hollywood television taping)  
Soccer games

International Education Week (at each college)

End-of-year Graduation and Transfer Party (May)

An International Students/Programs Specialist is an adviser to the International Club

Aya Saito, and two faculty members are advisers for the club, which meets weekly on campus, and also has weekend get-togethers. The club includes American, local resident students as well as visa students.

The club is active in ASRCC activities, from Halloween Town throughout the year.

The club participates in the city Multicultural Festival, this year representing seven countries.

In March 2007 the club sent four students to the International Student Leadership Conference at James Madison University in Virginia, and the group also visited Washington, D. C. and toured the U.S. Capitol. The club hopes to send a group again next year.

*Promote International Awareness: Being “Interconnected”*

Students, faculty, staff and members of the community need to develop the global awareness and competencies needed in this increasingly interdependent world. All students need to be able to work and communicate with people from other cultures and other nations in order to be successful in their future careers.

The International office assists in developing partnerships with institutions in the U.S. and other countries for students and faculty to further their educational and career objectives in fields such as health sciences, business, computer information systems, languages, hospitality and tourism management, and government, to name a few.

Requests have come from China and Peru for partnerships in health sciences. An online program could be developed that would be a model, and receive grant support.

*Expand ties to Sister Cities*

Build on RCCD – UCR Riverside International Transfer Track program for promotion of enrollment from Jiangmen, China. UCR Extension International Education Programs and RCCD work together in Jiangmen to bring students to Riverside. Students may start at ESL or if qualified begin at RCCD colleges, and then transfer to UC Riverside.

Consider utilizing dormitories and classrooms at the university in Jiangmen for short-term study abroad for language, culture, art and so on.

*Community forum participation*

Speakers on world affairs are presented throughout the year, free for all college and university students. The World Affairs Council invites students as guests and provides community involvement. The Council has sponsored an annual Town Meeting on American Foreign Policy, held on the RCC campus, attended by several hundred students with distinguished speakers from Washington, D. C.

*International Students Inc.*

ISI International Student Inc. organization offers parties in homes and outings for international students to meet local families and practice their English.

*Continuing Professional Education*

The Director and Specialists in the International Center participate in regional and national conferences of NAFSA Association of International Educators, and get the e-newsletters and other materials from NAFSA which are indispensable in this field.

Note: This is just a partial listing of programs and plans for the International Center. One hope is for the International Center and the Study Abroad offices to be located together, so students who wish to go abroad, and those here from other countries, can have a place to become acquainted.

Please request more information, if desired.

Marylin Jacobsen  
marylin.jacobsen@rcc.edu

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GOVERNANCE COMMITTEE

Report No.: VI-D-2

DATE: April 17, 2007

Subject: New and Updated Board Policies and Procedures for Accreditation

Background: In spring 2006, Ms. Cindra Smith of the Community College League of California (CCLC) came and spoke to the Board regarding the CCLC's Model Policies and Procedures Service available to all community colleges in the state. The Riverside Community College District does subscribe to this service. In June 2006, the Board approved hiring a consultant through the CCLC to assist the District with the process of updating all Board policies and procedures to be in line with the Model Policies and Procedures suggested by the CCLC. These policies and procedures are based upon current laws (Ed Code, Government Code, Title 5, etc.) that govern education and, particularly, community colleges in California. They were developed by the League in collaboration with Mary Dowell of the law firm of Liebert Cassidy Whitmore.

Since early fall 2006, the District has worked with the consultant, Jane Wright, to develop new, and update our current, policies/procedures. Because Accreditation is taking place in October, and it is the Board's charge to make policy for the District, we wanted to bring all policies necessary for accreditation to the Board first. There are twenty-six (26) new or revised policies attached for your review and acceptance for first reading.

It is Administration's job to put the procedures in place that carry out the policies. However, five (5) procedures pertain specifically to the Board of Trustees and we are requesting approval of those as well.

Please be advised that not all policies will have a corresponding procedure and vice versa, and that all of these documents for accreditation are legally required.

Recommended Action: It is recommended that the Board of Trustees accept for first reading, the twenty-six (26) policies and five (5) procedures attached.

Salvatore G. Rotella  
President

Prepared by: Ruth W. Adams, Esq.  
Director, Contracts, Compliance and Legal Services

# RIVERSIDE CCD BOARD POLICIES

## Related to Accreditation Standards

### Table of Contents

BP 1200	District Mission
BP 2200	Board Duties and Responsibilities
BP 2410	Policy and Administrative Procedure
BP 2430	Delegation of Authority to the Chancellor
BP 2431	Chancellor Selection
BP 2435	Evaluation of Chancellor
BP 2510	Participation in Local Decision-Making
BP 2715	Code of Ethics/Standards of Practice
BP 2740	Board Education
BP 2745	Board Self-Evaluation
BP 3050	Institutional Code of Ethics
BP 3200	Accreditation
BP 3250	Institutional Planning
BP 3410	Nondiscrimination
BP 4020	Program and Curriculum Development
BP 4025	Philosophy and Criteria for Associate Degree & General Ed.
BP 4030	Academic Freedom
BP 4040	Library and Other Instructional Services
BP 4050	Articulation
BP 5500	Standards of Conduct
BP 6200	Budget Preparation
BP 6300	Fiscal Management
BP 6520	Security for District Property
BP 7120	Recruitment and Hiring
BP 7150	Employee Evaluations
BP 7160	Professional Development

These will come to the Board in May

**The Board is responsible for approving all items listed above.**

## **Administrative Procedures Related to Accreditation Standards**

AP 2410 Policy and Administrative Procedure  
AP 2430 Delegation of Authority to Chancellor  
AP 2435 Evaluation of Chancellor  
AP 2510 Participation in Local Decision-Making  
AP 2715 Code of Ethics/Standards of Practice

**\*The Board is responsible for approving these procedures.**

## **SECTION ONE – THE DISTRICT**

### **Policy No. 1200 – District Mission**

This document states the missions of the District, the Riverside City College, the Moreno Valley Campus and the Norco Campus, all adopted in 2006. No changes are suggested to these statements, with the exception of the last line, which has been added regarding evaluation and revisions.

## **SECTION TWO – BOARD OF TRUSTEES**

### **Policy No. 2200 – Board Duties, Responsibilities and Privileges**

With the exception of the first few lines on the first page, this language is from our current policy 1040, which was last updated in 2005. It has been edited and updated here, as needed. There is no corresponding procedure for this policy.

### **Policy and Procedure No. 2410 – Policy and Administrative Procedure**

POLICY - Except for the last couple of lines on page one, the language in bold is recommended by the CCLC. It is felt that this language is much more complete and therefore the language from our current policy 2010 (2<sup>nd</sup> page) is not necessary.

PROCEDURE – Much of the language from our current regulation 2010 has been used, with some slight updating. Additional language has been added by staff.

### **Policy and Procedure No. 2430 – Delegation of Authority to Chancellor**

POLICY - It is felt that the language suggested by the CCLC (in bold) more accurately captures what this policy should state and incorporates what our current policy 2005 states. Therefore, the language from our policy is being deleted.

PROCEDURE – The language suggested by CCLC (bold, page 1) has already been stated in the Policy, so it is not needed here. Language from our current regulation 2005 has been updated. NOTE: All of the specific duties of the chancellor have been deleted and the reader is referred to Diversity and Human Resources (DHR) to review the Chancellor's job description. It is acceptable to do this, but if the Board prefers, we can list all of the Chancellor job duties in this document and not refer the reader to DHR. Referring the reader to DHR alleviates the need to revise this Procedure whenever a change or addition occurs to the job description.

### **Policy and Procedure No. 2431 – Chancellor Selection**

POLICY - This is a new policy for the District and the language in bold is suggested by CCLC.

PROCEDURE – It is felt that, since a Chancellor selection typically takes place every 10 years or so on average, a written procedure might not be appropriate, as it would likely be obsolete by the time the next selection came around. However, if the Board would like to have a basic procedure in place, one can be provided.

### **Policy and Procedure No. 2435 – Evaluation of Chancellor**

POLICY - The language in bold is recommended by CCLC and will replace the language in our current policy 1043.

PROCEDURE – Our current regulation 1043 was last updated in 2005, so it is proposed to use that language with a few revisions as noted.

### **Policy and Procedure No. 2510 – Participation in Local Decision-Making**

POLICY - This is a new policy for the District and the language in bold is largely taken directly from Title 5.

PROCEDURE – As noted in paragraphs 2 & 3, more detailed language on issues involving the Academic and Student Senates is stated in new policies/procedures 4005 and 5400, respectively. These two policies will come to the Board at a later time. However, the basic statements in bold are taken from various current policies and procedures (6010, 3010, 1016 and 1011).

### **Policy and Procedure No. 2715 – Code of Ethics/Standards of Practice**

POLICY – the language in bold on page 1 is suggested by CCLC. The remaining four paragraphs are taken from our current regulation 1045, which was updated in 2005, and should still be good language today.

PROCEDURE – This language is all directly from current regulation 1045, with the exception of the last four paragraphs, which now appear in the Policy.

### **Policy No. 2740 – Board Education**

This is a new policy for the District. It is recommended that you adopt the language recommended by the CCLC. There is no procedure for this policy.

### **Policy No. 2745 – Board Self-Evaluation**

The initial sentence is language suggested by the CCLC, however, as noted, the remainder of the language is from current RCC regulation 1044, with some slight editing. There is no procedure for this policy.



### **SECTION THREE – GENERAL INSTITUTION**

#### **Policy No. 3050 – Institutional Code of Professional Ethics**

This is a new policy for the District. The language needs no explanation. This policy concerns professional ethics for all employees of the District.

#### **Policy No. 3200 – Accreditation**

This is a new policy for the District, although we do have a statement about accreditation in our Catalog. The language provided is recommended by the CCLC. It is recommended that this be approved as is.

#### **Policy No. 3250 – Institutional Planning**

This is a new policy for the District. The language for this policy is recommended by CCLC and it is recommended that this be approved as is.

#### **Policy No. 3410 – Non-Discrimination**

The language in bold is recommended by the CCLC, based on legal requirements. The language in our current policies 3100/4100/6100 and 6200, which have not been updated since the mid-80's, will not be used – it is better stated in the recommended language.

### **SECTION FOUR – ACADEMIC AFFAIRS**

#### **Policy No. 4020 – Program and Curriculum Development**

This is a new policy for the District. The language in bold is suggested by the CCLC, based on current laws.

#### **Policy No. 4025 – Philosophy and Criteria for Associate Degree and General Education**

This is a new policy for the District, although we do have a statement regarding this topic in our Catalog. The language in bold is recommended by the CCLC and is taken from Title 5.

#### **Policy No. 4030 – Academic Freedom**

This is a new policy for the District. In 2003, the Board had some lengthy discussions at Board meetings regarding the District's policy on Academic Freedom. The Board chose to adopt the American Association of University Professors (AAUP) statement of Academic Freedom. This was affirmed by memo to the then Academic Senate President, Virginia McKee-Leone on March 6, 2003.

**Policy No. 4040 – Library and Other Instructional Support Services**

The language in bold is a more appropriate statement for this policy, therefore, the language from our current policy 7036 will not be used.

**Policy No. 4050 – Articulation**

Language from the District's current policy 5110 is retained and language recommended by the CCLC is added.

**SECTION FIVE – STUDENT SERVICES**

**Policy No. 5500 – Standards of Student Conduct**

The language provided is a combination of the District's current policy 6080, language recommended by the CCLC and additional language added by Student Services staff. Our current policy 6080 contained both the standards of conduct, discipline and grievances. This will now be split into two documents – this new policy, which states the standards and a new procedure (5520), which will address the discipline and grievance issues.

**SECTION SIX – BUSINESS AND FISCAL AFFAIRS**

**Policy 6200 – Budget Preparation**

The language in bold is recommended by CCLC and it is recommended that this language be approved. This also incorporates language from our current policy 7080.

**Policy 6300 – Fiscal Management**

This is a new Policy for the District. The language in bold is recommended by CCLC and it is recommended that this language be approved.

**Policy 6520 – Security for District Property**

The language in bold is recommended by CCLC and it is recommended that this language be approved. The language from our current policy 7065 will be incorporated into the procedure.

**SECTION SEVEN – HUMAN RESOURCES**

**Policy No. 7120 – Recruitment and Hiring**

The language in bold is recommended by CCLC and will take the place of the language in our current policy 3001/4001 and 3099/4099.

**Policy No. 7150 – Employee Evaluations**

This is a new policy for the District. The stated language needs no explanation.

**Policy No. 7160 – Professional Growth**

The language provided is taken from District policies 3080 and 4042, with some additional language provided by staff.

**The District  
DRAFT****BP 1200 DISTRICT MISSION****Reference:**

Accreditation Standard I

***The mission of the Riverside Community College District is:***Riverside Community College District  
Mission Statement

The Riverside Community College District is accessible and comprehensive, committed to providing an affordable post-secondary education, including student services and community services, to a diverse student body. The District provides transfer programs paralleling the first two years of university offerings, pre-professional, career preparation, and occupational and technical programs leading to the associate of arts degree, the associate of science degree, and a variety of certificates. In the tradition of general education, the liberal arts and sciences and the occupational and technical programs and courses prepare students for intellectual and cultural awareness, critical and independent thought, and self-reliance. Consistent with its responsibility to assist those who can benefit from post-secondary education, the District provides pre-college, tutorial and supplemental instruction for under-prepared students. Through its three constituent colleges, Moreno Valley, Norco and Riverside City, the District works in partnership with other educational institutions, business, industry, and community groups to enhance the quality of life and the internal harmony of the communities it serves. The District serves Western Riverside County from three interrelated colleges in the cities of Riverside, Norco and Corona, and Moreno Valley.

Moreno Valley Campus  
Mission Statement*Adopted by MV Strategic Planning Committee, May 11, 2006*

Responsive to the educational needs of its region, Moreno Valley College offers academic programs and student support services which include baccalaureate transfer, professional, pre-professional, and pre-collegiate curricula for all who can benefit from them. Life-long learning opportunities are provided, especially, in health and public service preparation.

Norco Campus  
Mission Statement  
*Adopted by Norco Strategic Planning Committee, May 15, 2006*

Today's students, tomorrow's leaders.

Norco College, located in western Riverside County, provides a range of high quality educational programs, services, and learning environments that meet the needs of a diverse community. We equip our students with the academic and technological skills to attain their goals in higher, occupational, and continuing education, workforce development, and personal enrichment while they achieve established learning outcomes. Norco College fosters the development of technological programs to meet the needs of the growing business community. As a continuing process, we listen to our community and respond to its needs while engaging in self-examination and ongoing dialogue, planning, and improvement.

Riverside City Campus  
Mission Statement  
*Adopted by Riverside Strategic Planning Committee, May 16, 2006*

Riverside City College empowers a diverse community of learners toward individual achievement, success and lifelong learning by providing comprehensive services and innovative educational opportunities.

***The mission statements are evaluated and revised on a regular basis.***

---

**NOTE:** The information in ***bold italic type*** is provided by RCCD staff. The regular type reflects the mission statements adopted on 6-20-2006. Note: Page 2 of the General Information Section of the current Riverside CCD Catalog also lists mission statement information.

---

**Date Adopted:**

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

**BP 2200 BOARD DUTIES, RESPONSIBILITIES AND PRIVILEGES**

**Reference:**

Accreditation Standard IV.B.1.d

**The Board of Trustees governs on behalf of the citizens of the Riverside Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.**

**Therefore, the Board has the following duties, responsibilities and privileges:**

- ~~❖ From Riverside CCD Policy 1040 titled Responsibilities and Privileges of the Board of Trustees~~

~~The Riverside Community College District Board of Trustees is entrusted with the institution's assets, upholding its educational mission and programs, ensuring compliance with laws and regulations and with providing stability and continuity to the institution. The delineation of its power, duties and functions are set forth in the regulations.~~

- ~~❖ From Riverside CCD Regulation 1040 titled Responsibilities and Privileges of the Board of Trustees~~

~~I. Standards of Conduct~~ **Duties**

~~A. Exercising Authority as a Trustee~~

- ~~1. Support the mission and philosophy of community colleges,~~
- ~~2. Understand the fiscal and legal aspects of the operation of community colleges,~~
- ~~3. Provide leadership in making policy for the District,~~
- ~~4. Commit time and energy to carry out the duties of their office, and~~
- ~~5. Support the District in the community.~~

They must be mindful of separating personal opinions and roles from those of the Board as a body.

B. Handling Administrative Matters

The primary function of the Board of Trustees is to make policy, whereas the primary function of the administration is to provide direction in policy development and implementation. The Chancellor of the District serves as a resource to Trustees to help them maintain their governing role.

C. Acting as a Whole to Represent the Communities Served by the District

The Board of Trustees of a district legally can function only as a group. Individual acts of a Trustee in relation to district matters are considered those of a private citizen. Care should be taken to separate the role of Board member from that of individual. Trustees, as elected officials, are responsible for representing the interests of the communities served by the college district and should act only on that basis.

D. Using Appropriate Channels

Board members should channel all concerns, complaints, and requests for information through the Chancellor of the District.

E. Maintaining Appropriate Conduct at Board Meetings

Conduct at Board meetings should foster respect and consideration for other Board members, citizens, students, and District staff. This will provide an atmosphere to facilitate effective decision-making in which controversial issues can be presented fairly and the dignity of each individual maintained.

F. Conducting Board Business

All District business should be conducted in open public meetings except for those matters specifically cited under the provisions of the Brown Act that are appropriately discussed in a closed session. Confidentiality of all Board discussions held in closed session shall be strictly maintained.

G. Monitoring Compensation and Expense Accounts

Trustees are responsible for ensuring that public funds are spent wisely and legally, including those that relate to their expenses.

II. Responsibilities of the Board of Trustees:

- A. Establish broad policies to guide the institution.
- B. Select a chief executive officer who serves as the Chancellor of the District.
- C. Ensure the fiscal integrity of the institution by establishing the necessary ~~procedures~~ **policies** needed for proper accounting of receipts and disbursements of District funds, including approving an annual budget and providing for an annual audit.
- D. Act upon recommendations of the Chancellor of the District regarding utilization, development, maintenance, and repair of the physical plant including all buildings, grounds, and equipment.
- E. Approve educational programs and services and provide for the public dissemination of this information.
- F. **Through appropriate Board policies, delegate power and authority to the Chancellor of the District, so that he/she can effectively lead the District.**
- G. Develop guidelines for negotiations of collective bargaining contracts of the employees of the District.
- H. Carefully review reports from the Chancellor of the District on programs and conditions of the Colleges and District, to assure quality institutional planning and evaluation.
- I. Appoint or dismiss employees upon recommendation of the Chancellor of the District in accordance with law.
- J. Serve as the board of final appeal for students and employees of the Riverside Community College District.

III. ~~Additional~~ Responsibilities of Individual Members of the Board of Trustees:

- A. Attend regularly scheduled and special meetings of the Board.
- B. Attend and serve on standing and ad hoc Board committees
- C. Notify the Chancellor's ~~of the District's~~ office in advance when unable to attend regularly scheduled events.



- D. Time permitting, attend campus functions. In particular, Commencement exercises.
- E. Attend conferences and other activities provided specifically for Trustees, when necessary to serve the District and when available.
- F. Serve as an official representative of the Board at District-related functions when requested by the Board President.
- G. Serve as an advocate for the District in the community.
- H. Use the Chancellor of the District as the primary resource to answer specific or general questions related to campus functions or policy.
- I. Participate in evaluations of the Board and the Chancellor of the District.

#### IV. Privileges

##### A. Benefits

- 1. Trustees holding elected positions on the Board of Trustees may be covered under the District's Health and Welfare Plan.

##### B. Compensation

- 1. Trustees holding elected positions on the Board of Trustees are eligible for monthly compensation in accordance with the law.

---

**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in regular type is current Riverside Policy 1040 titled Responsibilities and Privileges of the Board of Trustees adopted on 7-64 and amended on the following dates: 5-7-75, 11-6-84, 5-16-95, and 5-17-05.

---

**Date Adopted:**

*(Replaces current Riverside CCD Policy 1040)*

## BP 2410 POLICY AND ADMINISTRATIVE PROCEDURE

### References:

Education Code Section 70902;  
Accreditation Standard IV.B.1.b and e

The Board of Trustees may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board of Trustees on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board of Trustees may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Administrative procedures are to be issued by the Chancellor as statements of methods to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor.

The Chancellor or his/her designee shall annually provide each member of the Board with copies of the administrative procedures, *as they are issued or revised*.

Copies of all policies and administrative procedures shall be readily available to District employees *through the Chancellor's Office or the office of the Director, Contracts, Compliance and Legal Services, each College President's office, or the District's web site ([www.rcc.edu](http://www.rcc.edu))*.

❖ From Riverside CCD Policy 2010 titled Policies and Administrative Regulations

~~The Board of Trustees of the Riverside Community College District believes that it is essential to establish written policies for the purpose of interpreting, supplementing, and implementing the legal requirements of the District as well as providing direction for the Chancellor of the District and the management staff in the administration and operation of the District.~~

---

**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in regular type is current Riverside CCD Policy 2010 titled Policies and Administrative Regulations dated 11-6-84 and amended on 5-17-05. The language in **bold italic type** is provided by RCCD staff.

---

**Date Adopted:**

*(Replaces current RCCD Policy 2010)*

## **AP 2410 POLICY AND ADMINISTRATIVE PROCEDURE**

### **References:**

Education Code Section 70902;  
Accreditation Standard IV.B.1.b and e

~~❖ From Riverside CCD Regulation 2010 titled Policies and Administrative Regulations~~

~~The Chancellor of the District will be responsible for recommending policy to the Board. and for developing all Administrative Regulations, in consultation with the appropriate areas of the District. (ECS 70902)~~

The Board has, as a major responsibility, the establishment and final **approval/adoption** ~~interpretation~~ of all policy. (ECS 70902)

The Chancellor of the District will make periodic reports to the Board on how adopted policies are being implemented, and the Board will continually evaluate the policies it has adopted.

**Procedures** Regulations, except for the 1000 **and 2000** sections, are the responsibility of the Chancellor **and the Administration** of the District, **in consultation with the various constituencies of the District**, and do not require formal approval of the Board of Trustees.

**Requests for New Policy/Procedure OR Changes to Existing Policy/Procedure**  
**Any administrator or District constituency (CTA, CSEA, Student Senate, Academic Senate, etc.) may submit a request for a new policy/procedure or change to any existing policy or procedure to the office of the Director of Contracts, Compliance and Legal Services. That office will:**

- **make sure that the item does not violate any state or federal laws, regulations or codes;**
- **discuss the item with the requesting party and the appropriate Vice Chancellor;**
- **ensure that all appropriate District constituencies have had input on the content and have approved the item; and,**

- ***bring the item to the Chancellor's Executive Cabinet for review and approval.***

***Once the Executive Cabinet has given approval, if the item pertains to a Board Policy, then it will be placed on the agenda for the next regularly scheduled Board of Trustees meeting for first reading. If the item pertains to an Administrative Procedure, the document will be finalized and distributed to the District and to the Board of Trustees.***

**Periodic Review**

***If at any time it becomes necessary to update a policy or procedure based on administrative or educational changes within the District, the Director of Contracts, Compliance and Legal Services will review such policy or procedure for compliance with current law. The District will also rely on periodic updates from the Community College League of California.***

Office of Primary Responsibility: **Board of Trustees**

---

**NOTE:** The information in regular type is current Riverside CCD Regulation 2010 titled Policies and Administrative Regulations dated 5-17-05. The information in ***italic type*** is additional language to consider including in this procedure. The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The ***bold italic type*** is language suggested by RCCD staff.

---

**Date Approved:**

*(Replaces current Riverside CCD Regulation 2010)*

**Board of Trustees  
DRAFT**

**BP 2430 DELEGATION OF AUTHORITY TO CHANCELLOR  
AND PRESIDENTS**

**References:**

Education Code Sections 70902(d) and 72400;  
Accreditation Standards IV.B.1.j and IV.B.2

**District Chancellor**

The Chancellor of the District is appointed by the Board of Trustees.

The Board of Trustees delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board of Trustees requiring administrative action.

The Chancellor may delegate any powers and duties entrusted to him or her by the Board of Trustees (including the administration of the District and colleges), but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret Board Policy. In situations where there is no Board Policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board of Trustees. It is the duty of the Chancellor to inform the Board of such action and to recommend written Board Policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description shall be developed by the Board of Trustees. The goals and objectives for performance shall be developed by the Board of Trustees in consultation with the Chancellor.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in a timely fashion.

The Chancellor shall make available any information or give any report requested by the Board of Trustees as a whole. Individual Board member requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any Board member shall be provided to all Board members.

The Chancellor shall act as the professional advisor to the Board of Trustees in policy formation.

**College Presidents**

***Authority flows from the Board of Trustees through the Chancellor to the College Presidents. Each College President is responsible for carrying out the district policies. Each College President's administrative organization shall be the established authority on campus. The College President is the final authority at the college level.***

~~❖ From Riverside CCD Policy 2005 titled District Chancellor~~

~~Appointment: The Board will appoint a chief executive officer to serve as Chancellor of the District.~~

~~Responsibility and Authority: The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. The Chancellor shall act as the professional advisor to the Board in the establishment and formulation of District policies.~~

~~The Chancellor may delegate any powers and duties entrusted to him by the Board, but he shall be specifically responsible to the Board for the execution of such delegated powers and duties. The Chancellor shall maintain a management handbook which will contain position descriptions of the Chancellor's management team.~~

~~The Chancellor shall make available any information or give any report requested by the Board.~~

~~The Chancellor shall perform all duties specifically required of or assigned to the Chancellor in the Education Code Section 70902.~~

-----  
**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in regular type is current Riverside CCD Policy 2005 titled District Chancellor dated 7-64, 5-75, 2-7-84, and 5-17-05. The language in **bold italic type** is provided by RCCD staff.

---

**Date Adopted:**

*(Replaces current RCCD Policy 2005)*

**AP 2430 DELEGATION OF AUTHORITY TO CHANCELLOR  
AND PRESIDENTS**

**References:**

Education Code Section 70902;  
Accreditation Standard IV.B.1.j and IV.B.2

~~❖ From Riverside CCD Regulation 2005 titled District Chancellor~~

**Chancellor**

~~The Board of Trustees employs a~~ ***The Chancellor shall act as the*** chief executive officer ~~to serve as Chancellor of the Riverside Community College District and~~ ***and*** ~~The Chancellor's responsibilities are to serve as the executive officer of the Board in carrying out the District programs established by Board policies and other official Board actions and to serve as advisor to the Board in the development of District programs, policies, and Board actions.~~

~~More specifically, t~~ ***The specific duties and responsibilities of the Chancellor are described in the Chancellor's job description, which is on file in the Department of Diversity and Human Resources.***  ~~may be defined as follows:~~

**Presidents**

***It is the role and responsibility of the President to provide leadership of campus level discussion and the shared governance process. The President leads decision making at the college level which directly affects the operation of the college. It is the responsibility of the President to establish and maintain a climate which encourages open discussion and communication across all levels on the campus. It is further the responsibility of the President to promptly communicate college and District decisions to all staff. The specific duties of the President are described in the President's job description, which is on file in the Department of Diversity and Human Resources.***

- ~~1. Execute those duties required by Board policy or other official Board action or prescribed by the California Education Code and Title 5 of the Administrative regulations.~~
- ~~2. Organize and administer District resources and personnel for efficient operation of District programs authorized by the Board.~~



- ~~3. Prepare the agenda for Board meetings and make recommendations for Board actions based on requests and information developed by appropriate District staff.~~
- ~~4. Provide Board members with needed information pertaining to District matters and state and national developments in community college education.~~
- ~~5. Serve as liaison between Board and staff on matters of joint interest.~~
- ~~6. Represent the Board on matters pertaining to the District.~~
- ~~7. Maintain awareness of legislative matters affecting the District; keep Board and staff informed of developments; and work for legislation in the interest of the District and community college education.~~
- ~~8. Serve as chairperson of the Chancellor's Executive Cabinet and Shared Governance Council.~~
- ~~9. Recommend the appointment of District management personnel.~~
- ~~10. Define and coordinate the duties of District management personnel responsible for the educational, student services, business services, and community services programs.~~
- ~~11. Recommend the appointment of deans and department chairpersons after consultation, and following established guidelines.~~
- ~~12. Recommend the initial appointment and reemployment of probationary faculty after consultation with appropriate department and administrative personnel.~~
- ~~13. After appropriate consultation, make necessary appointments to the various District committees and councils.~~
- ~~14. Work with legally constituted campus organizations.~~
- ~~15. Negotiate contracts with officially recognized unions.~~
- ~~16. Recommend management personnel salary schedules and placement.~~
- ~~17. Utilize appropriate, representative groups of District personnel wherever possible in review of existing programs and recommendations for new procedures, policies and programs so that those affected have a voice in the decisions made.~~

- ~~18. Utilize appropriate means to communicate to staff and students those matters under consideration and decisions taken which will affect them.~~
- ~~19. Make recommendations on strategic planning and on needed improvements of programs and the physical facilities of the District.~~
- ~~20. Supervise preparation and administration of the budget.~~
- ~~21. Approve publications, including those prepared by the RCC Foundation, intended to interpret and publicize the Colleges and District.~~
- ~~22. Interpret the Colleges and the District to the general public through community contacts.~~
- ~~23. Through continuing study, maintain an acquaintance with ideas and research pertaining to community college education and exercise initiative in implementing and recommending changes which will improve the Colleges and District programs.~~
- ~~24. Carry out such other duties as may be assigned by the Board of Trustees.~~

Office of Primary Responsibility: **Board of Trustees**

---

**NOTE:** The information in regular type is current Riverside CCD Regulation 2005 titled District Chancellor dated 5-17-05. The information in ***italic type*** is additional language to consider including in this procedure. The information in ***bold italic*** type is additional language suggested by RCCD staff.

---

**Date Approved:**

*(Replaces current Riverside CCD Regulation 2005)*

**BP 2431 CHANCELLOR SELECTION**

**References:**

Education Code Section 70902;  
Accreditation Standard IV.B.1.b, e and j

**In the case of a Chancellor vacancy, the Board of Trustees shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.**

-----  
**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Riverside CCD Policy that addresses this issue.

---

**Date Adopted:**

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

**BP 2435 EVALUATION OF CHANCELLOR**

**References:**

Accreditation Standard IV.B.1

**The Board of Trustees shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.**

**The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board of Trustees and the Chancellor.**

**The criteria for evaluation shall be based on Board Policy, the Chancellor job description, and performance goals and objectives developed in accordance with Board Policy 2430 titled Delegation of Authority to Chancellor.**

~~❖ From Riverside CCD Policy 1043 titled District Chancellor's Evaluation~~

~~The Riverside Community College Board of Trustees is charged to participate in evaluation of the Chancellor of the District. The process is set forth in the procedures.~~

-----  
**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in regular type is current Riverside CCD Policy 1043 titled District Chancellor's Evaluation dated 2-19-02 and 5-17-05.

---

**Date Adopted:**

*(Replaces current RCCD Policy 1043)*

## **AP 2435 EVALUATION OF CHANCELLOR**

### **Reference:**

Accreditation Standard IV.A

~~❖ From Riverside CCD Regulation 1043 titled District Chancellor's Evaluation~~

### **I. Overview**

Evaluation is an ongoing process. Even though this document is intended for the annual formal evaluation of the District Chancellor, it is also used as a checklist to keep the Board on track with its duties and those of the District Chancellor.

It is important to assess each of the outlined items as occurring on a time line, considering what progress has been made over the past few years, and what is anticipated for the future.

### **II. Format**

***Approximately one month prior to his or her anniversary date with the District, the District Chancellor orally presents an oral and a written one-to-two page summary of his/her major achievements of the past year and goals for the future of the District. The Board and District Chancellor then discuss the outlined items and any other appropriate subjects the Board may request.***

### **III. Subjects for Evaluation**

#### **A. Committees**

1. Board Committees are the vehicle used to flow information to the Board of Trustees. Does the Board feel comfortable with the information it receives about current programs and administrative functions? Some areas of consideration are:

- a. Transfer programs
- b. Vocational programs
- c. Community service programs

- d. Economic development activities and programs
- e. Cal Works
- f. Competitive sports
- g. Performance Riverside and other performing arts programs
- h. Public safety education and training
- i. RCC Foundation
- j. Student activities

- 2. Is **the** opportunity for staff and student participation in **the** committee process adequate?

B. Financial Information

- 1. Is the Board satisfied that it is receiving easily understood financial information required for good decision-making?
- 2. Is the Board apprised of the annual audit, and the reports to the State regarding the District's financial status?
- 3. Is the Board involved in the District's annual budget process before final budget is ready for approval?

C. New Programs or Major Refocusing of Existing Programs

- 1. Is the Board kept apprised of new ideas for review and input to programs before the community is approached or major decisions made?
- 2. Is appropriate planning, including needs assessments, sufficient for new or refocused programs?
- 3. Can the Board assist in making the District more responsive to community needs?
- 4. Is the planning process for new programs adequate?
- 5. Is the planning process for new facilities adequate?
- 6. Are the planning processes for the entire District adequate?

D. Student Services

1. Do our students reflect the cultural diversity of our community?
2. Is a cultural and economically diverse student body a high priority?
3. Is registration efficient and user-friendly?
4. Are our students safe on campus? Do they feel safe?

E. District Chancellor and Staff Relationships

1. Are students' needs the top priority?
2. Is participatory governance suitably and adequately accomplished?
3. Does the Board have effective and appropriate means of communication with staff?
4. Does the staff reflect the cultural diversity of our community?
5. Is the Board apprised in a timely fashion of relevant information about staffing problems?
6. Are job descriptions and pay scales clearly defined and reviewed regularly?
7. Are hiring and firing regulations and procedures enforced?
8. Are District policies and **procedures** regulations enforced, including collective bargaining agreements?
9. Is staff professional development clearly defined and promoted?

F. Board of Trustees and District Chancellor Relationship

1. Does a climate of mutual trust and support exist between the Board of Trustees and the District Chancellor?
2. Does the Board of Trustees regularly assess the District Chancellor?
3. Does the Board understand the priorities of each of the major initiatives of the District?

4. Is the ~~District~~ Chancellor utilizing the unique talents of the members of the Board of Trustees?
5. Are there other appropriate roles ***in which*** the Board of Trustees members would like to be more deeply involved in?
6. How can the ~~District~~ Chancellor assist the Board of Trustees members to function more effectively?
7. How can the Board of Trustees assist the ~~District~~ Chancellor in accomplishing the District's goals more effectively?
8. Other subjects?

Office of Primary Responsibility: **Board of Trustees**

---

**NOTE:** The information in regular type is current Riverside CCD Regulation 1043 titled District Chancellor's Evaluation dated 5-17-05. The information in ***italic type*** is additional language to consider including in this procedure. The language in ***bold italic*** type is suggested by RCCD staff.

---

**Date Approved:**

*(Replaces current Riverside CCD Regulation 1043)*



Board of Trustees  
DRAFT

**BP 2510 PARTICIPATION IN LOCAL DECISION-MAKING**

**References:**

Education Code Section 70902(b)(7);  
Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (staff), and 51023.7 (students);  
Accreditation Standard IV.A  
Government Code Section 3540

**The Board of Trustees is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board of Trustees is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Chancellor action under which the District is governed and administered.**

**Each of the following shall participate as required by law in the decision-making processes of the District:**

**Academic Senate (Title 5 Sections 53200-53206)**

**The Board of Trustees, or its designees, will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.**

**Staff (Title 5 Section 51023.5)**

**Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the *CSEA and the Management Association* will be given every reasonable consideration.**

**Students (Title 5 Section 51023.7)**

**The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.**

**Except for unforeseeable emergency situations, the Board of Trustees shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.**

**Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.**

**~~• From Riverside CCD Policy 6010 titled District Student Senate~~**

~~The Board of Trustees recognizes the District Student Senate of Riverside community College as the organization representing the students that will be afforded the opportunity to participate in the formation and development of District policies and procedures that have or will have a significant effect on students under the provisions of Title 5 Section 51023.7~~

---

**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). *The language in **regular type** is from current Riverside Community College District Policy 6010 titled District Student Senate adopted on 5-19-04. The language in **bold italic type** is provided by RCCD staff.*

---

**Date Adopted:**

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

## **AP 2510 PARTICIPATION IN LOCAL DECISION-MAKING**

### **References:**

Education Code Section 70902(b)(7);  
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;  
Accreditation Standards IV.A.2 and IV.A.5  
Government Code Section 3540

***Participation in the District's shared governance takes place at Board of Trustees' monthly Committee meetings by having a representative from each of the District constituencies (Academic Senate, Associated Students, CTA, CSEA and Confidential employees) appointed to serve on each committee and participate in the discussions that takes place at those meetings.***

***The Academic Senate makes recommendations to the Board of Trustees with respect to academic and professional matters and works with appropriate administrative offices in developing and communicating its recommendations to the Board. (Note: New policy/procedure 4005 goes into further detail with regard to the Academic Senate's role in shared governance)***

***The Student Senate makes recommendations to the Board of Trustees with respect to all issues that will have a significant effect on students and is recognized by the Board as the authority for defining student participatory governance procedures. (Note: New policy/procedure 5400 goes into further detail with regard to the Student Senate's role in shared governance.) Additionally, a student member is seated with the Board of Trustees and has all the rights, privileges and responsibilities of the Board, except that the student member does not have the right to vote or attend closed or special sessions of the Board.***

***CTA and CSEA each bring issues to the attention of the Board of Trustees by way of their respective contract negotiations, MOU's, and their participation at Board meetings.***

***The District's Management Association submits recommendations on administrative and personnel concerns to the Board of Trustees.***

*Office of Primary Responsibility: Board of Trustees*

---

**NOTE:** There does not appear to be a current RCCD Regulation that relates to this procedure. The information in ***italic type*** is additional language to consider including in this procedure. The language in ***bold italic type*** is suggested by RCCD staff.

---

**Date Approved:**

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

*See also, Policy and Procedure 4005, Titled, Academic Senate Policy, and  
Policy and Procedure 5400, titled, Organization of the Associated Student Body*

**BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE**

**References:**

Accreditation Standards IV.B.1.a, e, and h

**The Board of Trustees maintains high standards of ethical conduct** and adopts Standards of Good Practice to promote a healthy working relationship among its members and its Chancellor, based upon mutual trust and support. **Members of the Board of Trustees are responsible to:**

- **Act only in the best interest of the entire community;**
- **Ensure public input into Board of Trustees deliberations, adhering to the law and spirit of the open meeting laws and regulations;**
- **Prevent conflicts of interest and the perception of conflicts of interest;**
- **Support the District mission;**
- **Ensure that students receive the highest quality education;**
- **Exercise authority only as a Board of Trustees;**
- **Use appropriate channels of communication;**
- **Respect others and act with civility;**
- **Remain informed about the District, educational issues, and responsibilities of Board membership;**
- **Devote adequate time to Board of Trustees work;**
- **Maintain the confidentiality of closed sessions; and**
- **Deal with any violations.**

**The Board of Trustees will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:**

- ❖ ~~From Riverside CCD Regulation 1045, titled Board of Trustees Standards of Good Practice~~

If a Board member feels the Standard of Good Practice Policy has been violated, the Board member should go to the Board member who violated the Standard and have a discussion to resolve the violation.

If not resolved, the Board President is notified of the Standard violation. The Board President, in open session at the next regularly scheduled Board meeting, appoints a committee of two Board members to hear the case to determine if censure is in order.

If the appointed Board committee finds that the Board member should be censured, the item will be placed on the next regular Board meeting agenda for full Board discussion.

If alleged behavior violates laws, the President of the Board of Trustees may seek legal counsel and the violations referred to the District Attorney or Attorney General as provided for in law.

~~❖ From Riverside CCD Policy 1045 titled Board of Trustees Standards of Good Practice Policy~~

~~The Board of Trustees, as the sole statutory legislative governing body of the District, adopts a Standard of Good Practice to promote a healthy working relationship among its members and its Chancellor, based upon mutual trust and support.~~

~~The Board of Trustees recognizes that the education of students is the reason for the District's existence; all other functions must support this purpose. It is the duty of the Board of Trustees to ensure that students receive the highest quality education in the most efficient manner possible.~~

~~The Board of Trustees supports the District mission and inspires those in the District and the community by ensuring recognition, understanding, fairness, openness, professional development, and intellectual growth, through their official actions and the example they set collectively and individually.~~

-----  
**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in regular type is current Riverside CCD Policy or Regulation 1045 titled Board of Trustees Standards of Good Practice Policy dated 8-23-05.

---

**Date Adopted:**

*(Replaces current RCCD Policy 1045)*

**AP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE**

**References:**

Accreditation Standards IV.B.1.a, e, and h

~~❖ From Riverside CCD Regulation 1045 titled Board of Trustees Standards of Good Practice~~

- I. The Board of Trustees and its members shall:
  - A. Act as a policy setting board, with consistent and vigilant oversight of the District, focused on setting priorities, planning and outcome evaluation related equally to instructional and student support quality, operational effectiveness and efficiency, and fiscal stability.
  - B. Ensure the District is in compliance with all applicable federal and state laws and does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures or practices.
  - C. Consider at all times the interests of all citizens throughout the District, maintaining independent judgment unbiased by self-interests, special interest groups, and partisan political groups.
  - D. Communicate and promote the needs of the community to District leaders and the needs of the District to the community by encouraging support for and interest in the District.
  - E. Focus on the educational needs of present and future students and support access to high-quality education and support services for every student.
  - F. Appoint as Chancellor the best-qualified professional leader available and, upon appropriate recommendation, appoint the best-trained faculty and staff available, exhibiting confidence in, and support of, their work and when necessary accepting responsibility for changing personnel and restoring confidence.

- G. Delegate authority to the Chancellor as the Board's executive officer to initiate policy recommendations, administer education programs and services, conduct District business, and implement Board actions and adhere to the proper boundaries between Board members and employees so as not to undermine the authority of the Chancellor.
- H. Act as a whole recognizing that legal authority rests only with the Board in a legally constituted meeting. Individual members will not make statements or promises as to how they will vote prior to regular meetings or individually direct staff, District legal counsel, agents of the District, vendors and contractors, unless authorized by the Board of Trustees, as to actions to take.
- I. Conduct District business of the Board in open public meetings, unless permitted by the Brown Act to be conducted in closed session, and maintain the confidentiality of privileged information and Board discussions held in closed session.
- J. Engage in full, open, and fair discussion on all facets of recommendations presented by the Chancellor before Board action, respecting the opinion of others, working together in a spirit of harmony and cooperation, in spite of differences in values and beliefs, to achieve common goals by encouraging compromise, treating fellow Board members with dignity and giving members courteous consideration of their opinions and supporting positive change when necessary.
- K. Make decisions after appropriate and available facts have been presented and discussed and then abide by and uphold the official actions of the Board.
- L. Avoid situations that have, or appear to have, potential for personal gain or constitute a conflict of interest as defined in law, and inform the Board or Board President when a matter under consideration might involve or appear to involve such a conflict.
- M. Promote and encourage open and mutually supportive and accountable participation and initiative of students, faculty and staff in the governance process while maintaining appropriate and well-defined District communication and decision-making channels.
- N. Devote time, thought and study to activities that will enhance one's ability to function effectively as an education governing Board member and attend all scheduled Board meetings as possible.
- O. Avail oneself of opportunities to enhance potential as a Board member through participation in educational conferences and training sessions



offered by local, state and national organizations and involvement in and being informed about the actions and positions of such organizations.

- ~~II. The Board of Trustees has developed the following process to assure the Standard of Good Practice is being followed:~~
- ~~A. If a Board member feels the Standard of Good Practice Policy has been violated, the Board member should go to the Board member who violated the Standard and have a discussion to resolve the violation.~~
  - ~~B. If not resolved, the Board President is notified of the Standard violation. The Board President, in open session at the next regularly scheduled Board meeting, appoints a committee of two Board members to hear the case to determine if censure is in order.~~
  - ~~C. If the appointed Board committee finds that the Board member should be censured, the item will be placed on the next regular Board meeting agenda for full Board discussion.~~

Office of Primary Responsibility: **Board of Trustees**

---

**NOTE:** The language in regular type is current Riverside CCD Regulation 1045 titled Board of Trustees Standards of Good Practice dated 8-23-05. The information in *italic type* is additional language to consider including in this procedure.

---

**Date Adopted:**

*(Replaces current RCCD Regulation 1045)*

**BP 2740 BOARD EDUCATION**

**References:**

Accreditation Standard IV.B.1.f

**The Board of Trustees is committed to its ongoing development as a Board and to an education program that includes an orientation for new Board members.**

**To that end, the Board of Trustees will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster Board member education.**

---

**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Riverside CCD Policy that addresses this issue.

---

**Date Adopted:**

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

## BP 2745 BOARD SELF-EVALUATION

### References:

Accreditation Standards IV.B.1.e and g

**The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.**

~~❖ The following language is taken from current RCCD Regulation 1044, titled Board of Trustees Self-Assessment Process~~

As the District's elected body, the Board of Trustees recognizes that it has a fiduciary responsibility to meet the learning needs of those who might benefit from the District's programs in the communities it serves.

**To that end, the Board of Trustees has established the following process:**

~~❖ The following language is taken from current RCCD Regulation 1044, titled Board of Trustees Self-Assessment Process:~~

To assess whether it is effective in meeting this fiduciary responsibility, the Board adopts a Board Effectiveness approach to guide its self-assessment process. The approach is grounded in four key principles:

- A. **Learner Centeredness:** The Board recognizes its fiduciary responsibility to meet learner needs and act in the interest of learners in the communities served by the District.
- B. **Continuous Assessment:** Particularly in terms of rapid change, organizations must continuously assess their effectiveness to maintain and improve their alignment with environmental trends and changing learner needs. As a consequence, the Board agrees to continuously assess and review its effectiveness and that of the institution.
- C. **Evidence Based Assessment.** The Board commits to open, evidence-based institutional and community dialogue.

- D. Commitment to Act: The Board agrees to act on its assessments to improve both Board and institutional effectiveness.

In keeping with these principles the Board of Trustees establishes a continuous quarterly self-assessment process to both consider its effectiveness and model its commitment to continuous improvement. The process is intended to assist the Board in the assessment of its performance as a whole body. It is not intended to evaluate or assess the performance of individual Board members.

Initially, the Board will review and discuss its record of performance **periodically** ~~on a quarterly basis~~ in open **session** ~~ended conversation~~. Staff will inventory and assist the Board in the preparation of its record. Dialogue will be structured around the following seven dimensions of Board Effectiveness. It is anticipated that the Board will calendar discussions regarding a specific set of the dimensions each **year** ~~quarter~~. More formal measurement tools may be incorporated into the process over time.

- A. Commitment to Learners: The Board assesses its role in ensuring that the focus remains on the learner and that processes are in place to maintain that focus. For example, the Board might discuss its use of institutional and student research and its efforts to encourage inquiry about learner populations that may not be adequately served by the District.
- B. Constituency Interface: The Board assesses its constituency interface by discussing its relationship with District constituencies. Questions might include: What mechanisms and processes are in place for the Board to listen to, respond to, and communicate with its constituency? Do the mechanisms and processes promote input from diverse interests? How should the Board represent and advocate for the District in the community?
- C. Community College System Interface: The Board assesses its Community College System interface by evaluating its interaction with the California Community College System and other community college organizations. Questions might include: Does the Board engage in activities to support the District's position within the system? What are the appropriate advocacy roles to be played – learner advocacy, college advocacy?
- D. Economic/Political System Interface: The Board assesses its economic and political system interface by assessing its interaction with local, state and federal economic and political processes, institutions and personnel. Here questions might include: How does, and should, the Board advocate District interest and learner interests to local, state and federal government agencies and legislators?
- E. District Policy Leadership: The Board assesses policy leadership by examining its role in the District policy process. Questions might include: What is the appropriate role of the Board in addressing issues confronted by the District and learners? What issues occupy the attention of the board? What is the

relationship of the issues to the District's mission? Was the Board appropriately engaged in defining the District's mission, strategies, and goals? Is the Board informed of and appropriately engaged in the setting of District policies?

- F. Management Oversight: The Board assesses its management oversight primarily through the assessment of its relationship with the Chancellor and senior administrative staff. Therefore, much of this conversation is reflected in the Board's Chancellor assessment process.
- G. Process Guardianship: The Board assesses its role in assuring that the District engages in appropriate budgeting, planning, institutional assessment and other processes. If it desired, the Board could discuss its own structure, policies, practices and procedures.

~~❖ From Riverside CCD Policy 1044 titled Board of Trustees Self-Assessment Process~~

~~The Riverside Community College Board of Trustees has developed a self-assessment process as set forth in the regulations.~~

---

**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in regular type is current Riverside CCD Policy/Regulation 1044 titled Board of Trustees Self-Assessment Process dated 10-15-02. Language in **bold italic type** is provided by RCCD staff.

---

**Date Adopted:**

*(Replaces current RCCD Policy 1044)*

**General Institution  
DRAFT**

**BP 3050 INSTITUTIONAL CODE OF *PROFESSIONAL* ETHICS**

**Reference:**

Accreditation Standard III.A.1.d

**The Board of Trustees shall adopt an Institutional Code of *Professional* Ethics.**

-----  
**NOTE:** The **bold type** signifies language that is suggested as good practice. There does not appear to be a current Riverside CCD Policy that addresses this issue.

---

**Date Adopted:**

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

**BP 3200 ACCREDITATION**

**Reference:**

Accreditation Eligibility Requirement 20

**The Chancellor shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.**

**The Chancellor shall keep the Board informed of approved accrediting organizations and the status of accreditations.**

**The Chancellor shall ensure that the Board is involved in any accreditation process in which Board participation is required.**

**The Chancellor shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.**

-----  
**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Riverside CCD Policy that addresses this issue. Page 3 of the General Information Section of the current Riverside CCD Catalog lists accreditation information as well.

---

**Date Adopted:**

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

**BP 3250 INSTITUTIONAL PLANNING**

**References:**

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55250, 55400 et seq., 55510, and 56270 et seq.; Accreditation Standard I.B

**The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the District community and is supported by institutional effectiveness research.**

**The planning system shall include plans required by law, including, but not limited to the:**

- **Long Range Educational or Academic Master Plan**
- **Facilities Plan**
- **Faculty and Staff Diversity Plan**
- **Student Equity Plan**
- **Matriculation**
- **Transfer Center**
- **Cooperative Work Experience**
- **EOPS**

**The Chancellor shall submit those plans for which Board approval is required by Title 5 to the Board of Trustees.**

**The Chancellor shall inform the Board about the status of planning and the various plans.**

**The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.**

-----  
**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Riverside CCD Policy that addresses this issue.

---

**Date Adopted:**

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



**BP 3410 NONDISCRIMINATION**

**References:**

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;  
Penal Code Sections 422.55 et seq;  
Government Code Sections 11135-11139.5, 12926.1 and 12940 et seq.;  
Title 5 Sections 53000 et seq. and 59300 et seq.;  
Accreditation Standard I.6

**The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.**

**The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.**

**The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.**

**No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.**

***Information regarding the filing of a complaint is included in Procedure 3410.***

~~❖ From Riverside CCD Policy 6100 titled Prohibition of Sex Discrimination~~

~~The Board of Trustees is committed to the concept and practice of equal opportunity in employment and educational opportunity for all.~~

~~❖ From Riverside CCD Policy 6200 titled Non-Discrimination in Programs and Activities~~

~~The Riverside Community College District insures that its programs and activities are available to all persons without regard to ethnic group identification, religion, age, sex, color, physical or mental disability.~~

~~Rules and regulations will be developed and maintained to insure compliance with the provisions of law. The District's Affirmative Action Officer is designated to be responsible for the District's compliance in this matter.~~

---

**NOTE:** The information in regular type is current Riverside CCD Policy 6100 titled Prohibition of Sex Discrimination dated 10-1-85 and Policy 6200 titled Non-Discrimination in Programs and Activities adopted on 11-3-81 and amended on 3-6-84. The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in ***bold italic type*** is provided by RCCD staff.

Page 12 of the General Information Section of the current Riverside CCD Catalog lists information related to nondiscrimination.

---

**Date Approved:**

*(Replaces current Riverside CCD Policies 6100 and 6200)*

**BP 4020 PROGRAM AND CURRICULUM DEVELOPMENT**

**References:**

Education Code Sections 70901(b), 70902(b) and 78016;  
Title 5 Sections 51000, 51022 and 55130

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- Consideration of job market and other related information for vocational and occupational programs.

All new programs and program deletions shall be approved by the Board of Trustees.

*Program or course modifications shall be approved by the Chancellor, or his/her designee.*

All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

As of August 1, 2007, new courses that are not part of an existing approved program must satisfy the conditions authorized by Title V regulations and do not need approval from the CCC Chancellor's Office.

---

**NOTE:** There does not appear to be a current RCCD Policy related to this policy. Language in *bold italic type* is provided by RCCD staff.

**Date Approved:**

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

**BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE  
AND GENERAL EDUCATION**

**References:**

Title 5 Section 55805;  
Accreditation Standard II.A.3

**Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.**

**The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.**

**Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.**

**In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.**

**The Chancellor shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.**

~~❖ From the current Riverside CCD Catalog (Page 32 of Graduation Requirements Section)~~

~~PHILOSOPHY FOR THE ASSOCIATE DEGREE~~

~~The awarding of an associate degree is intended to represent more than an accumulation of units. It symbolizes the successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights.~~

~~Among these are the ability to think and to communicate clearly and effectively, both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.~~

-----  
**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Riverside CCD Policy that addresses this issue. It is from the current Riverside CCD Catalog on page 32 of the Graduation Requirements Section.

---

**Date Adopted:**

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

**BP 4030 ACADEMIC FREEDOM**

**References:**

Title 5 Section 51023;  
Accreditation Standard II.A.7

***Academic Freedom, in its teaching aspect, is fundamental for the protection of the right of the teacher in teaching and of the student's freedom in learning. Academic professionals need the freedom to explore ideas that may be strange or unpopular, endeavors proper to higher education; while also maintaining the responsibility of related subject matter to the classroom.***

***College and university teachers are citizens, members of a learned profession and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.***

---

**NOTE:** The ***bold italic type*** is language provided by RCCD staff. There does not appear to be a current Riverside CCD Policy that addresses this issue.

---

**Date Adopted:**

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

- ❖ **NOTE:** The Riverside Community College District's policy of Academic Freedom reflects the American Association of University Professors (AAUP) statement, as affirmed by the President of the Board of Trustees, by memo dated March 6, 2003 to Academic Senate President, Virginia McKee-Leone

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

**Reference:**

Education Code Section 78100

**The District shall have library services that are an integral part of the educational program.**

~~❖ From Riverside CCD Policy 7036 titled Replacement or Retrieval of Overdue Library Materials~~

~~The Riverside Community College District shall charge all library patrons a fine for items not returned by the day or day/hour due. At a specified time after the item is due (depending on the initial circulation period of the item), the item shall be declared lost. The borrower will be billed for the replacement of the lost item, a processing fee, and any overdue fines. The detailed functions of the policy on replacement or retrieval of overdue library materials shall be as outlined in related regulations.~~

-----  
**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in regular type is current Riverside CCD Policy 7036 titled Replacement or Retrieval of Overdue Library Materials dated 1-27-00.

---

**Date Adopted:**

*(Replaces current Riverside CCD Policy 7036)*



**BP 4050 ARTICULATION**

**References:**

Title 5 Sections 51022(b); Education Code Sections 66720-66744

~~❖ From Riverside CCD Policy 5110 titled Colleges/Secondary Articulation~~

Recognizing the importance of supporting the articulation of courses between the Riverside Community College District, area high school districts, and the Regional Occupational Programs, the Board of Trustees endorses and supports a process through which high school students are provided the opportunity to earn college credit for articulated courses thereby permitting a smooth transition from school to college.

**The Chancellor shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions.**

**The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.**

---

**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in regular type reflects current Riverside CCD Policy 5110 titled Colleges/Secondary Articulation dated 4-26-94.

---

**Date Adopted:**

*(Replaces current RCCD Policy 5110)*

**BP 5500 STANDARDS OF STUDENT CONDUCT**

**References:**

Ed Code Section 66300, 66301;  
Accreditation Standard II.A.7.b

**The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.**

**The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.**

**The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.**

**The procedures shall be made widely available to students through the college catalog(s) and other means.**

**The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.**

- 1. Causing, attempting to cause, or threatening to cause physical injury to another person.**
- 2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.**
- 3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing**

with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior *toward an individual or group* based on race, gender, religion, age, national origin, disability, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

**A. *Forms of Dishonesty include, but are not limited to:***

1. ***Plagiarism: Presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;***
2. ***Cheating: Use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, Recordings, and other students' work;***

- 3. *Furnishing false information to the District for Purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.***
- 13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.**
- 14. Unauthorized entry upon or use of District facilities.**
- 15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.**
- 16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.**
- 17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.**
- 18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.**
- 19. *Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s) or poison(s) classified as such by Schedule D (Section 4160 of the Business and Professions Code) while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.***
  - A. *In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.***

- 20. Violation of the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District's Information Technology resources.**
- 21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.**
- 22. Eating or drinking in classrooms.**
- 23. Gambling, of any type, on District property.**
- 24. Bringing pets (with the exception of guide dogs) on District property.**
- 25. Distribution of printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.**
- 26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.**
- 27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member.**

~~❖ From Riverside CCD Policy 6080 titled Student Discipline and Due Process~~

~~The Riverside Community College District recognizes the importance of student discipline and due process. To this end, the District has established regulations for standards of student conduct and disciplinary procedures which, when followed, assure students their due process rights.~~

~~❖ From Current Riverside CCD Regulation 6080 titled Student Discipline and Due Process~~

Responsibility

- A. The Chief Executive Officer of the **District** College is responsible for establishing appropriate procedures for the administration of disciplinary

actions. **Administrative Procedure 5520 deals with** ~~Issues involving~~ matters of student discipline **and** ~~or~~ student grievance. ~~by following the~~ procedures below:

- B. The Chief Student Services Officer will be responsible for the overall implementation of the **procedures** ~~regulations~~ which are specifically related to all nonacademic, student related matters.
- C. The Chief Instructional Officer will be responsible for the overall implementation of the **procedures** ~~regulations~~ which are specifically related to class activities or academic matters.
- D. For matters involving the prohibition of discrimination and ~~the prohibition of~~ sexual harassment, ~~Board Policy 3099/4099 Affirmative Action and Staff Diversity and/or Board Policy 3110/4110/6110 Prohibition of Sexual Harassment~~, the concern should be referred to the District's **Diversity, Equity and Compliance Office** ~~Affirmative Action Officer~~. ~~Board Policy 6080 does not apply to such matters.~~
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

#### ~~I. Standards of Student Conduct~~

~~A. Student conduct must conform to District policy and regulations and College procedures. Violations of such regulations and procedures for which students are subject to disciplinary action include, but are not limited to, the following:~~

- ~~1. Disobedience to directions of College officials (including faculty) acting in the performance of their duties.~~
- ~~2. Violation of District rules and regulations, including those concerning student organizations, the use of District facilities, or the time, place, and manner of public expression or distribution of materials.~~
- ~~3. Various forms of dishonesty, including but not limited to:
 
  - ~~a. Plagiarism: Presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;~~~~

- ~~b. Cheating: Use of information not authorized by the instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, and other students' work;~~
- ~~c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.~~
- ~~4. Forgery, alteration, or the unauthorized possession or use of District documents, records, or identification.~~
- ~~5. Unauthorized entry to or use of any District facilities.~~
- ~~6. Obstruction or disruption of District administrative functions, classes, disciplinary procedures, or any other authorized District activities.~~
- ~~7. Theft of, or damage to, property belonging to the District, a staff member of the District or a visitor to the District while at any District location or at any District sponsored event.~~
- ~~8. Theft of, or abuse of, District facilities and/or computing equipment including, but not limited to, the following:
  - ~~a. Unauthorized entry into a file to use, read, or change contents, or for any other purpose;~~
  - ~~b. Unauthorized transfer of a file;~~
  - ~~c. Unauthorized use of another individual's identification or password;~~
  - ~~d. Unauthorized use of phone or electronic devices such as FAX, modem, etc.;~~
  - ~~e. Use of computing facilities and/or equipment to interfere with the work of another student, or District employee;~~
  - ~~f. Use of computing facilities and/or equipment to send or receive obscene or abusive messages;~~
  - ~~g. Use of computing facilities and/or equipment to interfere with normal operations of the District computing system.~~~~

9. ~~Disorderly, lewd, indecent, or obscene conduct or expression on District property or at a District sponsored or supervised activity which interferes with the District's educational responsibility.~~
10. ~~Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s) or poison(s) classified as such by Schedule D (Section 4160 of the Business and Professions Code) while at any on-District location, any off-District class site, or during any District sponsored activity, trip, or competition.~~
  - a. ~~In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made. The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.~~
11. ~~Harassment and abuse, directed toward individuals and groups, which may include at least one of the following forms: the use or threat of physical violence, coercion, intimidation, verbal or written harassment and abuse, and unwanted physical contact of any sort.~~
12. ~~Assault or battery, abuse, or any threat of force or violence directed toward any member of the District community or any visitor.~~
13. ~~Possession, while on District property or at an off-College class site, or at a District-sponsored function, of any explosives or weapons, (except by persons given permission by the Chief Executive Officer of the College or member of law enforcement agencies, acting in their official capacities).~~
14. ~~Use or possession of any article, not usually designated as a weapon, to threaten bodily harm.~~
15. ~~Use of an electronic recording or any other communications device (such as walkmans, cellular phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.~~
16. ~~The Chief Executive Officer of each College in consultation with District Officials may at any time promulgate additional rules or modify or clarify the foregoing rules.~~

~~B. District Regulations~~



1. ~~Students are not permitted to eat or drink in classrooms.~~
2. ~~Smoking of any form of tobacco or non-tobacco products is prohibited in all District buildings, on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased, or rented by or from the District, unless a tobacco use area has been designated (Board Policy 6230, 3230, and 4230).~~
3. ~~Gambling of any type is not permitted on District property. Recreational playing of dominos, cards or similar activities are prohibited except in a designated game or recreation areas.~~
4. ~~Dogs (with the exception of guide dogs) and other pets are not allowed on District property.~~
5. ~~Printed materials to be distributed or posted must be approved for distribution by Student Activities Office of each college. Advertisement flyers and related literature may not be distributed or placed on vehicles parked in District sites.~~
6. ~~In accordance with Sections 32050, 32051, and 32052 of the Education Code, the practice of hazing by organizations or individuals either on or off District property, is strictly prohibited.~~
7. ~~Students must be fully attired, including shoes or sandals, while in the classroom or on District property.~~
8. ~~Library books and materials must be returned in a timely manner.~~
9. ~~Use of audio equipment on the District property in public areas is restricted to personal headphones or preapproved authorized activities.~~
10. ~~Except for authorized police bicycle patrols, the riding/use of bicycles, motorcycles, or motorized vehicles is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.~~
11. ~~Only students enrolled in the Riverside Community College District are allowed to attend classes. The presence in classrooms or laboratories of unenrolled individuals is prohibited. Occasionally, visitors to classrooms may be permitted when approved by the faculty member.~~

## ~~II. Disciplinary Action~~

- ~~A. Any student who disrupts the orderly operation of a District campus, or who violates the standards of student conduct, is subject to disciplinary action. Such action may be implemented by the Chief Executive Officer of the College or designee.~~
- ~~B. The various types of disciplinary actions are set forth hereafter: The District may utilize any level of discipline without previously using a lower level of discipline and may utilize more than one type of discipline in an appropriate case if appropriate.~~
- ~~1. Verbal Warning: This is a notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.~~
  - ~~2. Reprimand: This includes a written statement and/or a probationary period to be specified by the Chief Executive Officer of the College or designee for violation of specified rules. The reprimand serves to place on record that a student's conduct in a specific instance did not meet the standards expected by the District. It also specifies the steps necessary to correct the inappropriate conduct and to terminate the probation, if probation has been imposed. A person placed on probation is notified that this is a warning and that continued conduct of the type described in the reprimand may result in further disciplinary action against the student.~~
  - ~~3. Social Suspension: Social suspension limits a student's attendance on District property to his/her scheduled class hours. This limitation of District privileges will be set forth in the notice of social suspension for a specified period of time. The imposition of social suspension involves written notification to the student(s) and, if necessary, the advisor of the organization involved and the reason for social suspension.~~
  - ~~4. "Temporary Suspension": This suspension is invoked by a classroom instructor due to student misconduct in the classroom. The student may be removed from class the day of the occurrence and the subsequent class period. If such suspension occurs, the instructor will immediately notify the appropriate Department Chairperson and/or College Dean of Instruction who will in turn notify the College Dean of Student Services.~~

- ~~5. Interim Suspension: Interim suspension may be invoked prior to a hearing to protect the safety and welfare of the District. This is an interim suspension from all District privileges including class attendance. Interim suspension is limited to that period of time necessary to resolve the problems that originally required the interim suspension, and in any case, no more than a maximum of ten (10) instructional days. The student will be afforded the opportunity for a formal hearing within ten (10) instructional days of imposition of the interim suspension.~~
  - ~~6. Restitution: This is financial reimbursement to the District for damage or misappropriation of property. Reimbursement may also take the form of appropriate service to repair or otherwise compensate for damage.~~
  - ~~7. Disciplinary Suspension: Disciplinary suspension is a suspension of all District privileges including class attendance and may be imposed by the Chief Executive Officer of the College, or designee, following a formal hearing for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action. Disciplinary suspension will not be more than ten (10) instructional days.~~
  - ~~8. Extended Suspension: The Chief Executive Officer of the College, or designee, may suspend a student for good cause from all classes and activities of the District for one or more terms.~~
  - ~~9. Expulsion: An expulsion is a long term or permanent denial of all District privileges including class attendance. The Board of Trustees may expel a student upon recommendation of the Chief Executive Officer of each College.~~
- ~~C. In cases of academic dishonesty by a student, a faculty member may take any one of the following actions:~~
- ~~1. The faculty member may reduce the score on test(s) or assignment(s), reduce the grade in the course, fail the student in the course and/or recommend to the College Dean of Instruction that the student be suspended from the course. If course suspension is recommended, the College Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, and prescribe appropriate due process procedures.~~

2. ~~If the suspension is upheld, the College Dean of Instruction will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Any enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic misconduct.~~

### III. ~~Student Grievance Procedure~~

~~The purpose of a student grievance procedure is to provide a process by which student-related issues may be resolved in a fair and efficient manner following due process. The procedure is intended to achieve an equitable solution to an issue with due regard for the rights of the student, the faculty, the student body, and the District.~~

#### A. ~~Procedure Relating To Disciplinary Action~~

~~In all cases when the Chief Executive Officer of the College, or designee, has initiated disciplinary action, the student, within five (5) instructional days following notification of the action, may convey to the appropriate Chief Instructional Officer or Chief Student Services Officer, in writing:~~

1. ~~Concurrence with the decision, or~~
2. ~~A grievance challenging the action.~~

~~Absence of any communication after the five day limit from the student indicates concurrence with the decision.~~

#### B. ~~General Grievance Process~~

~~Student grievances (other than for discipline) will be processed in the following manner:~~

##### 1. ~~Consultation Process~~

- a. ~~Prior to any formal hearing, a student will be encouraged to contact the appropriate faculty or staff member and attempt, in good faith, to resolve the concern through the consultative process. If a student is unsure of the appropriate faculty or staff member to contact, he or she should contact the College Dean of Instruction, or College Dean of Student Services for nonacademic matters, who will direct the student to the appropriate staff member. In cases where either the student or faculty/staff member prefers to meet in~~

~~the presence of a third party, he/she will contact the above mentioned administrators. The College Dean of Instruction or the College Dean of Student Services will either serve as the third party or designate someone for this purpose.~~

~~b. If the issue is not resolved by the affected parties, the student may request an informal consultation with the appropriate department chairperson, dean or director.~~

~~c. If the issue is not resolved with the appropriate department chairperson, dean or director, the student may request an informal consultation with the College Dean of Instruction or College Dean of Student Services.~~

~~d. If the issue is not resolved with the appropriate dean, the student may request an informal consultation with the appropriate administrator.~~

~~(1) For academic matters, the conference will be with the College Chief Instructional Officer.~~

~~(2) For nonacademic matters, the conference will be with the College Chief Student Services Officer.~~

~~e. The College Chief Instructional Officer or Chief Student Services Officer will convey a decision to all affected parties.~~

~~f. If the issue is not resolved at the informal consultation, the student may file a formal, written grievance requesting a formal hearing within thirty (30) instructional days of hearing from the College Chief Instructional Officer or Chief Student Services Officer. The student will direct this letter to the appropriate College Chief Instructional Officer or Chief Student Services Officer. The time limit for students to file a formal written grievance will be 120 days from the date of the incident giving rise to the grievance.~~

## ~~2. Formal Hearing~~

~~a. Upon receipt of a written request for a formal hearing, the College Chief Instructional Officer or Chief Student Services Officer will arrange for the hearing within a reasonable time period not to exceed twenty (20) instructional days. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The College Chief Instructional Officer or Chief~~

~~Student Services Officer will forward signed copies of all written grievances to the faculty member being grieved within seven (7) instructional days.~~

~~b. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.~~

~~c. The formal hearing will be conducted before the College Student Grievance Committee. This committee will be composed as follows:~~

~~(1) Two students appointed by the ASRCC College President.~~

~~(2) Two faculty members appointed by the College Academic Senate President.~~

~~(3) Two managers appointed by the Chief Executive Officer of the College.~~

~~(4) The Chief Executive Officer or his/her designee—a person who has received training in proper procedures—will serve as chair of the committee.~~

~~d. The College Student Grievance Committee will:~~

~~(1) Set a reasonable time limit for the hearing.~~

~~(2) Receive signed written statements from both student and faculty involved in the grievance specifying all pertinent facts relevant to the case in question, a copy of which will be given to the other party with due notification of rights and responsibilities in the procedure for disposing of the case.~~

~~(3) Transmit to all parties a written list of intended areas of inquiry to be asked at hearings or interviews at least 72 hours in advance of the hearing.~~

~~(4) Allow each party the right to be assisted at the hearing by a student or staff member of the College whose participation will be limited to directly advising the student or staff member. If there is a need for accommodation for a disability, the student must notify the appropriate College Chief Instructional Officer or the Chief Student Services Officer at least~~

~~72 hours in advance of the hearing. The advisor may not enter into the proceeding of the grievance committee. In addition, each party has the right to question witnesses and testimony.~~

~~(5) Judge the relevancy and weight of testimony evidence. The committee will make its findings of fact, limiting its investigation to the formal allegations. It will also make recommendation for disposition of the case.~~

~~(6) Maintain a transcript of the proceeding which will be kept in a confidential file but be available for review by either party.~~

~~(7) Submit its findings of fact and recommended action to each party and the appropriate College Chief Instructional Officer or Chief Student Services Officer within ten (10) instructional days of the completion of the formal hearing.~~

~~e. The formal hearing will be closed to the public.~~

~~f. Upon receipt of the College Student Grievance Committee's recommendation, the appropriate College Chief Instructional Officer or Chief Student Services Officer, within ten (10) instructional days, will transmit, in writing, his/her decision to all involved parties.~~

~~g. The student, within five (5) instructional days of receipt of the College Chief Instructional Officer or Chief Student Services Officer's decision, may appeal the decision to the Chief Executive Officer of the College. The Chief Executive Officer of the College may:~~

~~(1) Concur with the Chief Instructional Officer or Chief Student Services Officer's decision,~~

~~(2) Modify the recommended decision,~~

~~(3) Recommend action to the Board of Trustees.~~

### ~~3. Appeals~~

~~In all cases, final appeal will rest with the Board of Trustees.~~

---

**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in regular type is current Riverside CCD Policy and Regulation 6080 titled Student Discipline and Due Process and adopted on 11-1-83 and amended on 5-19-98. The language in ***bold italic type*** is provided by RCCD staff.

---

**Date Adopted:**

*(Replaces current RCCD Policy 6080)*



**BP 6200 BUDGET PREPARATION**

**References:**

Education Code Section 70902(b)(5);  
Title 5 Sections 58300 et seq.;  
The California Community Colleges Budget and Accounting Manual

**Each year, the Chancellor shall present to the Board of Trustees a budget, prepared in accordance with all applicable laws and regulations. The schedule for presentation and review of budget proposals shall comply with State law and regulations, and provide adequate time for Board review.**

~~❖ From Riverside CCD Policy 7080 titled Budget Development – Fund Balance Target~~

~~The Riverside Community College District shall employ the concept of a fund balance target in the annual budget development process. The fund balance target concept shall apply to the Unrestricted General Fund budget and shall be equal to a minimum of 5.0 percent of the sum of the projected beginning fund balance for a particular fiscal year and the estimated revenues for that year. The fund balance target amount shall be the first item funded in the budget for any fiscal year. This fund balance target concept may also be extended to other funds of the District when and where applicable~~

**Budget preparation shall meet the following criteria:**

- **The annual budget shall support the District’s strategic and educational plans;**
- **Assumptions upon which the budget is based shall be presented to the Board of Trustees for review;**
- **A schedule shall be provided to the Board of Trustees each year that includes dates for presentation of the tentative budget, required public hearing(s), Board review, and approval of the final budget. At the public hearings, interested persons may appear and address the Board of Trustees regarding the proposed budget or any item in the proposed budget;**

---

**NOTE:** The **bold type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in *italic type* is additional language to consider including in this policy. The language in regular type is current Riverside CCD Policy 7080 titled Budget Development – Fund Balance Target dated 9-16-04.

---

**Date Approved:**

*(Replaces current Riverside CCD Policy 7080)*

**BP 6300 FISCAL MANAGEMENT**

**References:**

Education Code Section 84040(c);  
Title 5 Section 58311

The Chancellor shall ensure that procedures are in place to assure that the District's fiscal management is conducted in accordance with the principles contained in Title 5 Section 58311 including:

- Adequate internal controls exist and are monitored;
- Fiscal objectives, procedures, and constraints are communicated to the Board of Trustees and employees;
- Adjustments to the budget are made in a timely manner;
- The management information systems provide timely, accurate, and reliable fiscal information; and
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to generally accepted accounting principals and governmental accounting standards and the California Community Colleges Budget and Accounting Manual.

As required by law, the Board of Trustees shall be presented with the financial and budgetary conditions of the District, at least on a quarterly basis.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

---

**NOTE:** The **bold type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Riverside CCD Policy that addresses this issue.

---

**Date Approved:**

*(This is a new policy recommended by the*

*CCLC and the League's legal counsel)*

**BP 6520 SECURITY FOR DISTRICT PROPERTY**

**Reference:**

Education Code Sections 81600 et seq.

**The Chancellor shall ensure that necessary procedures are in place to manage, control, and protect the assets of the District, including but not limited to sufficient security to protect property, equipment, and information from theft, loss, or significant damage.**

~~❖ From Riverside CCD Policy 7065 titled Retrieval of Overdue Materials from District Employees~~

~~The Riverside Community College District shall charge employees for the cost of materials borrowed from the District and not returned by May 15 of each year. The detailed functions of the policy on retrieval of overdue materials from district employees will be as outlined in related regulations.~~

---

**NOTE:** The **bold type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in regular type is current Riverside CCD Policy 7065 titled Retrieval of Overdue Materials from District Employees adopted on 12-20-77 and amended on 10-4-83.

---

**Date Approved:**

*(Replaces current Riverside CCD Policy 7065)*

**Riverside Community College District Policy**

**CCLC No. 7120**

**Human Resources  
DRAFT**

**BP 7120 RECRUITMENT AND HIRING**

**References:**

Education Code 70901.2, 70902(b)(7)(d) and 87100 et seq.;  
Title 5 Sections 53000 et seq., 51023.5;  
Accreditation Standard III.1.A

**The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.**

**An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420.**

**Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.**

**The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board Policies and procedures regarding the Academic Senate's role in local decision-making. (see BP 2510 titled Participation in Local Decision-Making)**

**The criteria and procedures for hiring classified employees shall be established after first affording the CSEA an opportunity to participate in the decisions under the Board's policies regarding local decision making.**

- From Riverside CCD Policy 3001/4001 titled Employment

~~The Board of Trustees seeks to employ the best available candidates who meet the qualifications set for the position. Such employment shall be conducted in accordance with the provision of the District's Affirmative Action Policy and all state and federal laws governing employment procedures.~~

~~Employment of personnel to positions in the District is a right reserved by the Board of Trustees. The Board authorizes the President of the College (or designee) to offer an employment contract to a prospective employee, subject to the final approval by the Board of Trustees.~~

-----  
**NOTE:** The **bold type** signifies language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in regular type is current Riverside CCD Policy 3001/4001 titled Employment adopted on 10-1-85.

---

**Date Adopted:**

*(Replaces current RCCD Policy 3001/4001)*

**BP 7150 EMPLOYEE EVALUATIONS**

**Reference:**

Accreditation Standard III.A.1.b

**All employees will periodically undergo a performance evaluation, *at prescribed intervals (See Procedure 7150).***

---

**NOTE:** There does not appear to be a current Riverside CCD Policy that addresses this issue. The language in **bold** is suggested by CCLC and their legal counsel LCW. The language in ***bold italic*** is added by RCCD staff.

---

**Date Approved:**

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



**BP 7160 PROFESSIONAL GROWTH**

**Reference:**

Accreditation Standard III.A.5

- ❖ From current Riverside CCD Policy 3080 titled Faculty Professional Growth and 4042 titled Professional Growth for Confidential Classified Employees

~~It shall be the policy of The Riverside Community College District to encourage~~ certificated faculty to continue their professional preparation through academic, scholarly and professional endeavors beyond those skills, proficiencies, and attainments presented at the time of the initial appointment in the District.

~~It shall be the policy of the Board of Trustees to—~~ ***The District also*** encourages confidential and classified employees to continue to develop their educational experience through academic, scholarly and professional endeavors beyond those skills, proficiencies and attainment presented at the time of initial employment with the District. ***Members of management are encouraged to continue their development through academic endeavors.***

---

**NOTE:** The language in regular type is current Riverside CCD Policies 3080 titled Faculty Professional Growth adopted on 12-19-78 and amended on 1-17-84 and 4042 titled Professional Growth for Confidential Classified Employees adopted 10-1-85. The language in ***bold italic*** is provided by RCCD staff.

---

**Date Approved:**

*(Replaces current Riverside Policies 3080 and 4042)*