

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Board of Trustees – Regular Meeting –
April 22, 2008 - 6:00 p.m. – Student Services 101, Moreno Valley Campus

AGENDA

ORDER OF BUSINESS

Pledge of Allegiance

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

Anyone who requires a disability-related modification or accommodation in order to participate in this meeting should contact Heidi Wills at (951) 222-8804 as far in advance of the meeting as possible.

- I. Approval of Minutes - Special Meeting of March 11, 2008
Special Meeting of March 15, 2008
Special Meeting of March 18, 2008
Regular Meeting of March 18, 2008
Special Meeting of March 25, 2008

- II. Chancellor’s Reports
 - A. Communications
Chancellor will share general information to the Board of Trustees, including federal, state, and local interests and District information.
Information Only

 - B. Resolution No. 40-07/08 – Resolution to Recognize Classified School Employee Week
- Recommend adopting the resolution and designating the week of May 19-23, 2008 as Classified Employee Week.
Recommended Action: Request for Adoption

 - C. Summer Workweek
- Recommend approving the four-ten hour day (4/40) workweek from June 16-August 22, 2008 for classified and confidential support staff.
Recommended Action: Request for Approval

D. The Facilities Recognition Committee's Recommendation to the Board of Trustees

- Recommend approving the naming of rooms as described.

Recommended Action: Request for Approval

E. Proposal for a Community Education and Employment Training Service Center in Riverside

- Information will be distributed to the Board at the time of the meeting.

Recommended Action: To be Determined

III. Student Report

IV. Comments from the Public

V. Consent Items

A. Action

1. Personnel

- Appointments and assignments of academic and classified employees.

a. Academic Personnel

1. Appointments

(a) Management (None)

(b) Contract Faculty (None)

(c) Long-Term, Temporary Faculty

(d) Special Assignments

(e) Coordinators, 2007-2008 Academic Year

(f) Extra-Curricular Activities, 2007-2008 Academic Year

2. Salary Reclassification

3. Salary Placement Adjustment

4. Extension of Long-Term, Temporary Assignment

5. Request to Restore Faculty Member

6. Request for Tenure
 7. Academic Rank
 8. Sabbatical Leave Requests
 9. Separation
- b. Classified Personnel
1. Appointments
 - (a) Management/Supervisory (None)
 - (b) Management/Supervisory – Categorically Funded (None)
 - (c) Classified/Confidential
 - (d) Classified/Confidential – Categorically Funded
 - (e) Short Term
 - (f) Temporary as Needed Student Workers
 - (g) Special Assignments
 2. Military Leave
 3. Requests for Leave Under the California Family Rights Act and/or the Federal Family and Medical Leave Act
 4. Separations
2. Purchase Order and Warrant Report—All District Funds
- Recommend approving the Purchase Order and Warrant Report issued by the Business Office.

3. Budget Adjustments

a. Budget Adjustments

- Request approval of various budget transfers between major object codes as requested by administrative personnel.

b. Resolution(s) to Amend Budget

1. Resolution to Amend Budget – Resolution No. 37-07/08 – 2007-2008 Center for International Trade Development Program

- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said resolution.

2. Resolution to Amend Budget – Resolution No. 38-07/08 – 2007-2008 Foster Parent and Kinship Provider Training Program

- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said resolution.

3. Resolution to Amend Budget – Resolution No. 39-07/08 – 2007-2008 Equipment for Nursing and Allied Health Programs

- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said resolution.

4. Resolution to Amend Budget – Resolution No. 41-07/08 – 2007-2008 School Medicaid Administrative Activities (MAA)

- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said resolution.

5. Resolution to Amend Budget – Resolution No. 42-07/08 – 2007-2008 Foster and Kinship Care Education Program

- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said resolution.

c. Contingency Budget Adjustments

- Request approving the contingency budget adjustments as presented.

4. Bid Awards

- a. Bid Award – District Modular Projects – Moreno Valley Allied Health Sciences and Riverside City Campus
 - Recommend awarding a bid to relocate modular buildings on Riverside City College; relocate modular buildings from Riverside City College to the Moreno Valley Campus; and perform related preparation work.

5. Out-of State Travel

- Recommend approving out-of-state travel requests.

6. Grants, Contracts and Agreements

- a. Contracts and Agreements Report Less than \$72,400 – All District Funds
 - Recommend ratifying the listing of the District’s contracts and agreements that are less than \$72,400.

7. Other Items

- a. Surplus Property
 - Recommend declaring listed property as surplus; finding the property does not exceed \$5,000, and authorize consigned property be sold on behalf of the District.
- b. Notice of Completion – PBX Building, Riverside Campus
 - Recommend accepting the PBX Building as complete; approve execution of the Notice of Completion; and authorize signing of the notice.
- c. Certificates of Achievement for IGETC and CSU
 - Recommend approving the certificates for inclusion in the District catalog.

Recommended Action: Request for Approval and Ratification

B. Information

1. Monthly Financial Report
- Informational report relative to the District's financial activity for the period from July 1, 2007 through March 31, 2008.
2. CCFS-311Q – Quarterly Financial Status Report for the Quarter Ended March 31, 2008
- Informational report relative to the District's financial status for the period ended March 31, 2008.
3. Measure C Project Commitments Summary Report
- Informational report relative to Measure C general obligation bond financial activity through the period ended March 31, 2008.

Information Only

VI. Board Committee Reports

A. Teaching and Learning

1. Proposed Curricular Changes
- Recommend approving the proposed curricular changes.
Recommended Action: Request for Approval
2. Agreement with the State of California, Department of Rehabilitation
- Recommend approving the agreement to provide assistance in securing employment and training to students.
Recommended Action: Request for Approval
3. Agreements with Office of Statewide Health Planning and Development for the School of Nursing
- Recommend approving the agreements to provide funding for additional students in the Associate Degree Nursing Program and to test and evaluate retention productions for nursing students.
Recommended Action: Request for Approval

B. Resources Committee

1. District Modular Projects – Moreno Valley and Norco Campuses – Change Order
- Recommend approving the proposed change order.
2. NORESKO Utility Retrofit Improvement Project – Change Order #3

- Recommend approving the proposed change order.

Recommended Action: Request for Approval

C. Planning Committee (None)

D. Governance Committee

1. Revised and New Board Policies – First Reading
- Recommend accepting Board Policies 6327, 6750, 7200 and 7700 for first reading.

Recommended Action: Accept for First Reading

2. Revised Accreditation and Revised/New Academic Affairs Board Policies – Second Reading
- Recommend approving Board Policies 3200, 3250, 4005, 4020, 4025, 4100, 4240, 4260 and 6200.

Recommended Action: Request for Approval

E. Board of Trustees Committee Meeting Minutes
- Recommend receipt of minutes from the March 11, 2008 Board of Trustees Planning, Teaching and Learning, Resources, and Governance Committee meetings.

Information Only

VII. Administrative Reports

A. Vice Chancellors

B. Presidents

VIII. Academic Senate Reports

A. Moreno Valley Campus

B. Norco Campus

C. Riverside City College/Riverside Community College District

IX. Bargaining Unit Reports

A. CTA – California Teachers Association

B. CSEA – California School Employees Association

X. Business from Board Members

A. Board members will briefly share information about recent events/conferences they have attended since the last meeting.
Information Only

B. Update on Chancellor Search
- The Board will present an informational update.
Information Only

XI. Closed Session
- Pursuant to Government Code Section 54957, public employee discipline/dismissal/release.
Recommended Action: To be Determined

XII. Adjournment

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF MARCH 11, 2008

President Figueroa called the special meeting of the Board of Trustees to order at 9:25 p.m., in Board Room AD122, O. W. Noble Administration Building, Riverside City College. CALL TO ORDER

Trustees Present:

Ms. Virginia Blumenthal
Ms. Mary Figueroa
Mrs. Janet Green
Mr. José Medina
Mr. Mark Takano

Trustees Absent

Mr. Carlos Naranjo, Jr., Student Trustee

Staff Present:

Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources

RCC student Nathan Manzano led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

The Board adjourned to closed session at 9:27 p.m., pursuant to Government Code Section 54957, to select candidates to interview for the position of Chancellor.

CLOSED SESSION

The Board reconvened to open session, announcing that no action would be reported from closed session, and adjourned the meeting at 11:30 p.m.

RECONVENED/ADJOURNED

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF MARCH 15, 2008

President Figueroa called the special meeting of the Board of Trustees to order at 8:30 a.m., in the Marriott Hotel, 3400 Market Street, Riverside, California.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal
Ms. Mary Figueroa
Mrs. Janet Green
Mr. José Medina
Mr. Mark Takano

Trustees Absent

Mr. Carlos Naranjo, Jr., Student Trustee

Staff Present

Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources

The Board adjourned to closed session at 8:35 a.m., pursuant to Government Code Section 54957, to interview semi-final candidates for the Chancellor position.

CLOSED SESSION

The Board reconvened to open session at 6:00 p.m., announcing no action, and adjourned the meeting.

RECONVENED TO OPEN
SESSION AND ADJOURNED

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF MARCH 11, 2008

President Figueroa called the special meeting of the Board of Trustees to order at 9:25 p.m., in Board Room AD122, O. W. Noble Administration Building, Riverside City College. CALL TO ORDER

Trustees Present:

Ms. Virginia Blumenthal
Ms. Mary Figueroa
Mrs. Janet Green
Mr. José Medina
Mr. Mark Takano

Trustees Absent

Mr. Carlos Naranjo, Jr., Student Trustee

Staff Present:

Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources

RCC student Nathan Manzano led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

The Board adjourned to closed session at 9:27 p.m., pursuant to Government Code Section 54957, to select candidates to interview for the position of Chancellor.

CLOSED SESSION

The Board reconvened to open session, announcing that no action would be reported from closed session, and adjourned the meeting at 11:30 p.m.

RECONVENED/ADJOURNED

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF MARCH 18, 2008

President Figueroa called the regular meeting of the Board of Trustees to order at 6:00 p.m., in Board Room AD122, Riverside City College.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal
Ms. Mary Figueroa
Mrs. Janet Green
Mr. José Medina
Mr. Mark Takano (arrived at 6:03 p.m.)
Mr. Carlos Naranjo, Jr., Student Trustee

Staff Present

Dr. James L. Buisse, Interim Chancellor
Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance
Dr. Debbie DiThomas, Vice Chancellor, Student Services and Operations
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement
Mr. Doug Beckstrom, President, Academic Senate, Moreno Valley Campus
Dr. Sharon Crasnow, President, Academic Senate, Norco Campus
Dr. Richard Mahon, President, Academic Senate, District and Riverside City College
Mr. Gustavo Segura, President, CSEA
Ms. Karin Skiba, President, CTA

Ms. Skiba led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Mr. Medina, seconded by Ms. Green, moved that the Board of Trustees approve the minutes of the special meeting of February 19, 2008. Motion carried. (5 ayes)

MINUTES OF SPECIAL MEETING OF
FEBRUARY 19, 2008

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees approve the minutes of the regular meeting of February 26, 2008. Motion carried. (5 ayes)

MINUTES OF THE REGULAR
MEETING OF FEBRUARY 26, 2008

Ms. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the minutes of the special meeting of March 4, 2008. Motion carried. (5 ayes)

MINUTES OF THE SPECIAL MEETING OF MARCH 4, 2008

CHANCELLORS' REPORTS

Dr. Buysse presented Mr. Naranjo, student trustee, with a \$300 Fall 2007 scholarship award for serving as the District's student trustee.

"Presentation of Fall 2007 Scholarship Award to Student Trustee" – Dr. James Buysse, Interim Chancellor

Ms. Green, seconded by Mr. Medina, moved that the Board of Trustees approve Resolution No. 36-07/08, Authorizing Participation in the San Diego County Office of Education Fringe Benefit Consortium 457(b) Plan. Motion carried. (5 ayes)

Resolution Authorizing Participation in the San Diego County Office of Education Fringe Benefit Consortium 457(b) Plan – Resolution No. 36-07/08

Mr. Takano, seconded by Ms. Green, moved that the Board of Trustees ratify the 2007-2010 collective bargaining agreement between the Riverside Community College District and the Riverside Community College Chapter CCA/CTA/NEA effective July 1, 2007. Motion carried. (5 ayes)

2007-2010 Agreement between the Riverside Community College District and the Riverside Community College District Faculty Association CCA/CTA/NEA

Mr. Medina, seconded by Ms. Green, moved that the Board of Trustees approve the increase of the management salary schedule by the funded 2007/2008 statutory COLA (4.53%) effective July 1, 2007. Motion carried. (5 ayes)

Salary Adjustment for Riverside Community College District Management Employees

Mr. Naranjo presented the report about recent and future student activities at the Moreno Valley and Norco Campuses, and Riverside City College.

STUDENT REPORT

CONSENT ITEMS

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees:

Action

Approve the amended listed academic and classified appointments, and assignment and salary adjustments; (Appendix No. 46)

Academic and Classified Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$1,991,740 and District Warrant Claims totaling \$4,265,498; (Appendix No. 47)

Purchase Order and Warrant Report – All District Funds

Approve the budget transfers as presented; (Appendix No. 48)

Budget Adjustments

Approve adding the revenue and expenditures of \$10,000 to the budget, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 31-07/08 – 2007-2008 Statewide Leadership Centers for International Trade Development

Approve adding the revenue and expenditures of \$1,500 to the budget, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 32-07/08 – 2007-2008 Student Financial Aid Administration (SFAA) Augmentation Program

Approve adding the revenue and expenditures of \$125,000 to the budget, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 33-07/08 2007-2008 California Transportation and Logistics Institute

Approve adding the revenue and expenditures of \$530 to the budget, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 34-07/08 2007-2008 Faculty and Staff Diversity Program

Approve adding the revenue and expenditures of \$2,863 to the budget, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 35-07/08 2007-2008 California Institute of Technology, Jet Propulsion Laboratory (JPL) Student Employment

Approve the contingency budget transfer, by a two-thirds vote of the members, as presented; (Appendix No. 49)

Contingency Budget Adjustment

Award a bid in the amount of \$136,320, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the associated agreement;

Award of Bid – Tech B Building HVAC Project, Riverside Campus

Grant out-of-state travel as listed; (Appendix No. 50)

Out-of-State Travel

Ratify the listed contracts and agreements totaling \$647,228; (Appendix No. 51)

Contracts and Agreements Report
Less than \$72,400 Report – All
District Funds

Approve using the California Multiple Award Schedules (CMAS) contract to purchase field turf, in the amount of \$855,309 for the Norco Soccer Field project funded using the Measure C approved project budget;

Purchase Using California
Multiple Award Schedules
(CMAS)

Declare the property listed to be surplus, find that the property does not exceed the total value of \$5,000, and authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District, by unanimous vote. (Appendix No. 52)

Surplus Property

Motion carried. (5 ayes)

Information

In accordance with Board Policy 1042, the Interim Chancellor has accepted the resignation of Mr. Richard Barron, Associate Dean, Academic Innovative Programs/Occupational Education, effective April 25, 2008, for personal reasons, and Ms. Patricia Dickenson, Secretary IV (Part-time, 50%), effective March 14, 2008, for personal reasons.

Separations

The Board received the summary of financial information from July 1, 2007-February 29, 2008.

Monthly Financial Report

BOARD COMMITTEE REPORTS

Teaching and Learning

Mr. Medina, seconded by Ms. Green, moved that the Board of Trustees approve the curricular changes for inclusion in the catalog and in the schedule of class offerings. Motion carried. (5 ayes) (Appendix No. 53)

Proposed Curricular Changes

Resources Committee

Mr. Takano, seconded by Ms. Green, moved that the Board of Trustees approve the amendment to the agreement, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the amendment with the provision that the Vice Chancellor, Administration and Finance, may extend the end date of the agreement without additional compensation. Motion carried. (5 ayes)

District Modular Project – Design Services Agreement/Amendment – Higgenson + Cartozian Architects, Inc.

Mr. Takano, seconded by Mr. Medina, moved that the Board of Trustees approve the amendment to the agreement, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the amendment to the agreement with the provision that the Vice Chancellor, Administration and Finance, may extend the end date of the agreement without additional compensation. Motion carried. (5 ayes)

Quadrangle Modernization Project – Construction Management Agreement/Amendment to Design Services Agreement – The Steinberg Group

Mr. Takano, seconded by Mr. Medina, moved that the Board of Trustees approve the agreement amendment to provide additional Construction Management Services, authorize the Interim Vice Chancellor, Administration and Finance, to sign the amendment, with the provision that the Vice Chancellor, Administration and Finance, may extend the end date of the agreement without additional compensation. Motion carried. (5 ayes)

Quadrangle Modernization Project – Construction Management Agreement/Amendment – Keith Francis & Co., Inc.

Mr. Takano, seconded by Mr. Medina, moved that the Board of Trustees approve entering into an agreement with Vicenti Lloyd Stutzman, LLP to perform annual Proposition 39 audit services in connection with the District's Measure C general obligation bond for FY 2007/2008 through FY 2009/2010, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement. Motion carried. (5 ayes)

Selection of an External Auditor to Perform Annual Proposition 39 Audit Services

Planning

Ms. Green, seconded by Mr. Medina, moved that the Board of Trustees approve the amendment to the agreement, at an additional cost of \$83,900, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the amendment with the provision that the Vice Chancellor, Administration and Finance, may extend the end date of the agreement without additional compensation. Motion carried. (5 ayes)

Moreno Valley Phase III – Student Academic Services Facility – Information Technology and Audio Visual Design Services Agreement/Amendment – Information Technology Services Solutions, LLC

Ms. Green, seconded by Mr. Medina, moved that the Board of Trustees approve the revised project budget in the amount of \$6,500,000, and approve the use of Measure C funds to fund the project. Motion carried. (5 ayes) Ms. Blumenthal requested that the staff briefly describe the project and that the minutes reflect same since Measure C funds are being authorized for this project.

District Modular Projects – Moreno Valley Allied Health Sciences and Riverside City Campus – Project/Budget Approval

Governance

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees accept for first reading Board Policies 3200, 3250, 4005, 4020, 4025, 4100, 4240, 4260 and 6200. Motion carried. (5 ayes)

Revised Accreditation and Revised/New Academic Affairs Board Policies – First Reading

The Board received for information the minutes from the February 19, 2008 Board of Trustees Planning, Teaching and Learning, Resources, and Governance Committee Meetings.

Board of Trustees Committee Meeting Minutes

ACADEMIC SENATE REPORTS

Mr. Beckstrom presented the report on behalf of the Moreno Valley Academic Senate.

Moreno Valley Campus

Dr. Crasnow presented the report on behalf of the Norco Campus Academic Senate.

Norco Campus

Dr. Mahon presented the report on behalf of the District and Riverside City College Academic Senates.

Riverside City College/Riverside Community College District

BARGAINING UNIT REPORTS

Ms. Karin Skiba, President, CTA, presented the report on behalf of the CTA.

CTA – California Teachers Association

Mr. Gustavo Segura, President, CSEA, presented the report on behalf of the CSEA.

CSEA – California School Employees Association

BUSINESS FROM BOARD MEMBERS

Mr. Medina, seconded by Ms. Blumenthal, moved that the Board of Trustees vote to re-elect Board President Mary Figueroa, along with Anita Grier, Edward Ortell, Paul Fong, Katherine “Kay” Albiani, Charles Meng, Judi Beck, Isabel Barreras, Carolyn Batiste and Eva Kinsman on the CCCT Board. Motion carried. (5 ayes)

CCCT Board of Directors Election – 2008

Trustee, and Chair of the Chancellor Search Committee, Blumenthal presented an informational update on the status of the Chancellor search.

Update on Chancellor Search Committee

The Board adjourned the meeting at 7:30 p.m.

ADJOURNED

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF MARCH 18, 2008

President Figueroa called the special meeting of the Board of Trustees to order at 7:30 p.m., in Board Room AD122, Riverside City College.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal
Ms. Mary Figueroa
Mrs. Janet Green
Mr. José Medina
Mr. Mark Takano

Trustees Absent

Mr. Carlos Naranjo, Jr., Student Trustee

Staff Present

Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources

The Board adjourned to closed session at 7:35 p.m., pursuant to Government Code Section 54957, to discuss the appointment for the position of Chancellor, and, pursuant to Government Code Section 54957.6, to confer with District Labor Negotiator: Brad Neufeld, regarding unrepresented employee: New Chancellor.

CLOSED SESSION

The Board reconvened to open session announcing:

RECONVENED TO OPEN
SESSION

By unanimous vote, the Board of Trustees authorized the Association of Community College Trustees to extend an invitation to two finalists in the Chancellor search to participate in the open community and campus forums. This step, estimated to occur in the first weeks of April 2008, is consistent with the Board's previously announced process and procedure. Biographies and photos of those finalists will follow in a press release, as soon as possible.

The Board adjourned the meeting at 9:40 p.m.

ADJOURNED

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF MARCH 25, 2008

President Figueroa called the special meeting of the Board of Trustees to order at 6:00 p.m., in the Administrative Conference Room, O. W. Noble Administration Building, Riverside City College.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal
Ms. Mary Figueroa
Mrs. Janet Green
Mr. José Medina
Mr. Mark Takano

Trustees Absent

Mr. Carlos Naranjo, Jr., Student Trustee

Staff Present

Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources

The Board adjourned to closed session at 6:02 p.m., pursuant to Government Code Section 54957, to discuss public employment and review the status of candidate finalists for the Chancellor position.

CLOSED SESSION

The Board reconvened to open session announcing that a press statement would be released on Wednesday, March 26, 2008, pertaining to the status of the search for a new Chancellor. (Appendix No. 54)

RECONVENED TO OPEN
SESSION

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

ADJOURNED

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.: II-B

Date: April 22, 2008

Subject: Resolution No. 40-07/08 – Resolution to Recognize Classified School Employee Week

Background: The third full week in May, May 19-23, 2008, is designated as Classified School Employee Week, pursuant to Article 10, Section 88270 of the California Education Code. The annual Classified School Employee Week has been supported by the Board of Trustees for several years to honor and recognize the contributions the classified school employees make to the educational community.

Recommended Action: It is recommended the Board of Trustees adopt Resolution No. 40-07/08, and designate the week of May 19 through 23, 2008 as Classified School Employee Week.

James L. Buysse
Interim Chancellor

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT
MORENO VALLEY • NORCO • RIVERSIDE

Resolution No. 40-07/08

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

WHEREAS, May 19-23, 2008, has been designated as Classified School Employee Week in California by the California School Employees Association and the California State Legislature.

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

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

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

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

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

THEREFORE, BE IT RESOLVED that the Board of Trustees officially recognizes the professional contributions of our classified employees, proclaims that they enhance the excellence of education in the state of California and in this District, and declares the week of May 19-23, 2008, as Classified School Employee Week in the Riverside Community College District.

Passed and adopted this 22nd day of April 2008.

BOARD OF TRUSTEES OF THE RIVERSIDE
COMMUNITY COLLEGE DISTRICT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.: II-C

Date: April 22, 2008

Subject: Summer Workweek

Background: The District has provided summer workweek schedules in the past several years to provide staff with a shortened workweek and lengthened weekends. Administration will activate a four-ten hour day (4/40) workweek between June 16, 2008 and August 22, 2008 for classified and confidential support staff.

Recommended Action: It is recommended that the Board of Trustees approve the four-ten hour day (4/40) workweek from June 16 through August 22, 2008 for classified and confidential support staff. Staff will work ten hours per day during the four (4) days Monday through Thursday of each week with the following exception;

- a. Offices which are required to serve students, the needs of the district and/or the public Monday through Friday will provide staffing for the five days. Staff members shall be scheduled by the immediate supervisor with input from unit members involved. Such scheduling shall remain the same for the entire summer and may either provide for (1) scheduling all employees for five eight-hour days; or (2) an alternate scheduling plan which gives unit members the option to work four ten-hour days with either Monday or Friday as their unscheduled day. These exceptions will be approved and communicated by the appropriate president or vice chancellor.

James L. Buysse
Interim Chancellor

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: II-D

Date: April 22, 2008

Subject: The Facilities Recognition Committee's Recommendation to the Board of Trustees

Background: In accordance with Board Policy No. 7070, the Facilities Recognition Committee makes recommendations to the Chancellor and the Board of Trustees regarding the naming of buildings and facilities.

The Committee received a request from the RCCD Foundation proposing the following named gift recognitions:

1. In recognition of a \$100,000 gift and past support provided by a scholarship endowment of the Riverside Scholars program, that Quad 144 be named in honor of Barbara and Bart Singletary.
2. In recognition of many years of scholarship support (which now exceeds \$1.5 million) to deserving continuing students, that a classroom (to be identified) in the A.G. Paul Quadrangle be named in honor of The Community Foundation.
3. In recognition of a \$250,000 gift (made through an irrevocable Charitable Remainder Trust) in support of the Nursing program, that a classroom or laboratory (to be identified) in the future School of Nursing/Science at Riverside City College be named in honor of Charles and Elaine Ford.
4. In recognition of a \$75,000 gift (made through an irrevocable Charitable Remainder Trust) in support of the Nursing program, that a classroom (to be identified) in the A.G. Paul Quadrangle be named in honor of William and Beverly McGaugh.

Each of these gifts is in line with approved room-naming gift levels established in Campaign RCC, and is in accordance with the Naming of Facilities guidelines. On March 25, 2008, the Committee voted to forward its recommendations to the Board of Trustees.

Recommended Action: The Facilities Recognition Committee recommends approval of these requests by the Board of Trustees and the naming of rooms as described.

James L. Buysse
Interim Chancellor

Prepared by: Jim Parsons
Associate Vice Chancellor
Public Affairs & Institutional Advancement
Co-Chair, Facilities Recognition Committee

RECOGNITION COMMITTEE
2007-2008

ROSTER

Marie Colucci, Co-Chair

Jim Parsons, Co-Chair

Daria Burnett

Mary Chavez

Michelle Davila

Jim Morrison

Carlos R. Naranjo, Jr.

Jan Schall

MEMORANDUM

TO: Facilities Naming Committee

FROM: Amy Cardullo, Director, RCCD Foundation and Alumni Affairs

DATE: Monday, March 24, 2008

RE: Room Naming – Nominations for Your Consideration

Below, please find several donors for whom room namings would be a most appropriate recognition in response to their tremendous contributions to the College.

1) Barbara and Bart Singletary – Quad Room Naming (Special request for Quad 144)

Bart is an RCC alumnus and a very philanthropic individual. A scholarship endowment given in the early 1990's has provided significant support for students enrolled in the Riverside Scholars program, and now to students transferring to UCR. Last year, we received an additional \$100,000 in direct, unrestricted support for the Foundation, and the discussion of a room naming in the Quad has been ongoing. Quad 144 has already been identified as a most appropriate room as the Quad has special significance to Bart.

It is recommended that Quad 144 be named the Barbara and Bart Singletary Lecture Hall. May 7th is on hold for a reception in their honor.

2) The Community Foundation – Quad Room Naming

This local philanthropic organization which has its roots in Riverside continues to provide annual scholarship support often in excess of \$100,000 to deserving continuing students (through the Lena Pond Fund for nursing, the Charles Brouse Fund and others). Over the years this support has been well in excess of \$1.5 Million.

It is recommended we name a room in the Quad close to the Singletary Lecture Hall so that we can have a joint reception when we honor the Singletarys.

3) Charles and Elaine Ford – School of Nursing Room Naming

Charles Ford is a former president of the RCCD Foundation Board. One of his sons was an RCC journalism student and his daughter-in-law – is a grateful alum of our Nursing program. In recognition of the excellent education both received at RCC, Charles and Elaine, through an irrevocable Charitable Remainder Trust, have made a gift to the Nursing program that will eventually yield approximately \$250,000.

It is recommended that a room in the School of Nursing be identified now to be named in honor of Charles and Elaine Ford.

4) William and Beverly McGaugh – Quad Room Naming

Similarly, William and Beverly McGaugh, two philanthropic individuals, have made a gift to the Nursing program through an irrevocable Charitable Remainder Trust. Their gift will be a minimum of \$75,000 (depending on their dates of passing.) Bill was an RCC student for a short time.

While their support is for nursing, they would like to take part in a room naming ceremony/reception and would prefer to have a room in the Quad dedicated to them (they are in their late 80's, not in good health and do not feel like they will be alive when the nursing building is completed.)

It is recommended that a room in the Quad be named in honor of William and Beverly McGaugh to recognize them for their generosity.

Each of these gifts is in line with approved room-naming gift levels within Campaign RCC.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: II-E

Date: April 22, 2008

Subject: Proposal for a Community Education and Employment Training
Service Center in Riverside

Background: Riverside City College has been approached by the Presley Group about serving as the lead educational agency for a proposed Community Education and Employment Training Service Center. The Center would provide programs and services to assist parolees in successfully reintegrating into their communities. An executive summary is provided for the Board's review and consideration.

Recommended Action: It is recommended that the Board of Trustees authorizes the College administration to engage in negotiations of an inter-public agency Memorandum of Understanding with the California Department of Corrections and Rehabilitation designating Riverside City College as the lead educational agency for a Community Education and Employment Training Service Center in Riverside.

James L. Buysse
Interim Chancellor

Prepared by: James L. Buysse
Interim Chancellor

Linda Lacy
Interim President
Riverside City College

“Community Education and Employment
Training Service Center” (CEETSC)
Riverside County, California

Executive Summary

The State of California is truly at the “crossroads of crisis” with prison overcrowding. We have the largest prison and parole population in the nation. In 1975-76, the California Department of Corrections and Rehabilitation (CDCR) inmate population was 20,028. Today the inmate population is well over 170,000 with over 120,000 on parole.

CDCR’s current operational budget is \$9.85 billion. This yearly cost for incarceration and parole supervision reveals the magnitude of the problem for both taxpayers and the criminal justice system. For this amount of money, the public expects, and is entitled to, much lower recidivism rates, and thereby much safer communities, yet recidivism rates have continued to climb unacceptably high. Reducing recidivism is the most effective way to reduce prison population, a goal of the legislature, the Governor, and the Federal Court system. The best way to reduce recidivism is to provide inmates/parolees with “A True Prison to Employment Project.”

To address this issue and also provide a substantial cost savings to California taxpayers, the Presley Group (PG), together with Riverside City College (RCC) is proposing to establish and operate a “Community Education and Employment Training Service Center” (CEETSC) Project in Riverside County. Riverside County is one of the top five counties in California with a parolee population of almost 7,500 (5.9% of the 126,906 parolees in the state). The CEETSC project will provide educational and vocational training, coupled with social services, to individuals in the community, commencing when the individuals are still in prison. This project also focuses on services to lower-risk parolees and county probationers.

Funding for this project is available from the proceeds of AB 900, “The Public Safety and Offender Rehabilitation Services Act of 2007,” which requires the development of a prison-to-employment plan for parolees. The PG will be collaborating with RCC, the lead public agency for this project. RCC will use an inter-public agency agreement with CDCR, and a Memorandum of Understanding (MOU) to meet the necessary objectives under the law. The CEETSC Project can also be expanded internally, and replicated across the State.

Participants in the CEETSC Project may be those already on parole in the community, or CDCR inmates who will be paroling to Riverside County. Within 180 days of planned release, CEETSC staff will conduct an “Initial Needs Assessment” (INA) at the institution, to determine the type of services and/or vocational training the individual inmate will need to successfully reintegrate into the community, and earn a livable wage. “Inside” training will start for the inmate prior to release.

Within the first week of the inmate’s release on parole, CEETSC staff will complete an outside “coming home” assessment of the parolee’s needs, and he/she will be placed seamlessly into an educational and/or vocational skills training class, which they will have already started while still in prison. This is the unique “Inside-Outside” concept of this project.

The PG has networked and identified potential program managers, staff and specialized partners who are thoroughly experienced in the management and delivery of services described more specifically in the CEETSC Proposal. Both the PG and RCC recognize that the ability of a parolee to succeed will be based on the collaborative efforts with all entities involved. The design of this program is fluid, catering to individual needs, while safeguarding the community. There are six (6) basic service components to this program:

1. Academic, Vocational and Financial Training
2. Alcohol and Illicit Drug Use
3. Anger Management
4. Criminal Behavior and Associations
5. Family, Marital and Relationships
6. Sex Offenders

All services for inmates will start inside prison with an INA, and continue after he/she has paroled. This "Inside-Outside" program will reduce the time a parolee would have to spend in CEETSC educational and vocational training programs, thus improving his/her chances of more rapidly obtaining livable wage employment.

The CEETSC Project will monitor and track the participants' progress from the beginning to the completion of the program, and/or parole supervision.

To reduce recidivism, there must be a collaborative effort with a multitude of service providers. The problem is not for one entity to solve, but for all of us, because criminality touches all our lives....physically, socially, and at times personally.

This progressive program is "A True Prison to Employment Project."

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-a

Date: April 22, 2008

Subject: Academic Personnel

1. Appointments

Board Policy 1040 authorizes the Chancellor (or designee) to make an offer of employment to a prospective employee, subject to final approval by the Board of Trustees.

It is recommended the following appointments be approved/ratified:

a. Management
(none)

b. Contract Faculty
(none)

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE			
* Deleted Agenda Item			
* Monica Hayes-Trainer	Physical Education Instructor/ Women's Head Volleyball Coach	08/25/08	E-6

d. Special Assignments
Payment as indicated to the individuals specified on the attached list.

e. Coordinators, 2007-2008 Academic Year
Revision to list submitted/approved by the Board of Trustees on June 19, 2007:

<u>Activity</u>	<u>Name</u>
Mathematics Lab (Fall 2007)	Janet Frewing (replacing Jason Parks)
Mathematics Lab (Spring 2008)	Robert Prior (replacing Jason Parks)
Mathematics Lab (Fall 2007)	Pamela Whelchel
Mathematics Lab (Spring 2008 – 50%)	Pamela Whelchel
Mathematics Lab (Spring 2008 – 50%)	Kathy Nabours

Report No.: V-A-1-a

Date: April 22, 2008

Subject: Academic Personnel

1. Appointments – cont.

- f. Extra-curricular Activities, 2007-2008 Academic Year
Revision to list submitted/approved by the Board of Trustees on August 21, 2007:

<u>Activity</u>	<u>Name</u>
Assistant Softball Coach (150%)	Jose Ortega
Assistant Softball Coach (50%)	Whitney Wilczynski

2. Salary Reclassification

Board Policy 3080 establishes the procedures for professional growth and salary reclassification. The following employee has fulfilled the requirements of this policy.

It is recommended the Board of Trustees grant a salary reclassification to the following faculty member effective May 1, 2008:

<u>Name</u>	<u>From Column</u>	<u>To Column</u>
Kim Metcalfe	G	H

3. Salary Placement Adjustment

At their meeting of February 26, 2008, the Board of Trustees approved the appointment of the following faculty member. The employee has provided appropriate verification of experience and/or coursework completed that will affect her salary placement.

It is recommended the Board of Trustees approve the adjustment of salary placement for the faculty member listed below, effective during the spring semester 2008.

<u>Name</u>	<u>From Column/Step</u>	<u>To Column/Step</u>
Diana Myers Hyatt	C-1	G-4

4. Extension of Long-Term, Temporary Assignment

The Board of Trustees, at its meeting of February 26, 2008, approved a one-semester (spring 2008) long-term, temporary appointment for Diana Myers Hyatt as Public Services Librarian at the Moreno Valley Campus. The campus has a need to extend Ms. Myers Hyatt long-term temporary appointment.

It is recommended the Board of Trustees extend the long-term, temporary appointment for Diana Myers Hyatt as Public Services Librarian at the Moreno Valley Campus, from a one semester (spring 2008) to a one year (spring 2008 through fall 2008) appointment with salary placement at Column G, Step 4 of the Faculty Salary Schedule.

Report No.: V-A-1-a

Date: April 22, 2008Subject: Academic Personnel

5. Request to Restore Faculty Member

Per Education Code 87731, whenever any academic employee of any community college district, who at the time of his or her resignation, was classified as regular, is reemployed within 39 months after his or her last day of paid service, the governing board of the district shall, disregarding the break in service, classify him or her as, and restore to him or her all rights, benefits, and burdens of regular service.

It is recommended the Board of Trustees restore Dr. Elisabeth Thompson-Eagle, as of the Summer Intersession commencing June 23, 2008, into her position as an Associate Professor of Biology/Microbiology, at the Riverside City Campus, with salary placement at Column H, Step 16 of the Faculty Salary Schedule.

6. Request for Tenure

The Agreement between Riverside Community College District and the Riverside Community College Chapter CCA/CTA/NEA provides for tenure by the fall semester of the fourth year.

It is recommended the Board of Trustees grant tenure to the following faculty:

<u>Name</u>	<u>Discipline</u>
Avalos, David	Culinary Arts
Bader, Melissa	English
Baradaran, Robert	Culinary Arts
Bernier, Daniel	Chemistry
Carter, Thatcher	English
Flyr, Mary	Early Childhood Education
Fontaine, Robert	Emergency Medical Services
Gall, Nancy	Photography
Gutierrez, Monica	Biology
Johnson, Fen	Mathematics
Knecht, Jasminka	Music
Nabours, Kathy	Mathematics
Parks, Jason	Mathematics
Reid, Miguel	English as a Second Language
Smith, John	Physical Education
Tsai, I-Ching	Music
White, Virginia	Biology

Report No.: V-A-1-a

Date: April 22, 2008

Subject: Academic Personnel

7. Academic Rank

Board Policy 3092 establishes guidelines for academic rank; and the Professional Growth and Sabbatical Leave Committee reviewed the attached listing of academic rank for the 2008-2009 academic year.

It is recommended the Board of Trustees approve the 2008-2009 academic rank as specified on the attached list.

8. Sabbatical Leave Requests

The Agreement between Riverside Community College District and the Riverside Community College Chapter CCA/CTA/NEA provides for faculty sabbatical leaves. The Professional Growth and Sabbatical Leave Committee reviewed the following requests and voted to approve a favorable recommendation

It is recommended the Board of Trustees grant the following sabbatical leave requests:

- a. Ronald Ruiz, Associate Professor of Psychology, for the 2008-2009 academic year, at 100% compensation, to allow him to complete a doctoral dissertation in Health Psychology at Walden University.
- b. Ann Pfeifle, Assistant Professor of History, for the 2008-2009 academic year, at 100% compensation, to complete the majority of her work for her dissertation as partial completion for her Ph.D. in history at the University of California, Riverside. Her Ph.D. proposal was signed by her committee and accepted by UCR Graduate Division on June 24, 2004. The working title is currently "School Spirit: The Development of School Loyalty at Indian Schools."

9. Separation

Board Policy 1042 authorizes the Chancellor to officially accept the resignation of an employee; and the Chancellor has accepted the following resignation.

It is recommended the Board of Trustees receive, for information only, the resignation of the individual listed below:

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Cornelia Wylldestar	Reading Instructor	03/21/08	Personal

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-b

Date: April 22, 2008

Subject: Classified Personnel

1. Appointments

In accordance with Board Policy 1040, the Chancellor recommends approval for the following appointments:

a. Management/Supervisory

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
DISTRICT (None)				
MORENO VALLEY CAMPUS (None)				
NORCO CAMPUS (None)				
RIVERSIDE CITY COLLEGE (None)				

b. Management/Supervisory – Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
DISTRICT (None)				
MORENO VALLEY CAMPUS (None)				
NORCO CAMPUS (None)				
RIVERSIDE CITY COLLEGE (None)				

***AMENDED**

Report No.: V-A-1-b

Date: April 22, 2008

Subject: Classified Personnel

1. Appointments – Continued

c. Classified/Confidential

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
DISTRICT				
*Carolyn Chamberlain	College Safety & Police Dispatch Clerk	04/23/08	14-1	Appointment
*Jennifer Hickey	College Safety & Police Dispatch Clerk	05/01/08	14-1	Appointment
*Valerie Metroka	College Safety & Police Dispatch Clerk	04/23/08	14-1	Appointment
MORENO VALLEY CAMPUS				
*Mark Robinson	Library Clerk II (Part-time, 50%)	05/05/08	14-1	Appointment
*Leslie Salas	Secretary IV (PSET/BCTC)	05/12/08	17-6	Promoted
NORCO CAMPUS (None)				
RIVERSIDE CITY COLLEGE				
David Birkle	Laboratory Technician II (11-Month, Part-time @ 50%)	05/01/08	20-1	Appointment

d. Classified/Confidential – Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
DISTRICT (None)				
MORENO VALLEY CAMPUS (None)				
NORCO CAMPUS				
Cynthia Alcantar	Assistant to the Coordinator, Upward Bound (Part-time, 50%)	04/23/08	16-1	Appointment
Stefanie Hernandez	Student Financial Services Support Specialist (Part-time, 47.5%)	04/23/08	16-1	Appointment
Vidal Vargas	Assistant to the Coordinator, Upward Bound (Part-time, 50%)	04/23/08	16-4	Transfer

Report No.: V-A-1-b

Date: April 22, 2008

Subject: Classified Personnel

1. Appointments – Continued

d. Classified/Confidential – Categorically Funded (Cont'd)

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
RIVERSIDE CITY COLLEGE				
Linda Ammeraal	Student Financial Services Specialist	04/23/08	18-1	Promotion
Deanna Murrell	Student Financial Services Support Specialist	04/23/08	16-1	Appointment

e. Short Term

Short-term appointments of individuals to serve on an hourly, as needed basis, as indicated on the attached list.

f. Temporary as Needed Student Workers

Short-term appointments to serve on an hourly, as needed basis, as indicated on the attached list.

g. Special Assignments

Payment to be approved for the following individuals in the amount indicated for their participation in a special assignment:

Technical Support – Video Streaming Technology (09/01/07 – 12/31/07)

Stephen Ashby – Total amount not to exceed \$1,224.16

Desert Region Tech Prep Marketing (04/23/08 – 06/12/08)

Kevin Fleming – Total amount not to exceed \$12,000

TRIO Student Services Support Grant (04/23/08 – 06/12/08)

Gustavo Ocegüera – Total amount not to exceed \$2,200

2. Military Leave

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

It is recommended the Board of Trustees ratify the request for military reserve duty for Mr. Anthony Rizo, Multi-Media Graphic Artist, for the period of March 12, 2008 (a total of 1 working day). Mr. Rizo meets the college service requirement.

Report No.: V-A-1-b

Date: April 22, 2008

Subject: Classified Personnel

3. Requests for Leave Under the California Family Rights Act and/or the Federal Family and Medical Leave Act

It is recommended the Board of Trustees approve/ratify requests for leave under the California Family Rights Act and/or the Federal Family and Medical Leave Act, a maximum of 12 weeks (480 hours) of combined CFRA/FMLA will be reduced concurrently for the following classified employees:

<u>Name</u>	<u>Position Title</u>	<u>Retroactive To:</u>
Enrique Cuellar III	Custodian	March 14, 2008
Casandra Greene	Production Printing Coordinator	April 14, 2008
Sheila McDonald	Administrative Assistant	March 19, 2008
Steven Purdy	Student Financial Services Analyst	March 25, 2008

4. Separations

Board policy 1042 authorizes the Chancellor to officially accept the resignation of an employee; and the Chancellor has accepted the following resignations;

In is recommended the Board of Trustees receive, for information only, the resignation of the individuals listed below, effective at the end of the workday:

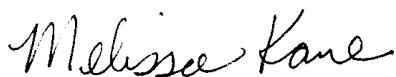
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Reason</u>
Rebecca Faircloth	Counseling Clerk I (Part-time, 50%)	April 25, 2008	Personal
Eugene Grim	Senior Tool Room Attendant	April 30, 2008	Personal
Erin Serrato	College Receptionist	April 07, 2008	Non-Continuance of Probationary Period

Report No.: V-A-1-b

Date: April 22, 2008

Subject: Classified Personnel

Submitted by:



Melissa Kane
Vice Chancellor, Diversity and Human
Resources

Transmitted to the Board by:



James L. Buysse
Interim Chancellor

Concurred by:



Chris Carlson
Chief of Staff/Executive Assistant to
the Chancellor

Concurred by:



Linda Lacy
Interim President, Riverside City College



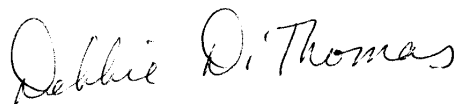
Ray Maghroori
Vice Chancellor, Academic Affairs

Brenda Davis
President, Norco Campus



Aaron Brown
Interim Vice Chancellor, Administration

Irv Hendrick
Interim President, Moreno Valley Campus



Debbie DiThomas
Interim Vice Chancellor, Student Services/Operations

Emergency Medical Services Program Specialized Tutorial Support (Spring 2008)

The duties entail providing tutorial support to EMT and Paramedic students in order to promote academic success.

Chris Miller – Paid as a lump sum upon completion in the amount of \$350.00
Mike White – Paid as a lump sum upon completion in the amount of \$350.00
Mike Mulhall – Paid as a lump sum upon completion in the amount of \$350.00
Carla Knight – Paid as a lump sum upon completion in the amount of \$600.00
Ryan Harold – Paid as a lump sum upon completion in the amount of \$800.00
Randy Nugent – Paid as a lump sum upon completion in the amount of \$850.00
Hans Bolowich – Paid as a lump sum upon completion in the amount of \$1600.00
Michael Schulz – Paid as a lump sum upon completion in the amount of \$1000.00
Phil Rawlings – Paid as a lump sum upon completion in the amount of \$1800.00

Image Library (Spring 2008)

Participate in the development and integration of the multimedia library project with the institution's ESL program.

Margarita Shirinian – Paid as a lump sum upon completion in the amount of \$1500.00
Karin Skiba – Paid as a lump sum upon completion in the amount of \$1500.00

Image Library (Spring 2008)

Catalogue and scan art images creating a multimedia image library to integrate into ESL and the arts.

Brian VanderVeen – Paid as a lump sum upon completion in the amount of \$2500.00

Conducting Symposium (Spring 2008)

Guest Performer.

Margaret Worsley – Paid as a lump sum upon completion in the amount of \$150.00

Course Innovation Stipend for ESL-72 (Spring 2008)

Focus of ESL-72 College and Career Explorations.

Margarita Shirinian – Total amount to be paid not to exceed \$2500.00

Course Innovation Stipend for Math -98 (Spring 2008)

Work along side Outcomes and Assessment Specialist to collect data necessary for the Mathematics Intervention Program.

Diana Dominguez – Total amount to be paid not to exceed \$1241.31

Completion of Program Review (Spring 2008)

Completion of Program Review

Sonya Nyrop – Paid as a lump sum upon completion in the amount of \$333.00
Linda Stonebreaker – Paid as a lump sum upon completion in the amount of \$333.00
Victor Sandoval – Paid as a lump sum upon completion in the amount of \$333.00

Document Editing for RSA (Spring 2008)

To edit documents created by RSA staff as needed

Bonnie Pavlis – Paid as a lump sum upon completion in the amount of \$564.10

Train Lab Instructors (Spring 2008)

Cathy Brotherton – Paid as a lump sum upon completion in the amount of \$1000.00
Judy Perhamus – Paid as a lump sum upon completion in the amount of \$1000.00
John Coverdale – Paid as a lump sum upon completion in the amount of \$1000.00
Diana Friedman – Paid as a lump sum upon completion in the amount of \$1200.00
Vern Browne – Paid as a lump sum upon completion in the amount of \$1000.00

Title V CAP Instructors (Spring 2008)

Monika Alvarez – Paid as a lump sum upon completion in the amount of \$1200.00
Linda Stonebreaker – Paid as a lump sum upon completion in the amount of \$2400.00
Victor Sandoval – Paid as a lump sum upon completion in the amount of \$3600.00
Linda Sherman–Nurick– Paid as a lump sum upon completion in the amount of \$1200.00
Lani Kreitner – Paid as a lump sum upon completion in the amount of \$1200.00
Stacy Cerwin-Bates – Paid as a lump sum upon completion in the amount of \$1200.00
Mi Kyung Sung – Paid as a lump sum upon completion in the amount of \$1200.00
DeAnna Jensen – Paid as a lump sum upon completion in the amount of \$1200.00
Kristine Anderson – Paid as a lump sum upon completion in the amount of \$1200.00
Steven Brewster – Paid as a lump sum upon completion in the amount of \$1200.00
Micherri Wiggs – Paid as a lump sum upon completion in the amount of \$1200.00
Jason Spangler – Paid as a lump sum upon completion in the amount of \$1200.00

English 60 Basic Skills Workshop (Spring 2008)

Focus on Student Learning Outcomes

John Beach – Paid as a lump sum upon completion in the amount of \$100.00
Patricia VanOsterhoudt – Paid as a lump sum upon completion in the amount of \$100.00
David Perez – Paid as a lump sum upon completion in the amount of \$100.00
Joan Hill – Paid as a lump sum upon completion in the amount of \$100.00
Christina Short – Paid as a lump sum upon completion in the amount of \$100.00
Matthew Nadelson – Paid as a lump sum upon completion in the amount of \$100.00

Stipend for use of online materials (Summer 2008)

Kristina Kauffman – Total amount to be paid not to exceed \$300.00

Academic Senate President (Winter 2008)

Senate President Duties

Doug Beckstrom – Paid as a lump sum upon completion in the amount of \$1128.20

Teacher Preparation Pipeline CTE Project (Spring 2008)

To enhance quality of CTE curriculum through student interaction

Henry Jackson – Paid as a lump sum upon completion in the amount of \$500.00
Yuri Ulloa – Paid as a lump sum upon completion in the amount of \$500.00

Jazz Concert (Spring 2008)

Guest Artist

Rick Shaw – Paid as a lump sum upon completion in the amount of \$700.00

Serve on Search Committee (Winter 2008)

Compensation at Group 1, Step 3 of the Faculty hourly Salary Schedule.

Mark Lewis – Total of 10 hours

Teacher Preparation Pipeline CTE Project (Spring 2008)

To enhance quality of CTE curriculum through student interaction

Compensation at Group 1, Step 3 of the Faculty hourly Salary Schedule.

Sharon Gillins – Total amount to be paid not to exceed \$2000.00

ACADEMIC RANK LIST 2008-2009**INSTRUCTORS**HIRED 2007-2008

Chiek	Veasna	Mathematics
Mendoza	Gabriela	Mathematics
Schmidt	Steven	Music

HIRED 2006-2007

Anderson	Kimberly	Nursing
Fast	Matthew	Computer Information Systems
Friedrich Finnern	Teresa	Biology
Gray	Alexis	Anthropology
Greco	Priscilla	Nursing
Grey	Bobbie	Chemistry
Hulshof	Lidia	Dental Assisting
Indermuehle	Denise	Nursing
Longway	Mark	Counseling
McCarron	James	Physical Education
Moncrieff	Melvin	Nursing
Moore	Barbara	Biology
Nyrop	Sonya	Reading
Olaerts	Ana Marie	Speech Communication
Reyes	Ernesto	Mathematics
Rhyne	Jeffrey	English
Sandoval	Victor	Reading
Sellick	Mark	Political Science
Sinigaglia	Nicholas	Philosophy
Somasundaram	Sivajah	Mathematics
Tolunay Ryan	Adviye	Psychology
Vega	Daniel	Counseling
Vermillion	Amy	Nursing
Wallstrom	Timothy	Physical Education
Werner-Fraczek	Joanna	Biology

HIRED 2005 - 2006

Aljord	Huda	Arabic
Amidon	Tucker	English
Arguelles	Rudolph	Physical Education
Brown	Jami	Sociology
Brown	Amanda	Mathematics

INSTRUCTORS - cont.HIRED 2005 - 2006 (cont.)

Broyles	Larisa	Anthropology
Burnett	Sarah	Early Childhood Education
Byun	John	Music
Chaks	Leslie	Counseling
Elizalde	Andres	English
Elton	William	Physical Education
Foster	Donald	Music
Galicia	Felipe	Biology
Gonzalez	Heather	English
Gutierrez	Edgar Ivan	History
Hausladen	Lisa	Medical Assisting
Herrick	Scott	Biology
Heyde	Marilynn	Dental Hygiene
Ishihara	Chie	Business Administration
Lesch	Jacqueline	Library Services
Moore	Frankie	Student Activities
Nelson	Lisa	English
Pessah	Samuel	Italian
Phelps	William	Geology
Quinto-MacCallum	Bonavita	Spanish
Ries	Richard	Mathematics
Sanchez	Marc	Mathematics
Shirinian	Margarita	English as Second Language
Soto	Salvador	Counseling
Spangler	Jason	English
Synodinos	Dimitrio	Student Activities
Taube	Rhonda	Art
Thompson	Eric	Sociology
Torre	Sandra	Computer Applications and Office Technology
Tovares	Charles	Geography
Tran	Phu	Physics
Truttmann	Leo	Chemistry
Van Hulle	Paul	Manufacturing Technology
Wagner	Stephen	Biology
Wiggs	Micherri	Speech Communication
Willie	Cheryl	Cosmetology
Wyckoff	Charles	Business Administration
Zapata	Valarie	English

ASSISTANT PROFESSORS - FIRST YEAR

Avalos	David	Culinary Arts
Bader	Melissa	English
Baradaran	Robert	Culinary Arts
Bernier	Daniel	Chemistry
Carter	Thatcher	English
Flyr	Mary	Early Childhood Education
Fontaine	Robert	Emergency Medical Services
Gall	Nancy	Photography
Gutierrez	Monica	Biology
Johnson	Fen	Mathematics
Knecht	Jasminka	Music
Nabours	Kathy	Mathematics
Parks	Jason	Mathematics
Reid	Miguel	English as a Second Language
Smith	John	Physical Education
Tsai	I-Ching	Music
White	Virginia	Biology

ASSISTANT PROFESSORS - SECOND YEAR

Brewster	Steven	Library Services
Chacon	Rosina	Counseling
Dyogi	Damianita	Nursing
Moores	Paul	Library Services
Nollette	Christopher	Emergency Medical Services/Paramedic
Stafford	Paula	Physician Assistant
Zwart	Gail	Business Administration

ASSISTANT PROFESSORS - THIRD YEAR

Andacheh	Khalil	Sociology
Banks	James	Human Services
Beck	Rex	Business Administration
Brown	Ellen	Counseling
Carreras	Sofia	Dance
Casolari	Amber	Economics
Cerwin-Bates	Stacey	Reading
Cryder	Michael	Biology
Herzig	Paul	Computer Information System
Lesser	Donna	Dental Hygiene
Matsos	Peter	Psychology
Metcalf	Kim	Early Childhood Education
Rodriguez	Nicholas	Cosmetology

ASSISTANT PROFESSORS - THIRD YEAR (cont.)

Smith	Heather	Biology
Thetford	Teresa	Physician Assistant
VantHul	Tammy	Nursing
Whelchel	Pamela	Mathematics

ASSISTANT PROFESSORS - FOURTH YEAR & BEYOND

Burris	Robert	Air Conditioning
Cordier	Gerald	Drafting
Kennedy	Stephen	Auto Techonology
O'Connell	Paul	Automotive Technology
Slocum	David	Automotive Technology
Tedesco	August	Telecommunications
Westbrook	Peter	Cosmetology

ASSOCIATE PROFESSORS

Acharya	Surekha	English
Allen	Thomas	English
Almquist	David	Physical Education
Amezquita	Anna Marie	English
Anderson	Kristine	English
Anguiano	Joe	English
Ashby	Hayley	Library Services
Avila	Patricia	Counseling
Baker	David	Sociology
Balent	Amy	Art
Barboza	Matthew	Computer Information Systems
Barnes	Micheal	Counseling
Beckstrom	Douglas	Dental Technology
Bendshadler	Cindy	English
Bhatia	Shailesh	Computer Information Systems
Bhattacharya	Debadarshi	Astronomy/Physics
Biancardi	Fabian	Political Science
Blair	Scott	Astronomy
Boelman	Peter	Economics
Bonzoumet	Nikki	Physical Education
Bowen	Douglas	English as a Second Language
Brockenbrough	Celia	Library Services
Brooks	Kathryn	Biology
Brotherton	Catherine	Computer Information Systems

ASSOCIATE PROFESSORS - Cont.

Brown	Scott	Counseling
Brown	Timothy	Reading
Brown	William	Counseling/Physical Education
Burchett	Gregory	Biology
Cazares	Deborah	Early Childhood Education
Chaks	Michael	Accounting
Chatterjee	Achinta	English
Cheney	James	Physics
Chenoweth	Rita	Dance
Christiansen	Jill	Nursing
Chung	Elisa	Mathematics
Clark	Daniel	English
Clark	Ross	Graphics/Multimedia
Cluff	Michael	English
Colapinto	Eileen	Counseling
Colucci	Marie	Nursing
Conrad	Diane	Speech Communication
Coverdale	John	Computer Information Systems
Cramm	Kenneth	Mathematics
Crasnow	Sharon	Philosophy
Cregg	James	Computer Information Systems
Curtis	Peter	Music
Daddona-Moya	Michelle	Physical Education
Dassow	Arturo	Counseling
Davin	Richard	Sociology
Dean	Leslie	Geography
DeGuzman	Joseph	Mathematics
DiBenedetto	Tammy	English
Dierdorff	Joanne	Dance
Douglass	Kelly	English
Drake	Sean	Mathematics
Dumer	Olga	English as a Second Language
Duran	Jose	Business Administration/CIS
Eckstein	Joseph	Geography
Elder	Gregory	History
Farrar	Carol	Psychology
Farris	Katheryn	Physical Education
Fawson	Evangeline	Nursing
Finner	Richard	Graphics Technology
Flick	Arend	English
Fontana	Sandra	American Sign Language

ASSOCIATE PROFESSORS - Cont.

Forlenza	Gerard	History
Freitas	Siobhan	Chemistry
Frewing	Janet	Mathematics
Fry	Maureen	Reading
Gage	George	Spanish/Community Interpreting
Garcia	Carlos	Engineering
Garcia	Steven	English
Gaylor	Dorothy	Spanish
Gibbons-Anderson	Joan	Speech Communication
Gibbs	Travis	Psychology
Gillins	Sharon	Telecommunications
Gobatie	Cynthia	Philosophy
Graham	Douglas	Student Activities
Haghighat	Dariusz	Political Science
Haines	Mark	Dance
Hall	Barbara	Anthropology
Hall	Deborah	Student Activities
Hall	Lewis	Computer Information Systems
Haugh	Judy	Counseling
Havener	Kathy	Nursing
Hill	Jimmie	Counseling
Hitchcock	Dominique	Spanish
Honore	Cheryl	Accounting
Hopkins	John	Art
Horn	Stephen	Art
Howard	Lin	English
Humble	Dina	Music
Ingham	Susan	English
Issa	Ali	Health Science
Jackson	Henry	Welding
Jeter	Charlene	Counseling
Jew	Robert	Art
Jiang	George	English as a Second Language
Jimenez	Gary	Counseling
Johnson	Brian	Mathematics
Judon	LaNeshia	Business Administration
Julian	Jodi	Theater Arts
Keiser	Terry	Graphics Technology
Kelly	Kathryn	Spanish
Kime-Hunt	Ellen	Chemistry
Kinser	Anita	Nursing

ASSOCIATE PROFESSORS - Cont.

Knipe	Theodore	Psychology
Kobzeva-Herzog	Elena	Spanish
Kreitner	Lani	English
Kyriakos	Stephany	History
LaCava	Wilma	Nursing
Legner	Mary	Mathematics
Lehr	Janet	Computer Applications and Office Technology
Lehr	Mark	Computer Information Systems
Leifer	Gloria	Nursing
Leung	Juliana	Art
Lewis	Mark	Speech Communications
Lipkin	Ellen	Microbiology
Locke	Gary	Music
Lomayesva	Dwight	History
Loomis	Rebecca	Anatomy & Physiology
Lovelace	Allan	Journalism
Loveridge	Kelly	Counseling
Lowden	Clara	Physical Education
Lowry	Stephanie	Nursing
Lyons	Ann Marie	Mathematics
MacDougall	Diana	American Sign Language
Mahon	Richard	Humanities
Makin	Deborah	Political Science
Marsh	Diane	Chemistry
Mason	Dayna	Art
Masterson	Romulus	Philosophy
Mayse	Kevin	Music
McLeod	Scott	Computer Information Systems
McQuead	Michael	Computer Information Systems
Mercado	Rosario	Spanish
Meyer	Michael	English
Middleton	Delores	Physician Assistant
Mills	David	English
Mills	Susan	Mathematics
Miter	Carol	English
Morales	Gerber	Mathematics
Morrill	Cynthia	English
Morrison	James	Biology
Mowrey	Jodi	American Sign Language
Namekata	James	Mathematics
Nelson	David	Theater Arts

ASSOCIATE PROFESSORS - Cont.

Nelson	Lee	Nursing
Ng	Rebecca	Library Services
Ogata	Lorraine	Reading
O'Neill	Terrence	Physics
Osgood-Treston	Brit	English
Pacheco	Maria	Counseling
Parker	Alfred	History
Pavlis	Bonnie	Humanities
Payan	David	Counseling
Pena	Larry	Counseling
Perhamus	Judith	Computer Information Systems
Pfeifle	Ann	History
Pfenninger	Michele	English
Pisa	Sheila	Mathematics
Prior	Robert	Mathematics
Ramos	Rosa	Counseling
Reible	Carla	English as a Second Language
Reynolds	Joseph	Counseling
Richard	Charles	Music
Robles	Andy	Mathematics
Rocco	Christopher	Humanities
Rodman	Richard	Automotive Technology
Rogers	Dennis	Physical Education
Romero	Clarence	Psychology
Rosario	John	Anatomy/Physiology
Rowe	Phyllis	Nursing
Ruiz	Rogelio	Mathematics
Ruiz	Ronald	Psychology
Salcedo	Fernando	Spanish
Sarkis	Rosemarie	French
Saxon	Kathleen	Mathematics
Schinke	Ward	Political Science
Schutte	Donna	Nursing
Sell	Kathleen	English
Seniguar	John	Cosmetology
Sigloch	Steven	Physical Education
Skiba	Karin	Art
Sloniger	Mitzi	Reading
Smith	Deborah	Mathematics
Solorzano	Diane	English
St. Peters	Susan	English

ASSOCIATE PROFESSORS - Cont.

Stearns	Frank	Accounting
Sternburg	Charles	Anatomy/Physiology
Stevens	Walter	Theater Arts
Stone	Rachel	American Sign Language
Stonebreaker	Linda	Reading
Suzuki	Takashi	Japanese
Thomas	James	Construction Technology
Thompson	Oliver	Administration of Justice
Titus	Patrick	Counseling
Tjandra	Margaret	English as a Second Language
Tschetter	Sheryl	English
Tutor	Patricia	Nursing
Ulloa	Yuri	Automotive Technology
Urquizu	Linda	Library Services
Wagner	Thomas	Business Administration
Wales	Edward	Engineering
Wicken	Ingrid	Physical Education
Wilcoxson	Don	Business Administration
Williams	Edward	English
Wimer	Beverly	Physical Education
Woods	Kristi	History
Worsham	Patricia	Business Administration
Yates	Sharon	Early Childhood Education
Yglecias	Elizabeth	Counseling
Yoshino	Ron	History
Young	John	Economics
Yount	Gwendolyn	Spanish

PROFESSORS

Pardee	Ronald	Management
Schall	Jan	Sociology

RIVERSIDE COMMUNITY COLLEGE DISTRICT
SABBATICAL LEAVE REQUEST FORM

FACULTY MEMBER Ronald Ruiz

DEPARTMENT Behavioral Sciences-Psychology

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)

 X FULL YEAR'S LEAVE FOR Fall 2008 - Spring 2009 _____
(100% SPECIAL SABBATICAL LEAVE)

 SEMESTER LEAVE FOR _____
(100% SEMESTER SABBATICAL LEAVE)

 RETURN TO INDUSTRY LEAVE FOR _____

ABSTRACT OF PURPOSE OF SABBATICAL LEAVE:

The purpose for this sabbatical leave request for the 2008-09 academic year is to allow me to complete a doctoral dissertation in Health Psychology at Walden University. I will have completed all formal course prerequisites prior to Fall 2008, and will only be enrolled in PSYC 9000 (doctoral dissertation) courses during this academic year. I will be engaged in conducting a quantitative research project measuring the validity of an impulsivity task for my dissertation. I will also give an oral defense of my dissertation during the Spring or Summer 2009 term.

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

Ronald Martinez Ruiz
Associate Professor, Psychology
Riverside Community College

Overview and Purpose for Sabbatical Leave

The purpose of this sabbatical leave application is to allow me the opportunity to complete my doctoral dissertation in Health Psychology at Walden University during the 2008-09 academic year.

Walden University is an accredited, distance education institution of higher learning. Established in 1970 by two New York instructors, Walden University's academic philosophy stresses a goal to work toward implementing positive social change through higher education (that is, to enhance the human and social condition by developing ideas to promote the development of people, communities and society at large).

I first enrolled at Walden during the Fall 2005 academic term. Since then, I have completed graduate courses in Psychology toward earning a Ph.D. in Health Psychology (as of this writing, I have completed 104 quarter units and maintain a 4.0 grade point average). I will complete my formal coursework in May 2008, and commence writing my dissertation proposal during the summer 2008 term. For my dissertation, I will conduct original research in the field of personality during the Fall and Winter 2008 academic quarters at Walden. I plan to submit the dissertation for approval to my committee in August 2009.

My dissertation involves the use of a novel computerized task which I am developing to measure the construct of impulsivity. Impulsivity is a topic with a long history of study in psychology and psychiatry. In fact, the 4th edition of the Diagnostic and Statistical Manual (DSM-IV) describes many mental illnesses in which impulsivity is considered a common symptom (e.g., antisocial personality disorder, borderline personality disorder, attention deficit and hyperactivity disorder (ADHD), and impulse-control disorders such as kleptomania and pathological gambling). Researchers have also identified impulsivity as a factor in other disorders, such as suicidal ideation and substance abuse. Unfortunately, impulsivity is a term which has been defined differently by many investigators, including (a) a difficulty in inhibiting a response, (b) a tendency to act without first considering the consequences, (c) making rapid mental decisions, and (d) an inability to wait for the presentation of a reward. The use of varied definitions for impulsivity has led to confusion among researchers and health care workers as to the best way to describe and measure this construct. While some of the most popular impulsivity tasks are restricted to assessing an inability to inhibit responses, other commonly used tasks examine whether a test participant will commit behaviors linked to either immediate versus delayed rewards.

Since the 1970's, researchers associated with a school in psychology known as Behaviorism (which is devoted strictly to the study of behavior, at the cost of investigating cognitive or mental

processes such as consciousness or attention) have defined impulsivity according to performance on a behavioral choice paradigm. For instance, test participants are typically seated in front of a computer, with one key on the keyboard associated with “impulsive” rewards (say, 5 cents for every 5 key presses) while another key is associated with delayed rewards (15 cents for waiting 15 seconds before pressing the key). Specifically, persons who behave impulsively in such tasks predominately choose to press the key linked to the small, immediate reward over the larger, but delayed reward.

Although a variety of “delayed reward” tasks have been utilized to search for evidence of impulsivity among diverse clinical populations, evidence for their relevance in such situations is questionable. For instance, while some investigators have reported the ability of these kinds of tasks to distinguish the performance between persons in clinical populations (such as ADHD) and “normal” control participants, other researchers have not. A possible reason to account for these conflicting results may be traced to the utilization of a “forced choice” paradigm within these tasks: the test taker is required to choose between the option associated with the “impulsive” or the “delay reward” choice at the onset of the test session without the opportunity to subsequently switch between choices. In other words, he or she can only respond to that same initial key choice for the duration of the test session. Additionally, such tasks are incapable of measuring how the number of choice switches (between an impulsive versus delayed reward choice) during the extent of the test session may be an important variable capable of further identifying impulsive behavior.

My dissertation will revolve around a novel computerized impulsive versus self-control (delayed reward) task I am developing specifically for this project. My task will offer the test taker the opportunity to respond to whichever key choice they wish (impulsive or self-control) during the duration of the test session. Additionally, with each reward obtained on the delayed reward choice, both the delay and the amount of reward will increase for the next test trial. This task will also count the number of key presses during the intertribal interval (or ITI, the period of time in between test trials, when responding to a key will not lead to a reward). I will assess between 50-60 student volunteers recruited from Psychology courses here at RCC to partake in this novel task with the intention of comparing their performance to other tasks of impulsivity (another computerized impulsivity task, plus a 30-item self-report measure). My hypothesis is that performance on my novel task will not only predict performance on these other assessment tools (establishing convergent validity), but also reveal other variables capable of distinguishing between different types of impulsivity (i.e., difficulty to inhibit prepotent responses as measured through the number of key presses during the ITI).

Administering my novel impulsivity task (as well as 2 other measures) to many student volunteers, plus performing statistical analysis of the data from each task before writing my dissertation, will require much uninterrupted time and effort on my part. For this reason, I am requesting a 100% sabbatical leave.

Eligibility

I meet three eligibility requirements for sabbatical leave, including:

1. Status: As a regular faculty member at RCC, I am eligible for sabbatical leave (Agreement between RCCD and RCC Chapter CCA/CTA/NEA, Article XIII, M.1.a).
2. Service: As a fulltime faculty member at RCC since 1996, I am eligible for sabbatical leave after serving the college district for at least 7 consecutive years (Agreement between RCCD and RCC Chapter CCA/CTA/NEA, Article XIII, M.1.b).
3. My sabbatical leave will fulfill the purpose of completing coursework (PSYC 9000-Dissertation) toward the Ph.D. in Health Psychology at Walden University (Agreement between RCCD and RCC Chapter CCA/CTA/NEA, Article XIII, M.2.a).

Activities to meet goals of the Sabbatical Leave

My primary purpose for the Sabbatical Leave is to investigate the construct of impulsivity through the use of a novel computerized task I have developed. Further, I plan to submit a completed dissertation to my dissertation committee by August 2009 describing my research on the aforementioned topic.

To complete my dissertation, I will utilize my novel computerized task (as well as two other assessment tools) to measure impulsivity among student volunteers here at RCC. I will accumulate data in a confidential manner, utilize appropriate statistical measures to perform data analysis, and write my results and interpretation for my dissertation. The length of my doctoral dissertation will be approximately 250 pages.

While working on my dissertation during the sabbatical leave, I will be enrolled in PSYC 9000 courses at Walden University over the span of 4 quarters during the 2008-09 academic year.

The following timeline illustrates my intended academic/research activities while on sabbatical leave:

September-November 2008 (Fall 2008 quarter)

- Reviewing research and scholarly publications on the measurement of impulsivity
- Refining my novel computerized impulsivity task for use
- Begin typing the first three chapters of my dissertation

December 2008-February 2009 (Winter 2008 quarter)

- Begin recruiting 50-60 student volunteers for my investigation into the measurement of impulsivity with a novel computerized task and 2 other impulsivity assessment tools
- Conduct impulsivity studies with the student participants and assessment tools mentioned above
- Finish the first three chapters of my dissertation

March-May 2009 (Spring 2009 quarter)

- Continue conducting impulsivity studies with student participants
- Accumulate data from my scientific investigation on impulsivity and perform statistical analysis examining the validity of the novel computerized task for the assessment of impulsivity

June-August 2009 (Summer 2009 quarter)

- Complete drafts and revisions of doctoral dissertation
- Submit final, approved dissertation to my dissertation committee at Walden University

At the completion of my doctoral dissertation, I will have fulfilled all requirements for the Health Psychology doctoral degree at Walden University.

Benefits of the Sabbatical Leave

My sabbatical leave plan offers benefits to the Riverside Community College District (RCCD), to students, and to myself. I have described these benefits below.

Benefits to RCCD include:

1. Having a faculty member with additional scientific research experience in Psychology as well as research writing skills. My dissertation research will allow me to advance my knowledge in the field of personality, particularly impulsivity, which I can share with all members of the RCCD community.
2. An increase in academic and scholarly recognition, as I plan to submit portions of my dissertation for publication to a Psychological journal. Upon publication, RCCD will be acknowledged as the place of my employment (as well as the institute of higher learning in which the research was conducted) that allowed me the opportunity to complete my dissertation research.

Benefits to students include:

1. Currently, the RCC campus only offers one section of PSY-33 (Theories of Personality) per term, and no online course section has been developed. Because my dissertation involves the scientific study of a personality construct (impulsivity), I will become much better prepared to teach this course and develop an alternate online section.
2. Students completing any other courses taught by myself can benefit from my knowledge of, and exposure to, recent trends in the study of impulsivity and scientific research in Psychology as a whole.
3. Upon completion of my doctoral dissertation, I will become a better source of information for students as to the rigors of pursuing a doctoral degree in Psychology.

Benefits to myself include:

1. Revising and publishing my dissertation, so that I can make a needed contribution to the area of personality research. In so doing, I can advance in my development as a scholar in Psychology.
2. Engaging in a self-actualization process (i.e., achieving my highest potential as a person). Although human beings achieve self-actualization through numerous ways, I am motivated to contribute to society by both teaching Psychology and engaging in scientific study within this dynamic field.

In summary, I am sure the competition for selecting among many applicants for sabbatical leave is quite keen. Nevertheless, I feel confident in stating that I am a deserving candidate for a sabbatical leave during the 2008-09 academic year. I have mentioned ways in which RCCD, our students, and I will benefit through this process above. I am motivated and eager to engage and complete my doctoral dissertation during the sabbatical leave, and firmly believe it will shape me toward becoming a better faculty member at RCC.

Thank you for considering my application and for your assistance on this matter.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
SABBATICAL LEAVE REQUEST FORM

FACULTY MEMBER Ann L. Pfeifle

DEPARTMENT Humanities and Social Sciences

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)

 X FULL YEAR’S LEAVE FOR THE ENTIRE ACADEMIC YEAR 2008-2009
(100% SPECIAL SABBATICAL LEAVE)

 SEMESTER LEAVE FOR _____
(100% SEMESTER SABBATICAL LEAVE)

 RETURN TO INDUSTRY LEAVE FOR _____

ABSTRACT OF PURPOSE OF SABBATICAL LEAVE:

The purpose of my sabbatical leave will be to complete the majority of my work for my dissertation as partial completion for my PhD in History at the University of California, Riverside. All of my coursework and examinations (written and oral) for the PhD were completed some years ago. My PhD proposal was signed by my committee and accepted by UCR Graduate Division on June 24, 2004. All that remains to be accomplished for the degree is the completion of my dissertation and signatures of approval by my three person dissertation committee. The working title is currently School Spirit: The Development of School Loyalty at Indian Schools.

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 Ann L. Pfeifle
Riverside Community College District – Moreno Valley Campus

I. Overview of Purpose and Content

The purpose of my sabbatical leave will be to complete the majority of my work for my dissertation as partial completion for my PhD in History at the University of California, Riverside. All of my coursework and examinations (written and oral) for the PhD were completed some years ago. My PhD proposal was signed by my committee and accepted by UCR Graduate Division on June 24, 2004. All that remains to be accomplished for the degree is the completion of my dissertation and signatures of approval by my three person dissertation committee. The intended topic of the dissertation is an examination of Native American (Indian) educational institutions in the United States and the shift from initial refusal/reluctance to attend and suspicion of such facilities by indigenous children and their families to a unique loyalty to such facilities over the 19th and 20th centuries. [Sherman Indian School in Riverside, CA serves as a good example of this shift.] The working title is currently School Spirit: The Development of School Loyalty at Indian Schools.

A. Goals of the Sabbatical Leave

The main goal is one of a personal nature but certainly is connected to RCCD. The sabbatical leave is to provide the time necessary to research and write so that I can complete the dissertation. While teaching is my primary duty to RCCD (as well as my first love), the completion of the PhD has been difficult with my teaching responsibilities, committee activities and advising a student club. Should the District allow this leave, I would be able to fully dedicate my time and energy to the process. Additional goals of the sabbatical leave include: time to travel relative to the research project, developing a better understanding of “Indian education” and the structure of the system established locally and on the federal level, and applying the knowledge acquired through this research to the indigenous population in this area that might attend RCCD.

B. Activities to Meet the Goals

The primary activity to complete my goal is to write the dissertation. Of course, the completion of any dissertation requires more than “just writing” so the other activities will include: reviewing previous research and updating research (including travel to archives and to meet with relevant persons/groups), reviewing and reading publications relative to my topic, and meeting with my committee chair to discuss and review my timetable for completion. I intend to complete most of these early goals during the summer months – at most into early September. The months of September, October and November 2008 will entail writing the first three chapters which can then be forwarded to my committee chair (and other committee members should they request to read early drafts) for his review. The month of December, I have set aside for revisions of the first three chapters and a few days to recognize a holiday or two. If necessary, I have also planned for January, 2009 as a travel month should additional travel be required. The

months of February through May have been set aside for writing what I anticipate being the last three chapters of the dissertation. The summer of 2009 will entail revising the last chapters (as necessary) and distributing the final draft to all committee members for revision/comments/approval.

II. Outcomes of the Sabbatical Leave

The primary outcome of the sabbatical leave will be the completion of my PhD. Not only will this fulfill my personal goals to complete a project started nearly ten years ago, but the completion of the dissertation and my graduation with a PhD in History from UCR will benefit the District, my discipline and my students. My students will benefit from my continuing education and I will be able to guide them through their own struggles to complete their degree/certificate/transfer goals at RCC. By completing my own work, I can only serve as a positive role model to my students. My discipline will benefit as I will be able to incorporate my skills and knowledge accumulated through my research and writing to forward my goals and the goals of my colleagues in the history discipline. Completion of the highest educational goal in my field can only serve to benefit the discipline and the District in terms of illustrating continuing professional development on the part of faculty. The District will also benefit by increasing the number of faculty holding advanced degrees. While not requiring completion of a PhD, RCCD can demonstrate that those professionals serving the area's students are themselves well trained and educated. RCCD benefits by continuing its connections, through its students, staff and faculty, with area colleges and universities. Overall, my research in an area related to education can only serve to further the goals of myself, the discipline and the District as a whole.

SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES
EMPLOYED AS NEEDED

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
Patti Dickenson	Clerical Substitute	03/17/08-06/30/08	17-1
Santos Martinez	Clerical Substitute	03/20/08-05/31/08	16-1

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Trevor Monks	Accompanist III	03/19/08-06/30/08	\$15.00/hour
Chung Chen Lin	Classroom Assistant	03/21/08-06/30/08	\$10.00/hour
Alisha Elmo	Communications Assistant	04/01/08-06/30/08	\$8.00/hour
Michelle Foss	Communications Assistant	03/28/08-06/30/08	\$8.00/hour
Carolyn Chamberlain	Community Service Officer	03/31/08-04/22/08	\$14.00/hour
Bayron Meneses	Community Service Officer	03/15/08-06/30/08	\$14.00/hour
Lucas Goree	Computer Technician	03/01/08-06/30/08	\$10.00/hour
Candace West	Computer Technician	04/01/08-06/30/08	\$10.00/hour
Eddie Chagolla	Contract Trainer V	03/17/08-06/30/08	\$50.00/hour
Bounroeun Lor	Educational Assistant	03/11/08-06/30/08	\$8.00/hour
Kristofer Valencia	Educational Assistant	03/14/08-06/30/08	\$8.00/hour
Jason Jones	Grant Facilitator	03/17/08-06/30/08	\$40.00/hour
Isaac Vega	Grant Project Technician	03/19/08-06/30/08	\$20.00/hour
Jessica Garnica	Instructional Aide I	03/10/08-06/30/08	\$8.00/hour
Samantha Kelly	Instructional Aide I	03/18/08-06/30/08	\$8.00/hour
Christopher Stoeber	Instructional Aide II	04/03/08-06/30/08	\$8.50/hour
Derek Leimel	Laboratory Aide II	03/17/08-06/30/08	\$10.00/hour
Bounroeun Lor	Laboratory Aide II	03/17/08-06/30/08	\$10.00/hour
Hector Morales	Laboratory Aide II	03/14/08-06/30/08	\$10.00/hour
Dinorah Reyes	Laboratory Aide II	04/01/08-06/30/08	\$10.00/hour
Margarita Roman	Matriculation Assistant I	03/25/08-06/30/08	\$9.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035, CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Natalie Gutierrez	Matriculation Assistant II	03/10/08-06/30/08	\$9.50/hour
Santos Martinez	Matriculation Assistant II	03/24/08-06/30/08	\$9.50/hour
JoAnn Banks	Matriculation Assistant III	03/01/08-06/30/08	\$10.00/hour
Morgan Huskey	Matriculation Assistant III	03/01/08-06/30/08	\$10.00/hour
Joel Thinnes	Matriculation Assistant III	03/20/08-06/30/08	\$10.00/hour
Adriana Catalan	Office Assistant I	04/01/08-06/30/08	\$9.00/hour
Christopher Barriga	Office Assistant I	03/01/08-06/30/08	\$9.00/hour
Stephanie Gagliardi	Office Assistant I	03/28/08-06/30/08	\$9.00/hour
Latasha Glenn	Office Assistant I	03/28/08-06/30/08	\$9.00/hour
Marlene Guillen	Office Assistant I	02/27/08-06/30/08	\$9.00/hour
Desiree Hanson	Office Assistant I	03/24/08-06/30/08	\$9.00/hour
Clara Labrada	Office Assistant I	03/25/08-06/30/08	\$9.00/hour
Elaine Leon	Office Assistant I	03/19/08-06/30/08	\$9.00/hour
Ayleene Luzanilla-Gutierrez	Office Assistant I	04/01/08-06/30/08	\$9.00/hour
Ana Macias	Office Assistant I	03/01/08-06/30/08	\$9.00/hour
Steven Okoro	Office Assistant I	03/26/08-06/30/08	\$9.00/hour
Rafael Ortiz	Office Assistant I	03/28/08-06/30/08	\$9.00/hour
Rosalba Rodriquez	Office Assistant I	03/19/08-06/30/08	\$9.00/hour
Arturo Sanchez	Office Assistant I	04/01/08-06/30/08	\$9.00/hour
Misti Soper	Office Assistant I	12/14/07-06/30/08	\$9.00/hour
Bernadette Vallejo	Office Assistant I	04/01/08-06/30/08	\$9.00/hour
Bethany Bonadiman	Office Assistant II	03/03/08-06/30/08	\$10.50/hour
Carla Chasey	Office Assistant II	03/01/08-06/30/08	\$10.50/hour
Linda Disalvio	Office Assistant II	03/17/08-06/30/08	\$10.50/hour
Kathleen Kelley-Trunko	Office Assistant II	03/25/08-06/30/08	\$10.50/hour
Jacob Leung	Office Assistant II	03/30/08-06/30/08	\$10.50/hour
Desiree Mathis-Moorehouse	Office Assistant II	03/28/08-06/30/08	\$10.50/hour
Aaron Petroff	Office Assistant II	03/01/08-06/30/08	\$10.50/hour
Sarah Shanahan	Office Assistant II	03/24/08-06/30/08	\$10.50/hour
Bernadette Vallejo	Office Assistant II	03/12/08-06/30/08	\$10.50/hour
Miguel Michel	Office Assistant III	04/01/08-06/30/08	\$12.50/hour
Joel Thinnes	Office Assistant III	03/20/08-06/30/08	\$12.50/hour
Donna Dahlen	Office Assistant IV	01/07/08-03/06/08	\$14.00/hour
Leslie Hart	Office Assistant IV	03/31/08-06/30/08	\$14.00/hour
Ashley Martinez	Office Assistant IV	04/01/08-06/30/08	\$14.00/hour
Doris Moran	Office Assistant IV	03/27/08-06/30/08	\$14.00/hour
Kristina Six	Office Assistant IV	02/15/08-06/30/08	\$14.00/hour
Kaladon Stewart	Office Assistant IV	03/28/08-06/30/08	\$14.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035, CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Raekisha Thornton	Office Assistant IV	03/01/08-06/30/08	\$14.00/hour
Philip Alian	Office Clerk	03/28/08-06/30/08	\$8.00/hour
Leilani Castro	Office Clerk	03/19/08-06/30/08	\$8.00/hour
Lizette Contreras	Office Clerk	03/25/08-06/30/08	\$8.00/hour
Kinisha Crawford	Office Clerk	03/24/08-06/30/08	\$8.00/hour
Arturo Hidalgo	Office Clerk	03/19/08-06/30/08	\$8.00/hour
Ayleene Luzanilla	Office Clerk	04/01/08-06/30/08	\$8.00/hour
Sarah Marfori	Office Clerk	03/18/08-06/30/08	\$8.00/hour
Tara Mae Singh	Office Clerk	04/03/08-06/30/08	\$8.00/hour
Matthew Bateman	Operations Clerk	03/20/08-06/30/08	\$8.00/hour
David Birkle	Physical Science Aide	03/20/08-06/30/08	\$12.00/hour
Nirma Usher	Registered Nurse IV/NP	03/28/08-06/30/08	\$45.00/hour
Jose Mancilla	Research Intern	03/21/08-06/30/08	\$14.22/hour
Nancy Enlow	Role Player	03/17/08-06/30/08	\$8.00/hour
Francisco Urrutia	Role Player	03/18/08-06/30/08	\$8.00/hour
Vanessa Pacheco	Stage Technician	04/03/08-06/30/08	\$8.50/hour
Kevin Smith	Student Activities Advisor	03/14/08-06/30/08	\$13.45/hour
Opalani Vaipulu	Student Activities Advisor	03/11/08-06/30/08	\$13.45/hour
Adriana Curiel	Study Group Leader	03/17/08-06/30/08	\$12.00/hour
Darrell Chasteen	Supplemental Inst. Leader	03/26/08-06/30/08	\$12.00/hour
Vanessa Corona	Supplemental Inst. Leader	03/18/08-06/30/08	\$12.00/hour
Paige Sargent	Supplemental Inst. Leader	03/17/08-06/12/08	\$12.00/hour
Edwin Setzer	Technical Business Advisor	04/02/08-06/30/08	\$55.00/hour
Bill Waldo	Technical Business Advisor	03/12/08-06/30/08	\$55.00/hour
Gerando Garnica	Theater Carpenter	03/17/08-06/30/08	\$10.65/hour
Michelle Smith	Tutor III	11/02/07-06/30/08	\$9.25/hour
Jan Tadlock	Tutor III	03/13/08-06/30/08	\$9.25/hour
Brandon Wales	Tutor III	11/02/07-06/30/08	\$9.25/hour
Daniel Zuniga	Tutor III	03/20/08-06/30/08	\$9.25/hour

DISTRICT FUNDS

MORENO VALLEY CAMPUS

NAME	POSITION	DEPARTMENT	DATE	RATE
Clearly, Jacquelin	Tutor	Tutorial Services	03/28/08	\$ 8.00
Coats, David	Tutor	Tutorial Services	03/28/08	\$ 8.00
Cuanico, Jenny	Circulation Assistant	Library	03/25/08	\$ 8.00
Cuanico, Joanna	Circulation Assistant	Library	03/25/08	\$ 8.00
Gonzalez, Michelle	Instructional Aide	Early Childhood Studies	03/06/08	\$ 8.00
Li, Jinpeng	Tutor	Tutorial Services	03/27/08	\$ 8.00
Njaka, Chinenyenwa	Tutor	Tutorial Services	03/27/08	\$ 8.00
Nwigwe, Ikenna	Tutor	Tutorial Services	03/28/08	\$ 8.00
Sevilla, Ricardo	Delivery Assistant	Instructional Media Center	03/10/08	\$ 8.00
Smith, Thomas	Tutor	Tutorial Services	03/10/08	\$ 8.50
Underwood, Timothy	Tutor	Tutorial Services	03/27/08	\$ 8.00

NORCO CAMPUS

NAME	POSITION	DEPARTMENT	DATE	RATE
Becker, Brittany	Instructional Aide	Early Childhood Studies	02/28/08	\$ 8.00
Edwards, Candace	Accomodations Aide	DSPS	04/04/08	\$ 8.00
Fleming, Norma	Tutor	Tutorial Services	03/13/08	\$ 8.00

RIVERSIDE CITY COLLEGE

NAME	POSITION	DEPARTMENT	DATE	RATE
Aguilar, Gregory	Circulation Assistant	Library	04/01/08	\$ 8.00
Alcon, Ivan	Lab Monitor	Performing Arts	03/06/08	\$ 8.00
Bridges, Rainya	Tutor	Tutorial Services	03/25/08	\$ 8.00
Castro, Leilani	Data Entry Assistant	Instructional Media Center	03/25/08	\$ 8.00
Crawford, Kinisha	Data Entry Assistant	Instructional Media Center	03/31/08	\$ 8.00
Do, Duy	Accomodations Aide	Disabled Student Services	04/01/08	\$ 8.00
Fereshtehnejad, Roya	Pilates Assistant	Pilates	03/25/08	\$ 8.25
Fuller, Clairrissa	Tutor	Tutorial Services	04/01/08	\$ 8.00
Garcia, Jan	Tutor	Tutorial Services	03/25/08	\$ 8.00
Hidalgo, Arturo	Delivery Assistant	Instructional Media Center	03/31/08	\$ 8.00
Hogeland, Sarah	Tutor	Tutorial Services	03/18/08	\$ 8.00
Horta, Haley	Accomodations Aide	DSPS	03/12/08	\$ 8.00
Kahn, Andrew	Lab Aide	English Writing Center	03/06/08	\$ 8.00
Kennedy, Christ	Tutor	Tutorial Services	03/18/08	\$ 8.00
Koch, Alicia	Lab Monitor	Performing Arts	03/06/08	\$ 8.00
Leva, Karlo	Delivery Assistant	Instructional Media Center	03/12/08	\$ 8.00
Lim, Andrew	Delivery Assistant	Instructional Media Center	03/06/08	\$ 8.00
Lugo, Alison	Tech Assistant II	Library	03/31/08	\$ 8.00
Mazariegos, Zulma	Tutor	Tutorial Services	03/25/08	\$ 8.00
McLeod, Jonathan	Tutor	Tutorial Services	04/01/08	\$ 8.00
Mehrabanian, Komyar	Tutor	Tutorial Services	03/25/08	\$ 8.00
Morales, Martin	Lab Monitor	Performing Arts	03/06/08	\$ 8.00
Nikiema, Gueminatou	Tutor	Tutorial Services	03/25/08	\$ 8.00
Oller, Guillermo	Tech Assistant	Library	04/01/08	\$ 8.00
Osborn, Mary	Circulation Assistant	Library	03/31/08	\$ 8.00
Pena, Jonathan	Tutor	Tutorial Services	04/01/08	\$ 8.00
Pilar, Erika	Tutor	Tutorial Services	03/18/08	\$ 8.00

Pivac, Christopher	Tutor	Tutorial Services	03/18/08	\$ 8.00
RIVERSIDE CITY COLLEGE (Continued)				
NAME	POSITION	DEPARTMENT	DATE	RATE
Richardson, James	Tutor	Tutorial Services	03/13/08	\$ 8.00
Rodriguez, Lauren	Fine & Performing Arts	Music Librarian	04/08/08	\$ 8.00
San, Sopxing	Accomodations Aide	Disabled Student Services	03/05/08	\$ 8.00
Smith, Jade	Instructional Aide	Music Choral	03/25/08	\$ 8.00
Tom-Hoom, Tracy	Tutor	Tutorial Services	04/01/08	\$ 8.00
Velarde, Henly	Lab Aide	Performing Arts	03/27/08	\$ 8.00
Wagner, Steven	Tutor	Tutorial Services	04/01/08	\$ 8.00
Wagner, Tyrel	Tutor	Tutorial Services	03/12/08	\$ 8.50
Walters, Nickolus	Tutor	Tutorial Services	03/25/08	\$ 8.00
Wyckoff, Matthew	Midi Lab Aide	Performing Arts	03/31/08	\$ 8.00

CATEGORICAL FUNDS

AMERICA READS PROGRAM

NAME	POSITION	DEPARTMENT	DATE	RATE
Ahmadyar, Waley	Avid Tutotr	Corona/Norco USD - Auburndale Elem.	04/07/08	\$ 10.25
Hudgins, Katie	PASA Program Tutor	Corona/Norco USD - Auburndale Elem.	03/26/08	\$ 10.25

AMERICA COUNTS PROGRAM

NAME	POSITION	DEPARTMENT	DATE	RATE
Ahmadyar, Waley	Avid Tutotr	Corona/Norco USD - Auburndale Elem.	04/07/08	\$ 10.25
Hudgins, Katie	PASA Program Tutor	Corona/Norco USD - Auburndale Elem.	03/26/08	\$ 10.25

COMMUNITY SERVICE PROGRAM

NAME	POSITION	DEPARTMENT	DATE	RATE
Arceneaux, Debra	Instructional Aide	Early Childhood Studies - MV	03/25/08	\$ 9.50
Sandoval, Danielle	Instructional Aide	Early Childhood Studies - RIV	03/19/08	\$ 8.00
Sandoval, Dominique	Instructional Aide	Early Childhood Studies - RIV	03/25/08	\$ 8.00

MORENO VALLEY CAMPUS

NAME	POSITION	DEPARTMENT	DATE	RATE
Turner, Keith	Student Assistant	Student Activities	03/20/08	\$ 8.25

NORCO CAMPUS

NAME	POSITION	DEPARTMENT	DATE	RATE
(None)				

RIVERSIDE CITY COLLEGE

NAME	POSITION	DEPARTMENT	DATE	RATE
Borger, Duane	Welding Tech	Applied Tech / Welding	03/31/08	\$ 9.00
Frank, Anthony	Student Assistant	Business Administration / Ujima	03/31/08	\$ 8.00
Hansen, Branden	Office Assistant I	Admissions and Records	03/25/08	\$ 10.00
Harris, Christopher	College Service Attendant	College Safety & Police	03/18/08	\$ 8.00
Leimel, Derek	Lab Aide	Applied Tech / Telecom	03/25/08	\$ 10.00
Levy, Janay	Student Ambassador	Outreach	03/25/08	\$ 8.00
Meek, Dennis	Student Ambassador	Outreach	03/25/08	\$ 9.00
Mesa-Nauls, Maria	College Service Attendant	College Safety & Police	03/18/08	\$ 8.00

Morgan, Ashley	Student Worker	Career Transfer	04/07/08	\$ 8.00
Racadio, Christopher	Peer Health Educator	Health Services	03/19/08	\$ 8.00
RIVERSIDE CITY COLLEGE (Continued)				
NAME	POSITION	DEPARTMENT	DATE	RATE
Stitt, Shikara	Field Assistant	Athletics/Track	03/20/08	\$ 8.00
Trimble II, Willie	Clerical / Maintenance	Athletics / Basketball	03/31/08	\$ 8.75
Tyner, Monee	Office Assistant I	Academic Support	03/31/08	\$ 8.00
Arriaza, Guillermo	Student Ambassador	Outreach	03/28/08	\$ 8.00
Brooks, Karl	Student Ambassador	Outreach	03/27/08	\$ 8.00
Hamilton, Debbie	T.A Welding	Applied Tech	04/09/08	\$ 9.00
Porras Espinoza, Francisco	Student Office Assistant	Academic Support	44/9/08	\$ 8.00
Vaipulu, Viliam	College Service Attendant	College Safety & Police	03/18/08	\$ 8.00
Watley, Eric	Clerk/Office Assistant	Athletics/Track	03/18/08	\$ 8.00

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-2

Date: April 22, 2008

Subject: Purchase Order and Warrant Report – All District Funds

Background: The attached Purchase Order and Warrant Report – All District Funds is submitted to comply with Education Code Sections 81656 and 85231. The Purchase Orders and Purchase Order Additions, totaling \$3,754,650 requested by District staff and issued by the District Business Office have been reviewed to verify that budgeted funds are available in the appropriate categories of expenditure.

District Warrant Claims (numbers 114767-116656) totaling \$4,860,049 have been reviewed by the Business Office to verify that monies are available in the appropriate Funds for payment of these warrants. These claims also have been reviewed, on a sample basis, by the Riverside County Office of Education through their claim audit program.

Recommended Action: It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$3,754,650 and District Warrant Claims totaling \$4,860,049.

James L. Buysse
Interim Chancellor

Prepared by: Doretta Sowell
Purchasing Manager

Report of Purchases
 All District Funds
 Purchases over \$72,400
 3/1/08 - 3/31/08

Reference #	Fund	Department	Vendor	Description	Amount
C1837	41	Facilities - RIV	Contract Carpet	Bid Award - Carpet Replacement	\$ 122,982
C1859	11	Open Campus	Blackboard Inc	Web Hosting Maintenance & License	145,000
C1838	41	Facilities - RIV	AMP Mechanical, Inc.	Bid Award - Tech B HVAC Project	136,320
C1835	41	Facilities - RIV	Wheeler Paving, Inc	Bid Award - Admission Concrete Projects	145,000
C1844	41	Facilities - MV	Prime Painting Contractors, Inc	Bid Award - Wallpaper Removal	235,791
			Total		\$ 785,093
<hr/>					
Additions to Approved /Ratified Purchase Orders of \$72,400 and over					
C1762	41	Facilities, Planning, Design & Const.	Information Technology Solutions, Inc.	Amend MV P3 Audio Visual Design Services	\$ 83,900
			Total		\$ 869,034
<hr/>					
All Purchase Orders, Contracts and Additions under \$72,400 for the period of 3/1/08 - 3/31/08					
			Contracts C1823-C1869		\$ 577,332
			Contract Additions - C1471 - C1806		
			Purchase Orders P12695 - P13232		1,252,971
			Purchase Order Additions P10761 - P12635		
			Blanket Purchase Orders B3209 - B3288		186,279
			Blanket Purchase Order Additions - B1678 - B2906		
			Total		\$ 2,885,616
			Grand Total		\$ 3,754,650

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 22, 2008

Subject: Budget Adjustments

Background: The 2007-08 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are underbudgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve transfers between major expenditure classifications to allow for needed purchases. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000). The following budget transfers have been requested:

<u>Program</u>	<u>Account</u>	<u>Amount</u>
1. Transfer to provide for conferences. (Fund 12, Resource 1190)		
From: Title V – Riverside Campus	Instructional Supplies	\$ 10,000
To: Title V – Riverside Campus	Conferences	\$ 10,000
2. Transfer to provide for textbooks, supplies and gas cards. (Fund 12, Resource 1190)		
From: Post-Emancipation Svcs.	Travel Expenses	\$ 2,001
	Electricity	1,949
	Rents and Leases	1,500
To: Post-Emancipation Svcs.	Instructional Supplies	\$ 1,500
	Supplies	2,250
	Other Transportation Supp.	1,700
3. Transfer to provide for maintenance supplies.		
From: Oper. and Maint. – District Office	Repairs	\$ 1,000
To: Oper. and Maint. – District Office	Maintenance Supplies	\$ 1,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 22, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
4. Transfer to provide for equipment.		
From: Salary Savings	Classified FT	\$ 3,764
To: Internal Audit Services	Equipment	\$ 3,764
5. Transfer to provide for hourly workers, supplies and equipment.		
From: Physical Facilities	Consultants	\$ 27,000
To: Physical Facilities	Classified Hourly	\$ 3,600
	Supplies	1,450
	Equipment Replacement	21,950
6. Transfer to reallocate the AmeriCorps grant budget. (Fund 12, Resource 1190)		
From: AmeriCorps/TRMDP 07/08	Other Services	\$ 1,548
AmeriCorps/ALERT 06/07	Indirect Charges	469
To: AmeriCorps/TRMDP 07/08	Classified FT	\$ 521
	Employee Benefits	1,027
AmeriCorps/ALERT 06/07	Classified FT	410
	Classified Overtime	59
7. Transfer to purchase a computer and printer/scanner.		
From: Catalogues and Schedules - District	Catalogue Printing	\$ 1,500
Instructional Support - District	Copying and Printing	4,500
To: Catalogues and Schedules - District	Equipment Replacement	\$ 1,500
Instructional Support - District	Equipment Replacement	4,500

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 22, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
8. Transfer to purchase a fax machine. (Fund 11, Resource 1080)		
From: Community Education Fund	Supplies	\$ 727
To: Community Education Fund	Equipment	\$ 727
9. Transfer to purchase supplies and equipment. (Fund 12, Resource 1190)		
From: TTIP - TCO	Comp. Software Maint/Lic	\$ 650
	License Fees	1,900
To: TTIP - TCO	Supplies	\$ 650
	Equipment Replacement	1,900
10. Transfer to purchase books and supplies.		
From: IS Network Systems - District	Conferences	\$ 2,500
	Comp Software Maint/Lic	1,000
To: IS Network Systems - District	Reference Books	\$ 2,500
	Supplies	1,000
11. Transfer to purchase equipment.		
From: Community and Econ. Dev.	Other Services	\$ 15,000
To: Community and Econ. Dev.	Equipment Replacement	\$ 15,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 22, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
12. Transfer to reallocate the Center for Applied Competitive Technologies grant budget. (Fund 12, Resource 1190)		
From: CACT	Postage	\$ 1,290
	Repairs	1,290
	Other Services	33,000
To: CACT	Classified FT Admin.	\$ 2,640
	Classified FT	4,232
	Classified Hourly	6,500
	Employee Benefits	3,308
	Supplies	7,000
	Equipment	11,900
13. Transfer to provide for hourly workers and conferences.		
From: Student Services - District	Supplies	\$ 40
Ethnic Cultural Programs – District	Academic Special Project	3,500
To: Student Activities - District	Conferences	\$ 40
	Classified Hourly	3,500
14. Transfer to reallocate the School of the Arts budget.		
From: School of the Arts - Riverside	Professional Services	\$ 1,500
To: School of the Arts - Riverside	Academic Special Project	\$ 1,000
	Classified Overtime	500

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 22, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
15. Transfer to provide for equipment and an academic special project.		
From: Campus Admin. Svcs - Riverside	Consultants	\$ 2,200
	Cellular Telephone	4,184
To: Student Services - Riverside	Academic Special Project	\$ 2,200
Voice Communication Svc – Riv.	Equipment	4,184
16. Transfer to provide for a student awards banquet. (Fund 12, Resource 1190)		
From: Jurupa Early College Pgm.	Consultants	\$ 940
To: Jurupa Early College Pgm.	Supplies	\$ 500
	Food	440
17. Transfer to purchase supplies and telephones.		
From: President - Riverside	Budget Augmentation Acct.	\$ 7,030
To: President - Riverside	Equipment	\$ 1,230
Dean of Instruction – Riverside	Supplies	5,800
18. Transfer to provide for temporary services.		
From: English - Riverside	Student Help – Instr.	\$ 3,182
To: English/Speech Comm. - Riverside	Temporary Services	\$ 3,182

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 22, 2008

Subject: Budget Adjustments (continued)

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
19. Transfer to purchase a copier.			
From:	Printing & Lithography - Riv	Repairs	\$ 1,197
	Other Communications - Riv	Repairs	1,197
To:	Printing & Lithography - Riv	Equipment	\$ 1,197
	Other Communications - Riv	Equipment	1,197
20. Transfer to provide for instructional supplies.			
From:	Welding Technology - Riv	Repairs	\$ 3,200
To:	Welding Technology - Riv	Instructional Supplies	\$ 3,200
21. Transfer to provide for increased telephone service costs.			
From:	Culinary Academy	Supplies	\$ 1,150
To:	Culinary Academy	Telephone Service	\$ 1,150
22. Transfer to purchase privacy screens for computer workstations. (Fund 12, Resource 1190)			
From:	Career Ladder Nursing Educ.	Instr. Salaries, Reg. FT	\$ 890
		Other Services	16,481
To:	Career Ladder Nursing Educ.	Supplies	\$ 17,371

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 22, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
23. Transfer to reallocate the Nursing Capacity Building/Program Expansion grant budget. (Fund 12, Resource 1190)		
From: Registered Nursing	Instr. Aides, Reg. FT	\$ 21,156
	Employee Benefits	9,908
To: Registered Nursing	Equipment	\$ 4,681
Allied Health	Academic Special Project	23,564
	Equipment	2,819
24. Transfer to provide for conferences.		
From: Student Services - Riverside	Software	\$ 367
	Supplies	163
To: Student Services - Riverside	Conferences	\$ 530
25. Transfer to provide for chair rental.		
From: Commencement - Riverside	Commencement	\$ 799
	Copying and Printing	2,540
To: Commencement - Riverside	Rents and Leases	\$ 3,339
26. Transfer to provide for conferences.		
From: Puente Program - Riverside	Classified Hourly	\$ 6,200
To: Puente Program - Riverside	Conferences	\$ 6,200

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 22, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
27. Transfer to provide for a laptop computer. (Fund 12, Resource 1190)		
From: Upward Bound/TRIO - Riv	Comp. Software Maint/Lic.	\$ 316
To: Upward Bound/TRIO – Riv.	Equipment	\$ 316
28. Transfer to reallocate the Norco Facilities budget and to provide for hourly workers.		
From: Equipment Maint. - Norco	Repairs	\$ 2,000
Custodial Services – Norco	Temporary Services	1,014
President – Norco	Budget Augmentation Acct.	58,360
To: Building Maint. - Norco	Classified Hourly	\$ 8,208
	Classified Substitutes	243
Custodial Services – Norco	Classified Hourly	29,354
	Classified Substitutes	66
Grounds Maint./Repairs – Norco	Classified Hourly	21,503
Vehicle Maintenance – Norco	Other Transportation	2,000
29. Transfer to reallocate the Title V – Norco Campus budget. (Fund 12, Resource 1190)		
From: Title V – Norco Campus	Other Services	\$ 47,500
To: Title V – Norco Campus	Classified Hourly	\$ 10,326
	Reference Books	21,000
	Instructional Media	3,174
	Copying and Printing	2,000
	Software	1,000
	Equipment	10,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 22, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
30. Transfer to provide for hourly workers.		
From: Music – Norco	Professional Services	\$ 3,500
Dramatic Arts – Norco	Other Services	6,500
To: Music – Norco	Instructional Aides, Hourly	\$ 3,500
Dramatic Arts – Norco	Instructional Aides, Hourly	6,500
31. Transfer to provide for computer software maintenance and licenses.		
From: Bus., Eng., & Info. Sys – Norco	Instructional Supplies	\$ 6,605
	Periodicals/Magazines	100
	Copying and Printing	520
	Supplies	400
To: Bus., Eng., & Info. Sys – Norco	Comp Software Maint/Lic.	\$ 7,625
32. Transfer to purchase supplies. (Fund 41, Resource 4100)		
From: ECS Equip. Project – Norco	Equipment	\$ 2,481
To: ECS Equip. Project – Norco	Supplies	\$ 2,481
33. Transfer to provide for bus rental.		
From: Transfer Center – Norco	Supplies	\$ 272
Campus Student Svcs. – Norco	Supplies	282
Student Equity Program – Norco	Supplies	71
To: Transfer Center – Norco	Transportation	\$ 272
Campus Student Svcs. – Norco	Transportation	282
Student Equity Program – Norco	Transportation	71

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 22, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
34. Transfer to provide for supplies.		
From: Community Outreach – Norco	Advertising	\$ 198
To: Community Outreach – Norco	Supplies	\$ 198
35. Transfer to provide for repair parts and service.		
From: Unallocated Bldg Maint – Mo Val	Remodel Project	\$ 2,620
To: Campus Equip. Repairs – Mo Val	Repair Parts	\$ 420
Hot Water Loop Repair – Mo Val	Repairs	2,200
36. Transfer to provide for repairs and supplies.		
From: Campus Admin. Services – Mo Val	Budget Augmentation Acct.	\$ 38,728
To: Building Maint. – Mo – Val	Repair Parts	\$ 10,000
Custodial Svcs. – Mo Val	Custodial Supplies	15,000
Transfer Center – Mo Val	Supplies	1,528
Health Care Tech. – Mo Val	Instructional Supplies	7,200
Admissions & Records – Mo Val	Supplies	1,000
Commencement – Mo Val	Commencement	4,000
37. Transfer to provide for tutors. (Fund 12, Resource 1190)		
From: Basic Skills – Mo Val	Academic Special Project	\$ 10,000
	Supplies	4,000
	Conferences	3,000
To: English Basic Skills – Mo Val	Instructional Aides, Hourly	\$ 6,000
Math Basic Skills – Mo Val	Instructional Aides, Hourly	11,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 22, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
38. Transfer to provide for conferences. (Fund 12, Resource 1190)		
From: UCR/Mo Val Copernicus Alliance	Supplies	\$ 250
To: UCR/Mo Val Copernicus Alliance	Conferences	\$ 250
39. Transfer to reallocate the EOPS grant budget. (Fund 12, Resource 1190)		
From: EOPS – District	Indirect Charges	\$ 11,233
EOPS – Riverside	Classified Hourly	551
EOPS – Riverside	Supplies	13,530
To: EOPS Cat. A – Riverside	Employee Benefits	\$ 383
EOPS Cat. B – Riverside	Academic FT Non-Instr.	7,294
	Employee Benefits	128
EOPS Cat. B - Norco	Employee Benefits	3,470
	Book Grants	102
EOPS Cat. B – Mo Val	Book Grants	407
EOPS CARE – Riverside	Meal Grants	7,096
EOPS CARE – Norco	Meal Grants	1,286
EOPS CARE – Mo Val	Meal Grants	5,148
40. Transfer to provide for commencement supplies.		
From: Student Services – District	Budget Augmentation Acct.	\$ 6,000
To: Commencement – Norco	Commencement	\$ 3,000
Commencement – Mo Val	Commencement	3,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 22, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
41. Transfer to reallocate the Student Health Fund budget. (Fund 12, Resource 1070)		
From: Student Health Fund – Riverside	Classified Hourly	\$ 25,500
Student Health Fund – Norco	Classified FT Supervisor	17,200
Student Health Fund – Mo Val	Classified FT Supervisor	\$ 9,500
To: Student Health Fund – District	Supplies	\$ 1,500
	Memberships	300
	Cellular Telephone	800
Student Health Fund – Riverside	Health Supplies	7,400
	Comp Software Maint/Lic	4,500
	Equipment	6,900
Student Health Fund – Norco	Comp Software Maint/Lic	4,200
	Other Services	5,000
	Health Supplies	6,000
	Equipment	2,000
Student Health Fund – Mo Val	Reference Books	100
	Instructional Supplies	200
	Instructional Media	150
	Health Supplies	3,000
	Copying and Printing	200
	Waste Disposal	1,000
	Comp Software Maint/Lic	3,950
	Other Services	5,000
42. Transfer to reallocate instructional equipment funds. (Fund 12, Resource 1190)		
From: Other Interdisciplinary Studies – Dist.	Equipment	\$ 1,500
Campus Admin. Svcs – Mo Val	Equipment	1,808
To: Open Campus – District	License Fees	\$ 1,500
Child Development – Mo Val	Instructional Media	396
Human Services – Mo Val	Instructional Media	819
	Supplies	67
Phlebotomy – Mo Val	Instr. Media Material	526

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 22, 2008

Subject: Budget Adjustments (continued)

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
43.	Transfer to reallocate the Matriculation budget. (Fund 12, Resource 1190)		
From:	Matriculation – Norco	Employee Benefits	\$ 548
		Conferences	453
	Matriculation – Mo Val	Classified Hourly	694
To:	Matriculation – Norco	Periodicals/Magazines	\$ 170
		Copying and Printing	1,155
		Equipment Replacement	54
	Matriculation – Mo Val	Academic FT Administrator	316

Recommended Action: It is recommended that the Board of Trustees approve the budget transfers as presented.

James L. Buysse
Interim Chancellor

Prepared by: Patricia A. Braymer
Interim Associate Vice Chancellor, Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-1

Date: April 22, 2008

Subject: Resolution to Amend Budget – Resolution No. 37-07/08
2007-2008 Center for International Trade Development Program

Background: The Riverside Community College District has received additional funding for the 2007-2008 Center for International Trade Development Program in the amount of \$50,000 from the California Community College Chancellor's Office. The funds will be used for copying, printing, postage, consultants, conferences, and advertising.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$50,000 to the budget and authorize the Interim Vice Chancellor, Administration and Finance to sign the resolution.

James L. Buysse
Interim Chancellor

Prepared by: Robert Corona
Director, Center for International Trade Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 37-07/08

2007-2008 Center for International Trade Development Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$50,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on April 22, 2008.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-2

Date: April 22, 2008

Subject: Resolution to Amend Budget – Resolution No. 38-07/08
2007-2008 Foster Parent and Kinship Provider Training Program

Background: The Riverside Community College District has received funding for the 2007-2008 Foster Parent and Kinship Provider Training Program in the amount of \$17,173 from the Riverside County Department of Public Social Services. The funds will be used to provide foster parents and kinship care providers with workshops covering topics such as communication, foster and emancipation issues, attachment and brain development, positive discipline, developmental issues for ages 1-5, effective parenting and school success.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$17,173 to the budget and authorize the Interim Vice Chancellor, Administration and Finance to sign the resolution.

James L. Buysse
Interim Chancellor

Prepared by: Shelagh Camak
Associate Vice Chancellor, Workforce Development

Michael Wright
Director, Workforce Preparation Grants and Contracts

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 38-07/08

2007-2008 Foster Parent and Kinship Provider Training Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$17,173 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on April 22, 2008.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-3

Date: April 22, 2008

Subject: Resolution to Amend Budget – Resolution No. 39-07/08
2007-2008 Equipment for Nursing and Allied Health Programs

Background: The Riverside Community College District has received funding for the 2007-2008 Equipment for Nursing and Allied Health Programs in the amount of \$154,903 from the California Community College Chancellor's Office. The funds will be used for capital purchases and instructional supplies for the Nursing and Allied Health programs.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$154,903 to the budget and authorize the Interim Vice Chancellor, Administration and Finance to sign the resolution.

James L. Buysse
Interim Chancellor

Prepared by: Sandy Baker
District Dean, School of Nursing

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 39-07/08

2007-2008 Equipment for Nursing and Allied Health Programs

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$154,903 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on April 22, 2008.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT

Resolution No. 39-07/08

2007-2008 Equipment for Nursing and Allied Health Programs

Year	County	District	Date	Fund
08	33	07	4/22/2008	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
12	000	1190	0	0000	0214	8659	154,903	00	REVENUE
									EXPENDITURES
12	DWA	1190	0	1230	1214	4320	14,000	00	Instructional Supplies
12	DWA	1190	0	1230	1214	5910	5,551	00	Indirect Admin Costs
12	DWA	1190	0	1230	1214	6481	4,793	00	Equip Additional \$200-\$4999
12	DWA	1190	0	1230	1214	6482	63,738	00	Equip Additional \$5000 >
12	DWA	1190	0	1230	1214	6485	1,589	00	Comp Equip Addl \$200-\$4999
12	FHE	1190	0	1206	0214	6481	1,200	00	Equip Additional \$200-\$4999
12	FHE	1190	0	1206	0214	6482	8,995	00	Equip Additional \$5000 >
12	FHE	1190	0	1206	0214	6485	5,000	00	Comp Equip Addl \$200-\$4999
12	FHE	1190	0	1208	0214	4320	1,337	00	Instructional Supplies
12	FHE	1190	0	1208	0214	6481	6,939	00	Equip Additional \$200-\$4999
12	FHE	1190	0	1250	0214	6481	15,261	00	Equip Additional \$200-\$4999
12	FHE	1190	0	1240	1214	6481	6,000	00	Equip Additional \$200-\$4999
12	FHE	1190	0	1240	2214	6481	4,500	00	Equip Additional \$200-\$4999
12	FHE	1190	0	1240	2214	6485	16,000	00	Comp Equip Addl \$200-\$4999
							154,903	00	TOTAL INCOME
							154,903	00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-4

Date: April 22, 2008

Subject: Resolution to Amend Budget – Resolution No. 41-07/08
School Medicaid Administrative Activities (MAA)

Background: The Riverside Community College District has received payment for the 2005-2006 School Medicaid Administrative Activities (MAA) program in the amount of \$60,118. The funds result from the efforts of Early Childhood Center employees at Riverside and Moreno Valley to document services and activities that qualify for these federal funds. The funds will be used to pay fees resulting from revenue generation to Leader Services, the District's invoice processing agent, and the Riverside County Health Services Agency, and to purchase equipment for the Child Care Centers.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$60,118 to the budget and authorize the Interim Vice Chancellor, Administration and Finance to sign the resolution.

James L. Buysse
Interim Chancellor

Prepared by: Debbie Whitaker
Associate Dean, Early Childhood Education

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 41-07/08

School Medicaid Administrative Activities (MAA)

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$60,118 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on April 22, 2008.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT**
 Resolution No. 41-07/08
 School Medicaid Administrative Activities (MAA)

Year	County	District	Date	Fund
08	33	07	4/22/2008	33

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
33	000	3300	0	0000	0000	8190	60,118 00	REVENUE
								EXPENDITURES
33	DUA	3300	0	6920	0000	5620	9,783 00	Contracts
33	DUA	3300	0	6920	0000	6481	39,765 00	New Equipment - Riverside
33	FUA	3300	0	6920	0000	6481	10,570 00	New Equipment - Moreno Valley
							60,118 00	TOTAL INCOME
							60,118 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-5

Date: April 22, 2008

Subject: Resolution to Amend Budget – Resolution No. 42-07/08
2007-2008 Foster and Kinship Care Education Program

Background: The Riverside Community College District has received additional funding for the 2007-2008 Foster and Kinship Care Education Program in the amount of \$2,500 from the California Community College Chancellor's Office. The funds will be used for supplies and mileage.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$2,500 to the budget and authorize the Interim Vice Chancellor, Administration and Finance to sign the resolution.

James L. Buysse
Interim Chancellor

Prepared by: Shelagh Camak
Associate Vice Chancellor, Workforce Development

Michael Wright
Director, Workforce Preparation Grants and Contracts

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 42-07/08

2007-2008 Foster and Kinship Care Education Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$2,500 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on April 22, 2008.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 42-07/08
 2007-2008 Foster and Kinship Care Education Program

Year	County	District	Date	Fund
08	33	07	4/22/2008	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
12	000	1190	0	0000	0098	8659	2,500	00	REVENUE
									EXPENDITURES
12	ACW	1190	0	6020	0098	4590	1,000	00	Office and Other Supplies
12	ACW	1190	0	6020	0098	5210	1,500	00	Mileage
							2,500	00	TOTAL INCOME
							2,500	00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-c

Date: April 22, 2008

Subject: Contingency Budget Adjustments

Background: The 2007-08 adopted budget represents our best estimate of anticipated expenditures necessary to address the educational needs of students pursuant to the District's mission, goals and objectives. New initiatives and projects and unanticipated needs may be identified subsequent to budget adoption, requiring that additional funds be established in the budget. The additional funds can be provided by transferring budget from available contingency balances. The following contingency budget adjustments have been requested:

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
1.	Transfer to provide for the District Modular Projects - Moreno Valley Allied Health Sciences and Riverside City Campus; approved March 18, 2008 Board Report No. V-C-2. (Fund 41, Resource 4160)		
	From: GO Bond Capital Project	Contingency	\$ 2,716,660
	To: Facilities	Moreno Valley Campus	\$ 1,279,679
	To: Facilities	Riverside Campus	\$ 1,436,981
2.	Transfer to provide funding for the Summer 2008 Community Education Schedule of Classes (Fund 11, Resource 1080)		
	From: Community Education	Contingency	\$ 11,000
	To: Community Education	Services	\$ 11,000

Recommended Action: It is recommended that the Board of Trustees, by a two-thirds vote of the members, approve the contingency budget adjustments as presented.

James L. Buysse
Interim Chancellor

Prepared by: Patricia A. Braymer
Interim Associate Vice Chancellor, Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: April 22, 2008

Subject: Bid Award – District Modular Projects – Moreno Valley Allied Health Sciences and Riverside City Campus

Background: On March 20, 2007 the Riverside Community College District Board of Trustees approved the District Modular Projects to be funded from Measure C funds. On March 18, 2008, the Board approved \$6,500,000 for the District Modular Projects - Moreno Valley Allied Health Sciences and Riverside City Campus. On April 16, 2008, the District received three (3) bids in response to an Invitation for Bid solicitation to relocate modular buildings on the Riverside City Campus; relocate modular buildings from the Riverside City Campus to the Moreno Valley Campus; and perform related site preparation work. The results were as follows:

<u>Contractor</u>	<u>Total Bid</u>	<u>Business Location</u>
Hinkley and Associates	\$3,456,789	Highland
Great West Contractors	\$4,780,000	Anaheim
Morrissey Construction	\$2,622,700	Oceanside

After the bid opening the District determined that the bid from Morrissey Construction was incomplete. In addition, Hinkley and Associates filed a protest against Morrissey Construction as the apparent low bidder. The District notified Morrissey of its incomplete bid and of the protest filed in this matter. The District has received and accepted a withdrawal letter from Morrissey Construction. District staff recommends awarding the bid to Hinkley and Associates for the total bid amount of \$3,456,789. References for Hinkley and Associates were checked by the purchasing staff and were found to be satisfactory. This project will be funded from the approved Measure C budget.

Recommended Action: It is recommended that the Board of Trustees award a bid to Hinkley and Associates in the amount of \$3,456,789 to relocate modular buildings on the Riverside City Campus; relocate modular buildings from the Riverside City Campus to the Moreno Valley Campus and; perform related site preparation work, and authorize the Interim Vice Chancellor, Administration and Finance to sign the associated agreement.

AMENDED

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: April 22, 2008

Subject: Bid Award – District Modular Projects – Moreno Valley Allied Health Sciences
and Riverside City Campus (continued)

James L. Buysse
Interim Chancellor

Prepared by: Dr. C. Michael Webster
Riverside Community College District Planning Consultant
Facilities Planning, Design and Construction

Doretta Sowell
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: April 22, 2008

Subject: Out-of-State Travel

Board Policy 7011 establishes procedures for reimbursement for out-of-state travel expenses; and the Board of Trustees must formally approve out-of-state travel beyond 500 miles; It is recommended that out-of-state travel be granted to:

Retroactive:

- 1) Mr. Joseph DeSantis, director, forensics/instructor, speech communications, to travel to Chicago, Illinois, April 11-20, 2008, to accompany approximately 10 students participating in the Phi Rho Pi National Tournament and Convention. Estimated cost: \$11,292.00. Funding sources: \$7,200.00 from the general budget, and \$4,092.00 from ASRCC funds.
- 2) Ms. Jennifer Johnston, adjunct and grant project trainer for Early Childhood Studies, to travel to Washington, DC, March 4-8, 2008, to attend the National Coalition for Campus Children's Centers Conference. Estimated cost: \$2,079.60. Funding source: the Child Care Access Means Parents in School grant fund.
- 3) Ms. Wilma LaCava, associate professor, to travel to Grapevine, Texas, March 26-30, 2008, to accompany approximately 10 students attending the National Student Nurses' Association 56th Annual Year End Conference. Estimated cost: \$6,483.66. Funding sources: \$1,677.66 from the Vocational Technical Education Act, \$2,280.00 to be paid by the students, and \$2,526.00 from the Student Nurses Association.
- 4) Ms. Jill Marks, dean, principal, Gateway to College, to travel to Denver, Colorado, April 12-14, 2008, to attend the Gateway to College Leadership Conference. There is no cost to the District.
- 5) Ms. Jennifer Page, instructor, speech, to travel to travel to Chicago, Illinois, April 11-20, 2008, to attend the Phi Rho Pi National Tournament ad Convention. Estimated cost: \$1,188.00. Funding sources: \$200.00 from the general fund, and \$988.00 from ASRCC funds.
- 6) Ms. Debbie Whitaker, associate dean, early childhood education, to travel to Washington, DC, March 4-8, 2008, to attend the National Coalition for Campus Children's Center Conference. Estimated cost: \$2,100.13. Funding source: Child Care Access Means Parents in School grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: April 22, 2008

Subject: Out-of-State Travel

Revisions:

- 1) At the meeting of December 11, 2007, the Board of Trustees approved out-of-state travel for Ms. Virginia Blumenthal, Board Member, to travel to Washington, DC, February 10-12, 2008, to attend the 2008 Association of Community College Trustees Community College National Legislative Summit. Estimated cost: \$2,211.90. Funding source: the general fund. The dates of travel changed to February 9-13, 2008, and the cost of travel increased to \$2,542.53.
- 2) At the meeting of December 11, 2007, the Board of Trustees approved out-of-state travel for Mr. Mark Takano, Board Member, to travel to Washington, DC, February 10-12, 2008, to attend the 2008 Association of Community College Trustees Community College National Legislative Summit. Estimated cost: \$2,211.90. Funding source: the general fund. The dates of travel changed to February 8-14, 2008

Current:

Moreno Valley Campus:

- 1) Ms. Donna Lesser, director, dental hygiene program, to travel to Coeur d'Alene, Idaho June 7-10, 2008, to attend the 2008 American Dental Education Association Allied Dental Program Directors' Conference. Estimated cost: \$1,879.00. Funding source: the general fund.
- 2) Ms. Sheila Pisa, associate professor, math, to travel to Muskegon, Michigan, May 12-16, 2008, to attend the Muskegon Community College Math and Technology Conference. Estimated cost: \$1,474.00. Funding source: Title V grant funds.

Norco Campus:

- 1) Mr. Greg Aycock, outcomes assessment specialist, to travel to Seattle, Washington, May 24-28, 2008, to attend the Association for Institutional Research Conference. Estimated cost: \$2,078.81. Funding source: Title V grant funds.
- 2) Mr. Joseph DeGuzman, assistant professor, math, to travel to Austin, Texas, May 24-28, 2008, to attend the National Institute for Staff and Organizational Development International Conference. Estimated cost: \$2,947.30. Funding source: Title V grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: April 22, 2008

Subject: Out-of-State Travel (continued)

- 3) Dr. Arend Flick, associate professor, English, to travel to Seattle, Washington, May 24-28, 2008, to attend the Association for Institutional Research Conference. Estimated cost: \$1,275.22. Funding source: Title V grant funds.
- 4) Ms. Gabriela Gamiz, project director, developing Hispanic serving institutions, to travel to Austin, Texas, May 24-29, 2008, to attend the National Institute for Staff and Organizational Development International Conference on Teaching and Leadership Excellence. Estimated cost: \$2,595.00. Funding source: Title V grant funds.
- 5) Ms. Dina Humble, associate professor, music, to travel to Greeley, Colorado, April 23-25, 2008, to accompany 16 students participating in the University of Northern Colorado/Greeley Jazz Festival. Estimated cost: \$6,449.55. Funding sources: \$4,811.00 from the general fund, and \$2,438.55 to be paid by the students.
- 6) Mr. Gustavo Ocegüera, TRIO director, to travel to Washington, DC, May 20-22, 2008, to attend the 2008 Upward Bound Technical Assistance Workshop. Estimated cost: \$1,097.47. Funding source: the Alvord Unified School District Upward Bound grant funds.

Riverside City College:

- 1) Ms. Jami Brown, instructor, sociology, to travel to Chicago, Illinois, May 23-25, 2008, to attend the Designing Courses for Significant Learning Workshop. Estimated cost: \$1,870.50. Funding source: Title V grant funds.
- 2) Ms. Amber Casolari, assistant professor, economics, to travel to Chicago, Illinois, May 23-25, 2008, to attend the Designing Courses for Significant Learning Workshop. Estimated cost: \$1,830.50. Funding source: Title V grant funds.
- 3) Mr. Isaacs Donnelley, nursing simulation lab assistant, school of nursing, to travel to Sarasota, Florida, May 11-16, 2008, to attend the Medical Education Technologies, Inc, Training Session on Simulation. Estimated cost: \$1,588.10. Funding source: the general fund.
- 4) Mr. Joe Escoto, user support coordinator, information services, to travel to Portland, Oregon, July 26-31, 2008, to attend the CollegeNet Annual Users Conference. Estimated cost: \$1,681.75. Funding source: the general fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: April 22, 2008

Subject: Out-of-State Travel

- 5) Ms. Evangeline Fawson, associate professor, school of nursing, to travel to Chicago, Illinois, May 4-8-2008, to attend the National Teaching Institute and American Association of Critical Care Exposition. Estimated cost: \$1,617.45. Funding sources: \$500.00 from Capacity Building grant funds, \$200.00 from the general fund, and \$917.45 to be paid by the employee.
- 6) Ms. Clara Garibay, health services supervisor, health services, to travel to Orlando, Florida, June 2-7, 2008, to attend an American College Health Association Annual Meeting. Estimated cost: \$3,508.52. Funding source: Health Services funds.
- 7) Mr. Rick Herman, director, software development, information services, to travel to Portland, Oregon, July 27-30, 2008, to attend the 2008 CollegeNet User Conference. Estimated cost: \$1,652.60. Funding source: the general fund.
- 8) Dr. Mary Legner, associate professor, mathematics, to travel to Portland, Oregon, May 10-12, 2008, to attend the Portland Community College Gateway Preparation Conference. There is no cost to the District.
- 9) Ms. Dayna Peterson Mason, associate professor, art, to travel to Scottsdale, Arizona, April 28-May 2, 2008, to attend the Figurative Watercolor Painting: Artist Ted Nuttall Workshop. Estimated cost: \$1,925.00. Funding sources: \$1,200.00 from the general fund, and \$725.00 to be paid by the employee.
- 10) Ms. Rey O'Day, producing artistic director, Performance Riverside, to travel to New York City, New York, May 12-19, 2008, to visit The Drama League events, Music Theatre International, Rogers and Hammerstein, Tams-Whitmark, and Julliard. Estimated cost: \$4,360.00. Funding sources: \$2,500.00 from the general fund, and \$1,860.00 to be paid by the employee.
- 11) Ms. Tammy VantHul, associate professor, school of nursing, to travel to Chicago, Illinois, May 4-8, 2008, to attend the National Teaching Institute and American Association of Critical Care Exposition. Estimated cost: \$1,617.45. Funding sources: \$500.00 from Capacity Building grant funds, \$200.00 from the general fund, and \$917.45 to be paid by the employee.

Riverside Community College District:

- 1) Ms. Jill Marks, dean/principal, Gateway to College, to travel to Portland, Oregon, May 11-12, 2008, to attend the Portland Community College Gateway Preparation Conference. There is no cost to the District.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: April 22, 2008

Subject: Out-of-State Travel

- 2) Ms. Jill Marks, dean/principal, Gateway to College, to travel to Alexandria, Virginia, June 15-18, 2008, to attend the United States Department of Education Joint Project Directors Meeting. Estimated cost: \$1,395.52. Funding source: Tech Preparation grant funds.
- 3) Mr. Jose Medina, Member, Board of Trustees, to travel to Washington, DC, June 25-29, 2008, to attend the National Association of Latino Elected and Appointed Officials 2008 Annual Conference. Estimated cost: \$2,426.92. Funding source: the general fund.

James L. Buysse
Interim Chancellor

Prepared by: Michelle Haeckel
Administrative Secretary III

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-6-a

Date: April 22, 2008

Subject: Contracts and Agreements Report Less than \$72,400 – All District Funds

Background: On September 11, 2007, the Board of Trustees authorized delegating authority to the Chancellor to authorize contractual agreements and the expenditure of funds pursuant to the Public Contract Code Section 20650 threshold, currently set at \$72,400. The attached listing of contracts and agreements under \$72,400, requested by campus and District staff and issued by the District Business Office, have been reviewed to verify that budgeted funds are available in the appropriate category of expenditure. Unless otherwise noted, the period covered by the contract or agreement is within fiscal year 2007-2008. The contracts and agreements have been executed pursuant to the boards' delegation of authority and are presented on this agenda for ratification.

Recommended Action: It is recommended that the Board of Trustees ratify the contracts and agreements totaling \$577,332.

James L. Buysse
Interim Chancellor

Prepared by: Doretta Sowell
Purchasing Manager

Contracts and Agreements Report-All District Funds

\$72,400 and under

3/01/08 thru 3/31/08

Department	Vendor	Business Location	Description of Services	Amount
Facilities - Moreno Valley	AMP Mechanical	Costa Mesa, CA	Bid Award - Tech B HVAC Project	\$ 24,142
Facilities - Riverside	AMTECH Elevator Services	Anaheim, CA	Maintenance Agreement	2,000
Facilities, Planning, Design & Construction	Architectural Sign Identity, Inc.	San Jacinto, CA	Bid Award - Norco P3 Signage	17,246
Workforce Preparation	Bethel, Christy	Riverside, CA	Lecturers	350
Community Education	Boston Reed College	Napa, CA	Pharmacy, Clinical & Orthopedic Classes	No Cost
Public Safety Education & Training	California Highway Patrol	Sacramento, CA	Training	37,000
RSA & FTV Discipline	City of Riverside	Riverside, CA	Student Film Projects	No Cost
VTEA	College of the Desert	Palm Desert, CA	Professional Development	8,000
Diversity, Equity & Compliance	Collopy Investigations	Riverside, CA	Investigative Services	10,000
Health Services - RIV	Computerized Diagnostic Imaging Ctr	San Bernardino, CA	Consultants	1,000
Workforce Preparation	Crain, Dan	San Bernardino, CA	Lecturers	1,575
Customized Solutions	Donald F. Legge	Perris, CA	Training	4,400
Facilities - Riverside	Donald R Hart	Norco, CA	Bid Award - Tech A Plumbing Project	49,880
Workforce Preparation	Edible Arrangements	Riverside, CA	Student Employer Expenses	3,900
Norco TRIO	Family Involvement Training	Adelanto, CA	TRIO Training Student and Parents	6,000
Math, Science & Physical Education-MV	Fitness 19	Moreno Valley, CA	Facilities Usage	2,000
Workforce Preparation	Foundation CA Community Colleges	Sacramento, CA	Independent Living Skills Contract	10,210
Open Campus	Frankel, Brian	St. Leonard, MD	Professional Services	500
Customized Solutions	Gereau, Servando	Redlands, CA	Training	5,000
Customized Solutions	Gereau, Servando	Redlands, CA	Training	2,400
Customized Solutions	Global Learning Partners, Inc.	Corona, CA	Training	3,500
Facilities - Moreno Valley	Higginson+Cartozian Architects, Inc	Redlands, CA	Drawings ECS Shade Structure Project	2,800
Customized Solutions	Jahelka, Tamara	Idyllwild, CA	Training	8,150
Customized Solutions	Jahelka, Tamara	Idyllwild, CA	Training	900
CACT	Journal Communications Inc	Franklin, TN	Advertising	5,380
Occupational Education	Jurupa Unified School District	Riverside, CA	School Track Usage	No Cost
Facilities, Planning, Design & Construction	Keith Francis & Co., Inc.	Costa Mesa, CA	Construction Management Services	24,700
Workforce Preparation	Knight, Katherine	Temecula, CA	Workshop Presenter	2,625
Workforce Preparation	Legge, Donald	Perris, CA	Lecturers	4,400
Customized Solutions	Marlene Victoriano	Riverside, CA	Workshop Presenter	1,575
Workforce Preparation	McManus, Jeff	Norco, CA	Professional Services	80
Open Campus	Mocete, Luz	Moreno Valley, CA	Lecturers	700
Workforce Preparation	Music Theatre International	New York, NY	License Royalty	6,100
Performance Riverside	Nicholson, Kellie R	Sherman Oaks, CA	Professional Services	5,000
Open Campus	Oak Glen Christian Conference Ctr	Oak Glen, CA	Summer Residence Program	9,378
Student Services - Norco	Orco Block Company	Riverside, CA	Education Services Agreement	No Cost
Customized Solutions	Ortman, Carolyn	Riverside, CA	Training	1,000
Customized Solutions	Pacific Mobile Structures	Chehalis, WA	Trailer DSA Inspector Norco P3	8,211
Academic Innovative Program	Performance Media LLC	Rockport, ME	Advertising	2,500

Contracts and Agreements Report-All District Funds
 \$72,400 and under
 3/01/08 thru 3/31/08

Department	Vendor	Business Location	Description of Services	Amount
Customized Solutions	Ply Gem	Torrance, CA	Training	No Cost
Public Affairs	Press Enterprise	Riverside, CA	Advertising	30,000
Facilities - Norco	Prowest Constructors	Wydolmar, CA	Construction Management Services	30,000
Facilities, Planning, Design & Construction	Rivera's Iron Works, Inc.	Vista, CA	Bid Award - Norco P3 Misc. Steel &	64,520
Workforce Preparation	Riverside County DPSS	Riverside, CA	Grant - Child Development	No Cost
Performance Riverside	Samuel French, Inc.	Hollywood, CA	Royalty License	11,200
VTEA	San Bernardino CCD	San Bernardino, CA	Grant Marketing Services	20,000
Customized Solutions	Servando Gereau	Redlands, CA	Training	5,000
Grants & Contract Services	Siegel, Jason	Riverside, CA	Professional Services	3,000
Customized Solutions	Sophia Brooks	Corona, CA	Training	3,500
Performing Arts	Stagelight Family Productions	Brea, CA	"Beauty & the Beast" Set Rental	4,800
Workforce Preparation	Stephen, Victoria	Corona, CA	Lecturers	2,100
Open Campus	Sweethearts Tea Affaire	Ft. Wayne, IN	Professional Services	500
Economic Development	Thomas Publishing Company LLC	New York, NY	Advertising	750
Customized Solutions	Tolco	Corona, CA	Training	No Cost
Economic Development	Umanageit & Associates	Riverside, CA	Professional Services	2,500
Customized Solutions	Upside Thinking	Riverside, CA	Training	400
Finance	Vicenti, Lloyd & Stutzman LLP	Glendora, CA	Prop 39 Audit-3 Year Agreement	32,100
Workforce Preparation	Victoria Stephens	Corona, CA	Workshop Presenter	2,100
Workforce Preparation	Victoriano, Marlene	Riverside, CA	Lecturers	1,575
Facilities, Planning, Design & Construction	West-Helm Construction, Inc.	Chino, CA	Bid Award-Norco P3 Rough Carpentry	68,000
Health Services	Weitzel Productions	Santa Rosa, CA	Performance "Side by Side"	2,300
RCCD Foundation	Xerox Corp.	Rosemont, IL	Lease Copier	1,024
CACT	Zabraee, Mohammad A.	Naperville, IL	Training	10,550
Additions to Approved /Ratified Purchase Orders of \$72,400 and under				
Campus Police	ADT Security	Riverside, CA	Repairs	1,010
Facilities - Moreno Valley	AMTECH Elevator Services	Anaheim, CA	Maintenance Agreement	2,000
Performance Riverside	BRB Hayden Loop LLC	Costa Mesa, CA	Lease Storage Unit	5,801
				\$ 577,332

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-a

Date: April 22, 2008

Subject: Surplus Property

Background: Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes; is deemed to be unsatisfactory or not suitable for school use; or if it is being disposed of for the purposes of replacement. Education Code section 81452 permits surplus property to be sold at private sale, without advertising, if the total value of the property does not exceed \$5,000. The District has determined that the property on the attached list does not exceed the total value of \$5,000. To help defray disposal costs and to generate a nominal amount of revenue, the staff proposes that we consign the surplus property identified in the attachment to The Liquidation Company for disposal.

Recommended Action: It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find that the property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.

James L. Buysse
Interim Chancellor

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

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GESTETNER	COPIER	3355	H4715900064	020128
1	HP	SERVER	9000	USS40444XS	017019
1	HP	SERVER	9000-A500	USC4147BM7	018942
1	CAPSTONE	MICRO TURBINE	CAPSTONE 60	001519	-----
1	HP	PRINTER	DJ450C	FK514D512	012075
1	PANASONIC	COPIER	FP7121	FFEGC31308	009132
1	HP	PRINTER	LJ4	JPBD009107	006958
1	MICOGEN	HEAT RECOVERY U.	MG2-C2P211C	1262-01-6	-----
1	GATEWAY	LAPTOP	SOLO	C59835155	011231
1	COPELAND	MICRO TURBINE	SZN22C1	01FA0478	-----

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-b

Date: April 22, 2008

Subject: Notice of Completion – PBX Building, Riverside Campus

Background: On June 19, 2007, the Board of Trustees awarded a contract to ASR Constructors, Inc. for the PBX Building on the Riverside Campus for \$203,000.

The Facilities Project Manager reports that the project is complete.

Recommended Action: It is recommended that the Board of Trustees: 1) accept the PBX Building as complete; 2) approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works) and; 3) authorize the Board President to sign the Notice.

James L. Buysse
Interim Chancellor

Prepared by: Dr. C. Michael Webster
Riverside Community College District Planning Consultant
Facilities Planning, Design and Construction

Doretta Sowell
Purchasing Manager

RECORDING REQUESTED BY
 AND WHEN RECORDED MAIL TO:

Name
 Street
 Address
 City &
 State

S	R	U	PAGE	SIZE	DA	MISC	LONG	RFD	COPY
M	A	L	465	426	PCOR	NCOR	SMF	NCHG	EXAM
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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is _____
- The full address of the owner is _____

- The nature of the interest or estate of the owner is in fee.
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
_____	_____
_____	_____
- A work of improvement on the property hereinafter described was completed on _____. The work done was:

- The name of the contractor, if any, for such work of improvement was _____
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of _____, County of _____, State of California, and is described as follows:

- The street address of said property is _____
(If no street address has been officially assigned, insert "none")

Dated: _____

 Signature of owner or corporate officer of owner
 named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the _____ the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
 notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.
 I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20 _____, at _____, California.
(Date of signature) (City where signed)

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

Report No.: V-A-7-c

Date: April 22, 2008

Subject: Certificates of Achievement for IGETC and CSU

Background: Presented for the Board's review and consideration are certificates for the transfer patterns established by the University of California and the California State University (the Intersegmental General Education Transfer Curriculum and CSU Breadth Requirements). In 2006, the California State Chancellor's office became aware of a discrepancy between Title 5 and its program and course approval handbook. The discrepancy involved the Title 5 requirements for a major and the handbook which states that colleges may submit associate degrees with a "distribution of general education coursework." In 2007, Title 5 section 55063 (a) was modified. As a result, groupings of courses, which could formerly be applied toward associate degrees, became non compliant. The IGETC and CSU breadth requirements are among those. In order to appropriately recognize the value of the IGETC and CSU breadth requirements and their importance to students who transfer, the System Office has permitted the conversion of these requirements to certificates of achievement. Listing of the certificate of achievement on a student transcript symbolizes successful completion of patterns of learning experiences designed to develop certain capabilities that may be oriented to career or general education. For purposes of this subdivision, the term "general education" includes coursework taken to satisfy transfer patterns established by the University of California, the California State University, or accredited public postsecondary institutions in adjacent states which award the baccalaureate degree. The certificates were approved by the District Curriculum Committee on April 8, 2008.

Recommended Action: It is recommended that the Board of Trustees approve the certificates for inclusion in the District catalog.

James L. Buysse
Interim Chancellor

Prepared by: Sylvia Thomas
Associate Vice Chancellor of Instruction

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) CERTIFICATE
 FOR TRANSFER TO CSU AND UC
 2008-2009**

If you choose to follow IGETC, you must complete it before you transfer; otherwise you will be required to satisfy the specific lower division general education requirements of the university or college of transfer. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University (CSU) or University of California (UC) system without the need to take additional lower-division general education courses. Transfer students will receive IGETC certification after completing all the subject areas below for a total of 34 units with a minimum "C" grade or better.

IGETC certification is valid for community college students only. Those who have already transferred to the CSU/UC systems may not return to RCC to complete IGETC requirements.

1. ENGLISH COMMUNICATION (CSU 3 courses required; one from each group) (UC 2 courses required; one from group a and one from group b) Units

a. English Composition: English 1A or 1AH	8-11
b. Critical Thinking–English Composition: English 1B (must be taken Fall '93 or later) or 1BH	
c. Oral Communication: Speech 1 or 1H,6, 9H (CSU requirement only)	

2. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

Math **1A,1B,1C,2,3,4, **5, **10, **11,12,25	3
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3. ARTS AND HUMANITIES (3 courses required with at least one course from the Arts and one from the Humanities.)

a. <u>Arts</u> : Architecture 35,36; Arabic 11; Art 1,2,5,6 or 6H,7,8,9,10,12; Chinese 11; Dance 6; Engineering 36; English/Humanities 36; French 11; German 11; Italian 11; Japanese 11; Korean 11; Music 3,4,5,6,19,20,21,22,25,26,89; Russian 11; Theater Arts 3	9
b. <u>Humanities</u> : American Sign Language 3; Arabic 2,3; Chinese 2; English 6,7,8,9,14,15,18, 21,22,23,25, 26,35,40,41,44,45,48; French 2,3,4,8; German 2,3,4; Greek 2; History 1*,2*, 4*,5*,6* or 6H*,7* or 7H*, 8*, 9*, 11*,12*,14*,15*,19*, 21*,22*,23*,25*,26*, 28*,29*, 30*,31*,34*,35*; Humanities 4 or 4H, 5 or 5H,8,9,10 or 10H,11,16,18,23,35; Italian 2,3; Japanese 2,3,4; Korean 2; Latin 2; Military Science 1,2; Philosophy 10 or 10H,12,13,14,19,20,21,22,33,35; Portuguese 2; Russian 2,3; Spanish 2 or 2H,3,3N,4,8,11, 12; Speech 12	

4. SOCIAL AND BEHAVIORAL SCIENCES Choose three courses from at least two disciplines.

Anthropology 1*,2,3,4,5,6,7,21; Chemistry 17; Early Childhood Education 20; Economics 4,5,6,7,7H,8; Geography 2,3,4,6; History 1*,2*,4*,5*,6* or 6H*,7* or 7H*,8*,9*, 11*,12*, 14*,15*,19*, 21*,22*, 23*,25*, 26*,28*,29*,30*, 31*,34*,35*; Military Science 1,2; Physical Science 17; Political Science 1 or 1H,2 or 2H,3,4 or 4H,5,6,11,13; Psychology 1,2*,9,33,35; Sociology 1,2,3,10,11,12,15,17,20,35,42,49; Speech 12	9
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5. PHYSICAL AND BIOLOGICAL SCIENCES Choose at least one Physical Science and one Biological Science course. One of the courses must include a lab---see underlined courses.

a. <u>Physical Science</u> : Astronomy 1A,1B; Chemistry ** <u>1A</u> ,** <u>1AH</u> ** <u>1B</u> , ** <u>1BH</u> ,** <u>2A</u> ,** <u>2B</u> ,** <u>3</u> ,**10, <u>12A</u> , <u>12B</u> ; Geography 1,1/ <u>1L</u> ,5; Geology 1,1/ <u>1L</u> , <u>1B</u> ,3; Oceanography 1,1/ <u>1L</u> ;Physical Science **1,5; Physics ** <u>2A</u> ,** <u>2B</u> ,** <u>4A</u> , ** <u>4B</u> ,** <u>4C</u> , <u>4D</u> ,**10, ** <u>10/11</u>	7
b. <u>Biological Science</u> : Anatomy and Physiology <u>2A</u> , <u>2B</u> ; Anthropology 1*; Biology 1, <u>2A</u> , <u>2B</u> , <u>3</u> , <u>5</u> , <u>6</u> , <u>7</u> , ** <u>8</u> , <u>9</u> , **10, <u>11</u> , <u>12</u> , <u>17</u> , <u>30</u> , <u>34</u> ,**36; Microbiology <u>1</u> ; Psychology 2*	

6. LANGUAGE OTHER THAN ENGLISH (one course - UC requirement only)

a. American Sign Language 1,2,3,4; Arabic 1,2; Chinese 1,2; French 1,2,3,4; German 1,2,3,4; Greek 1,2; Italian 1,2,3; Japanese 1,2,3,4; Korean 1,2; Latin 1,2; Portuguese 1,2; Russian 1, 2,3; Spanish 1 or 1H,2 or 2H,3,3N,4	0-5
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OR	
b. Proficiency equivalent to two years of high school in the same language	

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS

(not part of IGETC; recommend completion before transferring)

Complete one course from area a and one from area b:

- a. History 6 or 6H or 7 or 7H or Humanities 16
- b. Political Science 1 or 1H

*Course may be listed in more than one area, but shall not be certified in more than one area.

**Indicates that transfer credit may be limited by either UC or CSU or both. Consult with a counselor for additional information.

NOTES:

1. Students should consult with Counselors to determine the most appropriate General Education patterns for their intended majors and transfer institutions.
2. To be eligible for IGETC certification a student must have completed most of the transfer units at one or more California community college(s).
3. Courses taken as preparation for a major will also satisfy the corresponding portion of the IGETC requirements.
4. Each course used to fulfill IGETC requirements must be completed with a minimum grade of "C" or better.
5. Advanced placement exams can be used to satisfy all areas of IGETC except for the critical thinking-English composition and oral communication requirements. IGETC policy is to accept a score of 3 or higher to clear one course.

IGETC Advisement:

Former UC, CSU and students with coursework from other four-year institutions, including outside the U.S., should consult with a counselor to determine whether they should complete IGETC or the lower-division breadth/general education requirements at the campus they plan to attend. As a general rule, IGETC can be certified for RCC transfers who also completed transfer units at a CSU provided that the student has completed a minimum of 50% of the transfer units at one or more of the California Community Colleges. **FOR THE UC:** Students who initially enroll at a UC campus, then leave and attend a California Community College, and subsequently return to the **same** UC campus, are considered "re-admits" by the UC. Such students cannot use IGETC. However, students who enroll at a UC campus, then leave and attend a California Community College, and subsequently return to a **different** UC campus may use the IGETC pattern. The following UC campuses have further limitations:

Berkeley: The Colleges of Engineering, Environmental Design, Chemistry and Natural Resources, and the Haas School of Business have extensive, prescribed major prerequisites. Moreover, the IGETC requirements generally exceed the college-specific breadth requirements (but do not supersede the major requirements). In general, IGETC is not appropriate preparation for majors in these colleges.

Davis: Anyone preparing for a bachelor of science is advised not to pursue the IGETC, and instead to concentrate on major-specific preparatory work.

Irvine: All schools accept IGETC. However, selection by the campus is based on demonstrated academic achievement and preparation for the intended major.

Los Angeles: The Henry Samueli School of Engineering and Applied Science does not accept IGETC.

Merced: The School of Engineering and the School of Natural Sciences do not recommend IGETC.

Riverside: The Marlan and Rosemary Bourns College of Engineering and the College of Natural and Agricultural Sciences do not accept IGETC. The College of Humanities, Arts and Social Sciences accepts IGETC.

San Diego: The IGETC is accepted by John Muir, Earl Warren, Thurgood Marshall and Sixth colleges only. Students completing IGETC are welcomed at Eleanor Roosevelt and Revelle colleges; however, they must also fulfill the specific general education requirements for those colleges. At UCSD, all majors are available to students in each college, so students who choose IGETC will not be restricted in their choice of major, unless the major is impacted.

Santa Barbara: Transfer students in the College of Letters and Science and the College of Creative Studies may use IGETC. Transfer students in the College of Engineering may also use IGETC to substitute for general education requirements. In addition to general education, all students in the College of Engineering are required to complete a depth requirement.

Santa Cruz: Students intending to pursue any major in the physical and biological sciences or the Jack Baskin School of Engineering should not follow IGETC as it will not provide students with enough lower division preparation for their majors.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
California State University General Education Requirements Certificate
2008-2009

To obtain a Bachelor's degree from a CSU campus, you must complete 48 semester units of general education, nine of which must be upper division units. Riverside Community College may certify a maximum of 39 units as having fulfilled the CSU lower division general education requirements. Grades of 'C' or better must be earned in 30 of these 39 units. All students are strongly advised to complete all the requirements prior to transfer.

A. Communication and Critical Thinking (min. 9 units)**must be completed prior to transfer!**

Select one course from each area. Grades of 'C' or better are required.

1. Oral Communication: Speech 1 or 1H, 6, 9 or 9H	3
2. Written Communication: English 1A or 1AH	4
3. Critical Thinking: English 1B or 1BH; Philosophy 11; Speech 2,3A,4A,5	3

B. Physical Universe and Its Life Forms (min. 10 units) **Math must be completed prior to transfer!!**

Select one course from areas 1,2 and 4. At least one of the science courses must have a lab--- see underlined courses.

1. Physical Universe: Astronomy 1A; Chemistry <u>1A,1AH,1B,1BH,2A,2B,3,10,12A,12B</u> ; Geography 1, <u>1/1L</u> , 5; Geology <u>1,1/1L,1B,2,3</u> ; Oceanography <u>1,1/1L</u> ; Physical Science 1,5; Physics <u>2A,2B,4A,10,10/11</u>	3-4
2. Life Forms: Anatomy and Physiology <u>2A,2B,10</u> ; Anthropology 1; Biology <u>1,2A,2B,3,5,6,7,8,9,10, 11, 12,17,34,36</u> ; Microbiology <u>1</u> ; Psychology 2	3-4
3. Laboratory Activity: This requirement may be met by completion of any lab course listed above in areas B-1 or B-2. All underlined courses will meet this requirement.	
4. Mathematics (grade of 'C' or better is required): Math 1A,4,5,10,11,12,25,36	3

C. Arts, Literature, Philosophy and Foreign Languages (min. 9 units) Select 3 courses, at least one course from each area:

1. Arts: Architecture 35,36; Art 1,2,5,6 or 6H,7,8,9,10,12; Dance 6; Engineering 36; English/Humanities 36; Film, Television and Video 65; Music 6,19,20,21,22,25,26,89; Speech 11; Theater Arts 3	9
2. Humanities: American Sign Language 1,2,3,4,5; Arabic 1,2,3,11; Chinese 1,2,11; English 1B or 1BH, 6,7,8,9,11,12,14,15,16,18,21,22,23,25,26,30,35,40,41,44,45,48; Film, Television and Video 12; French 1,2,3,4,8,11; German 1,2,3,4,11; Greek 1,2; History 1,2,4,5,6 or 6H,7 or 7H,8,9,11,12,14,15, 19,21,22,23, 25, 26,28,29, 30,31,34,35; Humanities 3,4 or 4H,5 or 5H,8,9,10 or 10H,11,16,18,23,35; Italian 1,2,3,11; Japanese 1,2,3, 4,11; Korean 1,2,11; Latin 1,2; Military Science 1,2; Philosophy 10 or 10H,12,13, 14,15,16,19, 20,21,22,32,33,35; Portuguese 1,2; Russian 1,2,3,11; Spanish 1 or 1H,2 or 2H,3,3N,4,8,11,12	

D. Social, Political and Economic Institutions and Behavior: Historical Background (min. 9 units)

Select at least one course from three different areas:

1. Anthropology and Archeology: Anthropology 2,3,5,6,7,10,21	9
2. Economics: Economics 4,5,6,7,7H, 8	
3. Ethnic Studies: Anthropology 4; History 14,15,28,29,30,31; Sociology 10,35	
4. Gender Studies: History 34; Sociology 15; Speech Communication 13	
5. Geography: Geography 2,3,4,6	
6. History: History 1,2,4,5,6* or 6H*,7* or 7H*,8,9,11,12,19,21,22,23,25,26,35; Military Science 1,2; Chemistry/Physical Science 17	
7. Interdisciplinary Social or Behavioral Science: Early Childhood Education 20; Film, Television and Video 41; Speech 9, 9H, 12	
8. Political Science, Government and Legal Institutions: Political Science *1 or *1H,2 or 2H,3,4 or 4H,5,6,7ABCD,8,10ABCD,11,12,13	
9. Psychology: Psychology 1,9,33,35	
10. Sociology and Criminology: Sociology 1,2,3,11,12,17,20,30,42,45,49	

Courses designated with an asterisk () may also be used to satisfy the U.S. History, Constitution and Government requirement.*

E. Understanding and Self-Development (min. 3 units) Select one course from:

Biology 30; Early Childhood Education 20; Guidance 47; Health Science 1; Physical Education 4,35,36; Psychology 9,33; Sociology 12	3
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United States History, Constitution and Government (6 units)

Although this is not a part of the general education requirements, all students must complete coursework in U.S. History, Constitution and Government. History 6 6H or 7 or 7H may also be used to partially fulfill Area D or if taken Fall 2004 or later, partial fulfillment in Area C. Effective Fall 2000, HUM 16 may also be used to partially fulfill Area C.

1. U.S. History (3 units)

History 6 or 6H or 7 or 7H or Humanities 16

2. Constitution and Government (3 units)

Political Science 1 or 1H

NOTE: Transfer students are required to complete both the general education and lower division major requirements. Make an appointment with your counselor to complete a Student Educational Plan.

Students planning to transfer to Cal Poly Pomona or Cal Poly San Luis Obispo have specific general education requirements which must be taken, based upon their major. See your counselor to ensure proper academic planning.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-B-1

Date: April 22, 2008

Subject: Monthly Financial Report

Background: The Financial Report provides summary financial information, by Resource, for the period July 1, 2007 through March 31, 2008. The report presents the current year adopted budget, revised budget and year-to-date actual financial activity along with prior year actual financial information for comparison purposes.

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ADMINISTRATION AND FINANCE

Report No.: V-B-1

Date: April 22, 2008

Subject: Monthly Financial Report (continued)

Information Only.

James L. Buysse
Interim Chancellor

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

Fund 11, Resource 1000 is the primary operating fund of the District. It is used to account for those transactions that, in general, cover the full scope of operations of the entire District. All transactions, expenditures and revenue are accounted for in the general operating resource unless there is a compelling reason to report them elsewhere. Revenues received by the district from state apportionments, county or local taxes are deposited in this resource.

Fund 11, Resource 1000 - General Operating - Unrestricted

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 133,846,616	\$ 134,906,283	\$ 134,918,383	\$ 102,028,061
Intrafund Transfer from				
District Bookstore (Resource 1110)	380,000	150,000	150,000	112,500
Interfund Transfer from				
Self-Funded Equipment and Facility Projects (Resource 4150)	15,985	0	0	0
Total Revenues	<u>\$ 134,242,601</u>	<u>\$ 135,056,283</u>	<u>\$ 135,068,383</u>	<u>\$ 102,140,561</u>
Expenditures				
Academic Salaries	\$ 62,474,972	\$ 67,313,826	\$ 67,257,230	\$ 44,755,438
Classified Salaries	25,673,167	30,199,160	30,131,728	20,714,327
Employee Benefits	21,997,183	24,814,922	24,814,922	15,941,632
Materials & Supplies	2,037,221	2,416,905	2,512,743	1,632,005
Services	12,755,943	15,258,117	15,167,021	8,089,216
Capital Outlay	1,914,802	2,421,376	2,552,762	914,557
Intrafund Transfers to:				
DSP&S Program (Resource 1190)	588,641	665,157	665,157	498,868
Customized Solutions (Resource 1170)	0	173,470	173,470	0
Federal Work Study (Resource 1190)	171,948	176,859	176,859	125,722
Instr. Equipment Match (Resource 1190)	224,421	86,267	86,267	64,700
Performance Riverside (Resource 1090)	193,257	193,257	193,257	144,943
Interfund Transfer to:				
Resource 3300	220,000	240,000	240,000	180,000
Resource 6100	250,000	250,000	250,000	187,500
Total Expenditures	<u>\$ 128,501,555</u>	<u>\$ 144,209,316</u>	<u>\$ 144,221,416</u>	<u>\$ 93,248,908</u>
Revenues Over (Under) Expenditures	\$ 5,741,046	\$ (9,153,033)	\$ (9,153,033)	\$ 8,891,653
Beginning Fund Balance	<u>12,835,471</u>	<u>18,576,517</u>	<u>18,576,517</u>	<u>18,576,517</u>
Ending Fund Balance	<u>\$ 18,576,517</u>	<u>\$ 9,423,484</u>	<u>\$ 9,423,484</u>	<u>\$ 27,468,170</u>
Ending Cash Balance				<u>\$ 29,449,697</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

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

Fund 12, Resource 1050 - Parking

	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,848,778	\$ 1,962,282	\$ 1,962,282	\$ 1,390,893
Expenditures				
Classified Salaries	\$ 1,332,798	\$ 1,149,907	\$ 1,139,557	\$ 810,607
Employee Benefits	378,658	317,474	317,474	199,694
Materials & Supplies	92,630	93,161	92,406	52,377
Services	293,834	332,003	338,672	174,090
Capital Outlay	192,055	60,000	64,436	22,851
Total Expenditures	\$ 2,289,975	\$ 1,952,545	\$ 1,952,545	\$ 1,259,619
Revenues Over (Under) Expenditures	\$ (441,197)	\$ 9,737	\$ 9,737	\$ 131,274
Beginning Fund Balance	604,625	163,428	163,428	163,428
Ending Fund Balance	\$ 163,428	\$ 173,165	\$ 173,165	\$ 294,702
Ending Cash Balance				\$ 313,544

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

Student Health Services was established to account for the financial activities of the student health programs at each of the District's three campuses.

Fund 12, Resource 1070 - Student Health Services

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,090,030	\$ 1,156,446	\$ 1,156,446	\$ 936,481
Expenditures				
Academic Salaries	\$ 131,399	\$ 157,227	\$ 157,227	\$ 94,745
Classified Salaries	347,404	588,770	565,235	311,703
Employee Benefits	92,610	170,913	170,913	82,502
Materials & Supplies	46,977	94,565	102,048	54,761
Services	160,429	193,187	213,339	106,027
Capital Outlay	53,561	60,078	55,978	16,266
Total Expenditures	\$ 832,380	\$ 1,264,740	\$ 1,264,740	\$ 666,004
Revenues Over (Under) Expenditures	\$ 257,650	\$ (108,294)	\$ (108,294)	\$ 270,477
Beginning Fund Balance	668,716	926,366	926,366	926,366
Ending Fund Balance	\$ 926,366	\$ 818,072	\$ 818,072	\$ 1,196,843
Ending Cash Balance				\$ 1,199,417

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

Community Education was established to account for the financial activities of the Community Education Program which serves the community at large by providing not-for-credit classes for personal growth and enrichment.

Fund 11, Resource 1080 - Community Education

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 825,193	\$ 907,710	\$ 907,710	\$ 663,185
Expenditures				
Academic Salaries	\$ 3,910	\$ 4,104	\$ 4,104	\$ 2,945
Classified Salaries	306,110	303,731	303,731	234,467
Employee Benefits	67,626	70,579	70,579	48,670
Materials & Supplies	8,774	12,500	12,500	8,036
Services	503,511	487,655	487,655	338,548
Capital Outlay	2,171	0	0	728
Total Expenditures	\$ 892,102	\$ 878,569	\$ 878,569	\$ 633,394
Revenues Over (Under) Expenditures	\$ (66,909)	\$ 29,141	\$ 29,141	\$ 29,791
Beginning Fund Balance	86,387	19,478	19,478	19,478
Ending Fund Balance	\$ 19,478	\$ 48,619	\$ 48,619	\$ 49,269
Ending Cash Balance				\$ 45,779

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

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

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 608,208	\$ 797,140	\$ 797,140	\$ 688,813
Intrafund Transfer from General Operating (Resource 1000)	193,257	193,257	193,257	144,943
Total Revenues	<u>\$ 801,465</u>	<u>\$ 990,397</u>	<u>\$ 990,397</u>	<u>\$ 833,756</u>
Expenditures				
Classified Salaries	\$ 274,193	\$ 329,455	\$ 329,455	\$ 245,410
Employee Benefits	95,048	104,681	104,681	69,927
Materials & Supplies	35,542	39,385	39,385	26,165
Services	473,748	497,060	497,060	419,776
Capital Outlay	1,525	3,000	3,000	2,558
Total Expenditures	<u>\$ 880,056</u>	<u>\$ 973,581</u>	<u>\$ 973,581</u>	<u>\$ 763,836</u>
Revenues Over (Under) Expenditures	\$ (78,591)	\$ 16,816	\$ 16,816	\$ 69,920
Beginning Fund Balance	<u>(658,193)</u>	<u>(736,784)</u>	<u>(736,784)</u>	<u>(736,784)</u>
Ending Fund Balance	<u>\$ (736,784)</u>	<u>\$ (719,968)</u>	<u>\$ (719,968)</u>	<u>\$ (666,864)</u>
Ending Cash Balance				<u>\$ (663,726)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

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

Fund 11, Resource 1110 - Contractor-Operated Bookstore

	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 852,611	\$ 877,669	\$ 877,669	\$ 641,485
Expenditures				
Services	\$ 37,418	\$ 42,449	\$ 42,449	\$ 31,764
Interfund Transfer to				
Food Services (Resource 3200)	506,930	676,930	676,930	507,698
Intrafund Transfer to				
General Operating (Resource 1000)	380,000	150,000	150,000	112,500
Total Expenditures	\$ 924,348	\$ 869,379	\$ 869,379	\$ 651,962
Revenues Over (Under) Expenditures	\$ (71,737)	\$ 8,290	\$ 8,290	\$ (10,477)
Beginning Fund Balance	108,464	36,727	36,727	36,727
Ending Fund Balance	\$ 36,727	\$ 45,017	\$ 45,017	\$ 26,250
Ending Cash Balance				\$ 26,250

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

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

Fund 11, Resource 1170 - Customized Solutions

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 199,063	\$ 516,196	\$ 597,171	\$ 112,076
Intrafund Transfer from General Operating (Resource 1000)	0	173,470	173,470	0
Total Revenue	<u>\$ 199,063</u>	<u>\$ 689,666</u>	<u>\$ 770,641</u>	<u>\$ 112,076</u>
Expenditures				
Academic Salaries	\$ 400	\$ 2,100	\$ 2,100	\$ 400
Classified Salaries	128,177	98,609	98,609	72,057
Employee Benefits	40,833	33,340	33,340	21,700
Materials & Supplies	12,337	46,400	48,290	3,095
Services	130,549	344,538	423,623	107,427
Total Expenditures	<u>\$ 312,296</u>	<u>\$ 524,987</u>	<u>\$ 605,962</u>	<u>\$ 204,679</u>
Revenues Over (Under) Expenditures	\$ (113,233)	\$ 164,679	\$ 164,679	\$ (92,603)
Beginning Fund Balance	266,715	153,482	153,482	153,482
Ending Fund Balance	<u>\$ 153,482</u>	<u>\$ 318,161</u>	<u>\$ 318,161</u>	<u>\$ 60,879</u>
Ending Cash Balance				<u>\$ 63,254</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

Redevelopment Pass-Through receives a portion of tax increment revenues from various redevelopment projects within the boundaries of the District. Currently, expenditures are restricted to capital projects located in the redevelopment project areas generating the tax increment revenues.

Fund 12, Resource 1180 - Redevelopment Pass-Through

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,255,302	\$ 1,318,000	\$ 1,318,000	\$ 282,024
Expenditures				
Services	\$ 143,664	\$ 156,300	\$ 156,300	\$ 104,615
Total Expenditures	\$ 143,664	\$ 156,300	\$ 156,300	\$ 104,615
Revenues Over (Under) Expenditures	\$ 1,111,638	\$ 1,161,700	\$ 1,161,700	\$ 177,409
Beginning Fund Balance	3,001,510	4,113,148	4,113,148	4,113,148
Ending Fund Balance	<u>\$ 4,113,148</u>	<u>\$ 5,274,848</u>	<u>\$ 5,274,848</u>	<u>\$ 4,290,557</u>
Ending Cash Balance				<u>\$ 3,335,582</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

Grants and Categorical Programs is used to account for financial activity for each of the District's grant and categorical programs.

Fund 12, Resource 1190 - Grants and Categorical Programs

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 19,021,341	\$ 24,257,196	\$ 26,571,157	\$ 14,205,359
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	588,641	665,157	665,157	498,868
For Federal Work Study	171,948	176,859	176,859	125,722
For Instructional Equipment	224,421	86,267	86,267	64,700
Total Revenues	<u>\$ 20,006,351</u>	<u>\$ 25,185,479</u>	<u>\$ 27,499,440</u>	<u>\$ 14,894,649</u>
Expenditures				
Academic Salaries	\$ 3,429,668	\$ 4,889,195	\$ 5,334,270	\$ 2,511,031
Classified Salaries	6,014,815	7,212,170	7,971,986	4,786,395
Employee Benefits	2,592,689	3,248,199	3,432,826	1,877,878
Materials & Supplies	1,676,172	2,112,016	2,312,598	510,394
Services	2,742,952	5,657,794	5,764,678	1,596,415
Capital Outlay	3,205,896	1,850,268	2,353,602	791,512
Scholarships	20,700	15,381	17,100	17,100
Student Grants (Financial, Book, Meal, Transportation)	323,459	200,456	312,380	236,040
Total Expenditures	<u>\$ 20,006,351</u>	<u>\$ 25,185,479</u>	<u>\$ 27,499,440</u>	<u>\$ 12,326,765</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 2,567,884
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 2,567,884</u>
Ending Cash Balance				<u>\$ 2,437,065</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

Food Services is used to account for the financial activities for all food service operations in District facilities, except for the Culinary Academy on Spruce Street. It is intended to be self-sustaining.

Fund 32, Resource 3200 - Food Services

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,250,905	\$ 1,343,819	\$ 1,343,819	\$ 864,106
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>506,930</u>	<u>676,930</u>	<u>676,930</u>	<u>507,698</u>
Total Revenues	<u>\$ 1,757,835</u>	<u>\$ 2,020,749</u>	<u>\$ 2,020,749</u>	<u>\$ 1,371,804</u>
Expenditures				
Classified Salaries	\$ 663,563	\$ 702,807	\$ 702,807	\$ 458,275
Employee Benefits	246,878	263,962	263,962	166,137
Materials & Supplies	735,849	749,497	749,497	460,525
Services	232,540	285,693	285,693	191,036
Capital Outlay	<u>4,538</u>	<u>6,552</u>	<u>6,552</u>	<u>0</u>
Total Expenditures	<u>\$ 1,883,368</u>	<u>\$ 2,008,511</u>	<u>\$ 2,008,511</u>	<u>\$ 1,275,973</u>
Revenues Over (Under) Expenditures	\$ (125,533)	\$ 12,238	\$ 12,238	\$ 95,831
Beginning Fund Balance	<u>227,274</u>	<u>101,741</u>	<u>101,741</u>	<u>101,741</u>
Ending Fund Balance	<u>\$ 101,741</u>	<u>\$ 113,979</u>	<u>\$ 113,979</u>	<u>\$ 197,572</u>
Ending Cash Balance				<u>\$ 184,057</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

Child Care was established to manage the finances of the District's Child Care Centers at all three campuses.

	Fund 33, Resource 3300 - Child Care			
	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,251,149	\$ 1,333,101	\$ 1,333,101	\$ 997,740
Interfund Transfer from General Operating (Resource 1000)	220,000	240,000	240,000	180,000
Total Revenues	<u>\$ 1,471,149</u>	<u>\$ 1,573,101</u>	<u>\$ 1,573,101</u>	<u>\$ 1,177,740</u>
Expenditures				
Academic Salaries	\$ 964,852	\$ 995,896	\$ 995,896	\$ 687,458
Classified Salaries	168,604	227,414	227,414	159,970
Employee Benefits	200,179	217,084	217,084	135,706
Materials & Supplies	54,888	72,800	72,800	32,727
Services	56,013	84,740	84,740	44,063
Capital Outlay	851	0	0	0
Total Expenditures	<u>\$ 1,445,387</u>	<u>\$ 1,597,934</u>	<u>\$ 1,597,934</u>	<u>\$ 1,059,924</u>
Revenues Over (Under) Expenditures	\$ 25,762	\$ (24,833)	\$ (24,833)	\$ 117,816
Beginning Fund Balance	99,379	125,141	125,141	125,141
Ending Fund Balance	<u>\$ 125,141</u>	<u>\$ 100,308</u>	<u>\$ 100,308</u>	<u>\$ 242,957</u>
Ending Cash Balance				<u>\$ 254,483</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

State Construction & Scheduled Maintenance was established to account for the financial activities of State-approved construction and maintenance projects. The funding sources are state funds and matching funds for Scheduled Maintenance from the District's General Obligation Bond Funded Capital Outlay Projects (Resource 4160).

Fund 41, Resource 4100 - State Construction & Scheduled Maintenance

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 9,634,375	\$ 2,343,802	\$ 20,423,802	\$ 852,938
Intrafund Transfer from General Obligation Bond Funded Projects (Resource 4160)	292,528	252,824	252,824	252,824
Total Revenues	<u>\$ 9,926,903</u>	<u>\$ 2,596,626</u>	<u>\$ 20,676,626</u>	<u>\$ 1,105,762</u>
Expenditures				
Materials & Supplies	\$ 15,744	\$ 1,000	\$ 9,596	\$ 6,839
Services	0	0	71,280	3,314
Capital Outlay	8,830,025	4,319,546	22,319,670	2,092,567
Total Expenditures	<u>\$ 8,845,769</u>	<u>\$ 4,320,546</u>	<u>\$ 22,400,546</u>	<u>\$ 2,102,720</u>
Revenues Over (Under) Expenditures	\$ 1,081,134	\$ (1,723,920)	\$ (1,723,920)	\$ (996,958)
Beginning Fund Balance	642,786	1,723,920	1,723,920	1,723,920
Ending Fund Balance	<u>\$ 1,723,920</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 726,962</u>
Ending Cash Balance				<u>\$ 726,962</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

Child Development Center Capital was established to account for the construction and expansion of the District's childcare facilities.

Fund 41, Resource 4110 - Child Development Center Capital

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,189	\$ 1,000	\$ 1,000	\$ 1,355
Expenditures				
Capital Outlay	\$ 0	\$ 51,744	\$ 51,744	\$ 0
Total Expenditures	\$ 0	\$ 51,744	\$ 51,744	\$ 0
Revenues Over (Under) Expenditures	\$ 2,189	\$ (50,744)	\$ (50,744)	\$ 1,355
Beginning Fund Balance	48,555	50,744	50,744	50,744
Ending Fund Balance	<u>\$ 50,744</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 52,099</u>
Ending Cash Balance				<u>\$ 52,099</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

Non-State Funded Capital Outlay Projects was established to account for financial activities related to the acquisition or construction of major capital projects that are funded from non-state revenue sources.

Fund 41, Resource 4120 - Non-State Funded Capital Outlay Projects

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 19,229	\$ 1,115,699	\$ 1,115,699	\$ 0
Expenditures				
Capital Outlay	\$ 19,206	\$ 1,115,676	\$ 1,115,676	\$ 0
Total Expenditures	\$ 19,206	\$ 1,115,676	\$ 1,115,676	\$ 0
Revenues Over (Under) Expenditures	\$ 23	\$ 23	\$ 23	\$ 0
Beginning Fund Balance	505	528	528	528
Ending Fund Balance	<u>\$ 528</u>	<u>\$ 551</u>	<u>\$ 551</u>	<u>\$ 528</u>
Ending Cash Balance				<u>\$ 528</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

La Sierra Capital is used to account for the revenues and expenses associated with the District's La Sierra Property.

Fund 41, Resource 4130 - La Sierra Capital

	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 510,264	\$ 546,800	\$ 546,800	\$ 282,120
Expenditures				
Services	\$ 794	\$ 7,500	\$ 7,500	\$ 270
Capital Outlay	150,711	1,688,031	1,688,031	35,335
Total Expenditures	\$ 151,505	\$ 1,695,531	\$ 1,695,531	\$ 35,605
Revenues Over (Under) Expenditures	\$ 358,759	\$ (1,148,731)	\$ (1,148,731)	\$ 246,515
Beginning Fund Balance	11,181,686	11,540,445	11,540,445	11,540,445
Ending Fund Balance	<u>\$ 11,540,445</u>	<u>\$ 10,391,714</u>	<u>\$ 10,391,714</u>	<u>\$ 11,786,960</u>
Ending Cash Balance				<u>\$ 10,831,985</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

General Obligation Bond Funded Capital Outlay Projects was established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

Fund 41, Resource 4160 - General Obligation Bond Funded Capital Outlay Projects

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,608,643	\$ 3,718,502	\$ 3,718,502	\$ 2,725,336
Proceeds from General Obligation Bond Series C	91,084,831	0	0	0
Total Revenues	<u>\$ 92,693,474</u>	<u>\$ 3,718,502</u>	<u>\$ 3,718,502</u>	<u>\$ 2,725,336</u>
Expenditures				
Classified Salaries	\$ 43,673	\$ 156,881	\$ 101,704	\$ 37,226
Employee Benefits	22,758	57,135	57,135	15,422
Materials & Supplies	20,567	12,987	17,433	17,598
Services	1,941,530	988,225	1,086,202	879,955
Capital Outlay	23,507,984	50,927,429	55,032,366	11,340,656
Intrafund Transfers to:				
State Construction (Resource 4100)	292,528	252,824	252,824	252,824
Total Expenditures	<u>\$ 25,829,040</u>	<u>\$ 52,395,481</u>	<u>\$ 56,547,664</u>	<u>\$ 12,543,681</u>
Revenues Over (Under) Expenditures	\$ 66,864,434	\$ (48,676,979)	\$ (52,829,162)	\$ (9,818,345)
Beginning Fund Balance	<u>34,171,504</u>	<u>101,035,938</u>	<u>100,571,640</u>	<u>100,571,640</u>
Ending Fund Balance	<u>\$101,035,938</u>	<u>\$ 52,358,959</u>	<u>\$ 47,742,478</u>	<u>\$ 90,753,295</u>
Ending Cash Balance				<u>\$ 91,193,436</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

Health and Liability Self-Insurance is used to account for the revenues and expenditures of the District's health and liability self-insurance programs.

Fund 61, Resource 6100 - Health and Liability Self-Insurance

	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,671,242	\$ 4,559,785	\$ 4,559,785	\$ 4,044,791
Interfund transfer from				
General Operating (Resource 1000)	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>187,500</u>
Total Revenue	<u>\$ 4,921,242</u>	<u>\$ 4,809,785</u>	<u>\$ 4,809,785</u>	<u>\$ 4,232,291</u>
Expenditures				
Classified Salaries	\$ 170,329	\$ 182,371	\$ 182,371	\$ 121,406
Employee Benefits	67,798	66,624	66,624	37,484
Materials & Supplies	4,311	7,400	7,400	3,125
Services	3,526,491	4,090,695	4,090,695	3,427,089
Capital Outlay	<u>37,905</u>	<u>40,000</u>	<u>40,000</u>	<u>25,304</u>
Total Expenditures	<u>\$ 3,806,834</u>	<u>\$ 4,387,090</u>	<u>\$ 4,387,090</u>	<u>\$ 3,614,408</u>
Revenues Over (Under) Expenditures	\$ 1,114,408	\$ 422,695	\$ 422,695	\$ 617,883
Beginning Fund Balance	<u>1,925,421</u>	<u>3,039,829</u>	<u>3,039,829</u>	<u>3,039,829</u>
Ending Fund Balance	<u>\$ 3,039,829</u>	<u>\$ 3,462,524</u>	<u>\$ 3,462,524</u>	<u>\$ 3,657,712</u>
Ending Cash Balance				<u>\$ 5,063,005</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

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

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

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,448,826	\$ 1,494,087	\$ 1,494,087	\$ 1,063,760
Expenditures				
Classified Salaries	\$ 54,311	\$ 53,323	\$ 53,323	\$ 50,853
Employee Benefits	21,870	20,525	20,525	17,984
Materials & Supplies	154	620	620	0
Services	999,234	1,173,329	1,173,329	861,935
Capital Outlay	0	5,000	5,000	0
Total Expenditures	\$ 1,075,569	\$ 1,252,797	\$ 1,252,797	\$ 930,772
Revenues Over (Under) Expenditures	\$ 373,257	\$ 241,290	\$ 241,290	\$ 132,988
Beginning Fund Balance	306,185	679,442	679,442	679,442
Ending Fund Balance	\$ 679,442	\$ 920,732	\$ 920,732	\$ 812,430
Ending Cash Balance				\$ 2,242,061

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

Associated Students of RCC is used to record the financial transactions of the student government, college clubs, and organizations of the district. Revenue includes student activity fees, interest income, pay phone commissions and athletic ticket sales.

Associated Students of RCC

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 595,841	\$ 602,000	\$ 602,000	\$ 581,849
Expenditures				
Materials & Supplies	\$ 539,287	\$ 602,000	\$ 602,000	\$ 399,715
Total Expenditures	\$ 539,287	\$ 602,000	\$ 602,000	\$ 399,715
Revenues Over (Under) Expenditures	\$ 56,554	\$ 0	\$ 0	\$ 182,134
Beginning Fund Balance	1,033,629	1,090,183	1,090,183	1,090,183
Ending Fund Balance	\$ 1,090,183	\$ 1,090,183	\$ 1,090,183	\$ 1,272,317
Ending Cash Balance				\$ 2,369,001

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

Student Financial Aid is used to record financial transactions for scholarships given to students from the federal Pell and FSEOG grant programs as well as the State's Cal Grant program.

	<u>Student Financial Aid</u>			
	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 13,680,879</u>	<u>\$ 15,785,679</u>	<u>\$ 15,785,679</u>	<u>\$ 10,814,849</u>
Expenditures				
Other				
Scholarships and Grant				
Reimbursements	<u>\$ 13,680,879</u>	<u>\$ 15,785,679</u>	<u>\$ 15,785,679</u>	<u>\$ 10,041,640</u>
Total Expenditures	<u>\$ 13,680,879</u>	<u>\$ 15,785,679</u>	<u>\$ 15,785,679</u>	<u>\$ 10,041,640</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 773,209
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 773,209</u>
Ending Cash Balance				<u>\$ 744,017</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

RCCD Development Corporation is used to account for financial transactions related to the development corporation. This corporation currently has very little activity but remains operational should the District need to use it for future transactions related to property development. Revenues consist of interest income. Expenses are for tax filing fees paid to the state.

RCCD Development Corporation

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 11	\$ 0	\$ 0	\$ 6
Expenditures				
Services	\$ 20	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 20	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ (9)	\$ 0	\$ 0	\$ 6
Beginning Fund Balance	16,253	16,244	16,244	16,244
Ending Fund Balance	<u>\$ 16,244</u>	<u>\$ 16,244</u>	<u>\$ 16,244</u>	<u>\$ 16,250</u>
Ending Cash Balance				<u>\$ 16,250</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-B-2

Date: April 22, 2008

Subject: CCFS-311Q – Quarterly Financial Status Report for the Quarter Ended
March 31, 2008

Background: Education Code Section 84040 specifies that financial information be periodically reported to the California Community Colleges Board of Governors. To comply with this requirement, the District prepares Form CCFS-311Q – Quarterly Financial Status Report each fiscal quarter for submission to the Chancellor’s Office. The Revenue, Expenditure and Fund Balance are the Unrestricted Funds of the General Fund. However the Cash Balance reflects both Unrestricted and Restricted Funds.

The General Fund consists of the following:

Fund 11 – Unrestricted

Resource 1000 – General Unrestricted
Resource 1080 – Community Education
Resource 1090 – Performance Riverside
Resource 1110 – Bookstore (Contractor Operated)
Resource 1170 – Customized Solutions

Fund 12 – Restricted

Resource 1050 – Parking
Resource 1070 – Student Health
Resource 1180 – Redevelopment Pass-Through
Resource 1190 – Grants and Categorical Programs

Information Only.

James L. Buysse
Interim Chancellor

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

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA**

CHANGE THE PERIOD ▾

Fiscal Year: 2007-2008

Quarter Ended: (Q3) Mar 31, 2008

District: (960) RIVERSIDE

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

Aaron S. Brown

CBO Name: Aaron S. Brown

951-222-8047

CBO Phone:


4-9-08

CBO Signature:

Date Signed:

Chief Executive Officer Name:

James L. Buysse

CEO Signature:

Date Signed:


4/9/08

Electronic Cert Date:

04/08/2008

District Contact Person

Name: Patricia A. Braymer

Title: Interim Associate Vice Chancellor,
Finance

Telephone: 951-222-8789

Fax: 951-222-8022

E-Mail: Patti.Braymer@rcc.edu

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511
Send questions to Kuldeep Kaur, (916) 327-6818 kkaur@ccccc.edu

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CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q VIEW QUARTERLY DATA

CHANGE THE PERIOD ▾

Fiscal Year: 2007-2008
Quarter Ended: (Q3) Mar 31, 2008

District: (960) RIVERSIDE

As of June 30 for the fiscal year specified

Actual 2004-05	Actual 2005-06	Actual 2006-07	Projected 2007-2008
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Description

Line

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

		Actual 2004-05	Actual 2005-06	Actual 2006-07	Projected 2007-2008
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	106,405,524	119,560,718	136,328,169	138,091,473
A.2	Other Financing Sources (Object 8900)	880,941	-429,132	-965,504	-921,683
A.3	Total Unrestricted Revenue (A.1 + A.2)	107,286,465	119,131,586	135,362,665	137,169,790
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	100,774,630	118,163,127	128,975,161	144,936,967
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,146,930	1,076,930	976,930	1,166,930
B.3	Total Unrestricted Expenditures (B.1 + B.2)	101,921,560	119,240,057	129,952,091	146,103,897
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	5,364,905	-108,471	5,410,574	-8,934,107
D.	Fund Balance, Beginning	7,261,554	12,344,738	12,638,845	18,049,419
D.1	Prior Year Adjustments + (-)	-281,721	402,578	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	6,979,833	12,747,316	12,638,845	18,049,419
E.	Fund Balance, Ending (C. + D.2)	12,344,738	12,638,845	18,049,419	9,115,312
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	12.1%	10.6%	13.9%	6.2%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	24,666	26,258	23,967	27,766
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III. Total General Fund Cash Balance (Unrestricted and Restricted) As of the specified quarter ended for each fiscal year

	2004-05	2005-06	2006-07	2007-2008
H.1 Cash, excluding borrowed funds				36,206,861
H.2 Cash, borrowed funds only				0
H.3 Total Cash (H.1 + H.2)	14,481,486	18,281,687	24,882,375	36,206,861

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	137,998,398	138,091,473	104,127,143	75.4%
I.2	Other Financing Sources (Object 8900)	-921,683	-921,683	-682,813	74.1%
I.3	Total Unrestricted Revenue (I.1 + I.2)	137,076,715	137,169,790	103,444,330	75.4%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	144,843,892	144,936,967	93,680,848	64.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,166,930	1,166,930	875,198	75%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	146,010,822	146,103,897	94,556,046	64.7%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-8,934,107	-8,934,107	8,888,284	
L	Adjusted Fund Balance, Beginning	18,049,419	18,049,419	18,049,419	
L.1	Fund Balance, Ending (C. + L.2)	9,115,312	9,115,312	26,937,703	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.2%	6.2%		

V. Has the district settled any employee contracts during this quarter? **YES**

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

Contract Period Settled (Specify) YYYY-YY	Management	Academic	Permanent	Temporary	Classified

	Increase	% *	Increase	% *	Increase	% *	Increase	% *
a. SALARIES:								
Year 1: 2007-08	623,419	4.5%	1,877,508	4.5%	1,280,938	4.5%	1,127,141	4.5%
Year 2: 2008-09			436,416	1%	297,746	1%		
Year 3: 2009-10			444,038	1%	302,946	1%		
b. BENEFITS:								
Year 1: 2007-08	84,250	13.5%	207,652	11.1%	141,672	11.1%	206,447	18.3%
Year 2: 2008-09			48,268	11.1%	32,931	11.1%		
Year 3: 2009-10			49,110	11.1%	33,506	11.1%		

* As specified in Collective Bargaining Agreement or other Employment Contract

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

Contract Settlement Terms	Revenue Source
2007/08 - Funded COLA - 4.5%	Funded COLA
2008/09 - Funded COLA plus 1%	Funded COLA plus Growth
2009/10 - Funded COLA plus 1%	Funded COLA plus Growth

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

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

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

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 GENERAL FUND REVENUE AND EXPENDITURE REPORT
 FOR THE PERIOD ENDED MARCH 31, 2008**

Cash Position - Unrestricted and Restricted

	<u>YTD Activity</u>
Beginning Cash, July 1, 2007	\$ 19,788,197
Net Change in Accounts Receivables	15,938,728
Net Change in Accounts Payables	(11,555,391)
Revenue and Other Financial Sources	120,948,375
Expenditures and Other Outgo	(108,913,048)
Ending Cash, March 31, 2008	<u><u>\$ 36,206,861</u></u>

Budget and Actual Activity - Unrestricted

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>YTD Activity</u>
Revenues			
Federal	\$ 120,000	\$ 120,000	\$ 29,923
State	91,929,038	91,879,038	73,879,484
Local	45,949,360	46,092,435	30,217,736
Total Revenues	<u>137,998,398</u>	<u>138,091,473</u>	<u>104,127,143</u>
Other Financing Sources - Object 8900's	(921,683)	(921,683)	(682,813)
Total Revenues	<u>137,076,715</u>	<u>137,169,790</u>	<u>103,444,330</u>
Expenditures			
Academic Salaries	\$ 67,320,030	\$ 67,263,434	\$ 44,758,783
Classified Salaries	30,930,955	30,863,523	21,266,260
Employee Benefits	25,023,522	25,023,522	16,081,929
Materials & Supplies	2,515,190	2,612,918	1,669,301
Services	16,629,819	16,617,808	8,986,732
Capital Outlay	2,424,376	2,555,762	917,843
Total Expenditures	<u>144,843,892</u>	<u>144,936,967</u>	<u>93,680,848</u>
Other Outgo - Objects 7100 - 7699	1,166,930	1,166,930	875,198
Total Expenditures and Other Outgo	<u>146,010,822</u>	<u>146,103,897</u>	<u>94,556,046</u>
Revenues Over (Under)			
Expenditures	(8,934,107)	(8,934,107)	8,888,284
Beginning Fund Balances	<u>18,049,419</u>	<u>18,049,419</u>	<u>18,049,419</u>
Ending Fund Balances	<u><u>\$ 9,115,312</u></u>	<u><u>\$ 9,115,312</u></u>	<u><u>\$ 26,937,703</u></u>
Contingency			
Unrestricted	\$ 8,215,312	\$ 8,215,312	\$ 26,037,703
Reserve	900,000	900,000	900,000
Total Contingency/Reserve	<u><u>\$ 9,115,312</u></u>	<u><u>\$ 9,115,312</u></u>	<u><u>\$ 26,937,703</u></u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-B-3

Date: April 22, 2008

Subject: Measure C Project Commitments Summary Report

Background: Attached for the Board's review and information is a report on Measure C general obligation bond financial activity through the period ended March 31, 2008. The report presents financial information relative to each series issuance, as well as completed, in-progress, and proposed Measure C projects. This report will also be presented to the Citizen's Bond Oversight Committee at its next meeting.

Information Only.

James L. Buysse
Interim Chancellor

Prepared by: Patricia A. Braymer
Interim Associate Vice Chancellor, Finance

**Riverside Community College District
Measure C - Project Commitments Summary
as of March 31, 2008**

Backup V-B-3
April 22, 2008
Page 1 of 5

Series A, Series B, Series A Refunding, Series 2007 C

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	
Series 2007 C Proceeds		90,000,000	
Series 2007 C Premium		2,816,967	
FY 2004-2005 Interest Income		1,030,586	
FY 2005-2006 Interest Income		1,726,681	
FY 2006-2007 Interest Income		1,449,144	
FY 2006-2007 Energy Rebates - Utility Retrofit Project		159,498	
FY 2007-2008 Projected Interest Income		3,500,000	
FY 2007-2008 Projected Energy Rebates		<u>218,502</u>	
Total Proceeds/Income			177,314,975

Project Commitments / Proposed Projects

Completed Projects	\$	53,026,438	
In-Progress Projects		<u>76,538,044</u>	
Total Project Commitments			<u>129,564,482</u>
Uncommitted Balance - Measure C funds			<u>\$ 47,750,493</u>

**Riverside Community College District
Measure C - Project Commitments Summary
Through March 31, 2008**

Backup V-B-3
April 22, 2008
Page 2 of 5

Project	Project Funding Source					Actual Measure C Expenditures thru 03/31/08
	Board Approved Project Budgets	Future Projects - Additional Funding Needed	Actual and Projected State Funding	Total Estimated Project Funding		
Completed						
Certificates of Participation (1993 & 2001) - Refunding	\$ 12,492,085	\$ -	\$ -	\$ 12,492,085	\$ 12,492,085	\$ 12,492,085
Issuance Related Expenditures	4,860,905	-	-	4,860,905	4,860,905	4,860,905
Bridge Space	1,175,132	-	-	1,175,132	1,175,132	1,175,132
District Phone and Voicemail Upgrades	349,000	-	-	349,000	349,000	349,000
MLK Renovation	1,010,614	-	5,133,999 a	6,144,613	1,010,614	1,010,614
Room Renovations - Norco	100,020	-	-	100,020	100,019	100,019
Swing Space	4,273,734	-	-	4,273,734	4,273,734	4,273,734
Phase I - Wheelock PE Complex/Athletic Field	4,516,435	-	-	4,516,435	4,516,435	4,516,435
Phase I - Parking Structure - Riverside	20,949,896	-	-	20,949,896	20,939,874	20,939,874
ECS Secondary Effects - Moreno Valley	288,919	-	-	288,919	276,348	276,348
RCCD System Office Purchase	2,629,981	-	-	2,629,981	2,629,981	2,629,981
Emergency Phone Project	379,717	-	-	379,717	379,717	379,717
Total Completed Projects	\$ 53,026,438	\$ -	\$ 5,133,999	\$ 58,160,437	\$ 53,003,845	\$ 53,003,845
In-Progress or Initial Phase						
Phase II - Wheelock PE Complex	\$ 190,631	\$ -	\$ -	\$ 190,631	\$ 190,631	\$ 190,631
Physical/Life Science Secondary Effects	32,500	-	-	-	32,500	32,500
District Computer/Network/ System Upgrades	1,036,990	-	-	1,036,990	938,497	938,497
Quad Modernization	8,735,238	-	4,019,766 a	12,755,004	8,358,687	8,358,687
Phase III - Norco Industrial Technology Project	10,147,826	-	20,484,000 a	30,631,826	1,093,420	1,093,420
Phase III - MV/Student/Academic Services Facility Project	1,157,320	4,055,238	14,397,724 p	19,610,282	580,725	580,725
Innovative Learning Center	7,653,605	-	2,444,632 a	10,098,237	5,587,662	5,587,662
Nursing/Sciences Building - Riverside	5,082,686	9,454,314	57,572,000 p	72,109,000	2,137,632	2,137,632
Future Projects - Feasibility/Planning/Management	563,407	723,602	-	1,287,009	402,504	402,504
Scheduled Maintenance	885,427	-	2,140,534 s	3,025,961	885,427	885,427
Food Services Remodel - Riverside/Moreno Valley	2,539,685	-	-	2,539,685	115,323	115,323
Infrastructure Projects - Riverside/Norco/Moreno Valley	484,451	-	-	484,451	460,610	460,610
Hot Water Loop System & Boiler Repl. - Moreno Valley	891,296	-	-	891,296	769,532	769,532
Utility Retrofit Project	6,176,094	600,000	-	6,776,094	5,454,808	5,454,808
ECS Building Upgrade Project - Moreno Valley/Norco	625,327	-	-	625,327	75,367	75,367
Modular Redistribution Projects (All campuses and BCTC)	7,494,328	-	-	7,494,328	3,193,452	3,193,452
PBX/Network Operations Center - Riv/Norco/MoVal	625,550	4,144,450	-	4,770,000	352,940	352,940
Student Support Center - Norco	11,042,820	1,383,576	-	12,426,396	420,270	420,270
Logic Domain - Capital Project Management System	96,000	-	-	96,000	83,500	83,500
Long Range Master Plan - Riv/Norco/MoVal	1,460,384	-	-	1,460,384	1,335,907	1,335,907
Aquatics Center - Riverside	5,000,000	5,000,000 d	-	10,000,000	1,992	1,992
Soccer Field / Artificial Turf - Norco	4,616,480	-	-	4,616,480	93,293	93,293
Total In-Progress or Initial Phase Projects	\$ 76,538,044	\$ 25,361,180	\$ 101,058,656	\$ 202,925,380	\$ 32,564,678	\$ 32,564,678
Total Projects	\$ 129,564,482	\$ 25,361,180	\$ 106,192,655	\$ 261,085,817	\$ 85,568,523	\$ 85,568,523

a Actual State Construction Act Funding

p Projected State Construction Act Funding

s Actual State Scheduled Maintenance Funding Requiring District Match

d \$5,000,000 RCC; \$2,000,000 Riverside County; \$3,000,000 Riverside City; balance private donations

**Riverside Community College District
 Measure C - Project Commitments Summary
 Through March 31, 2008**

Backup V-B-3
 April 22, 2008
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<u>Proposed Projects</u>	<u>Future Projects - Additional Funding Needed</u>	<u>Actual and Projected State Funding</u>	<u>Total Estimated Project Funding</u>
ADA Compliance	\$ 6,360,000		
Phase II - Wheelock PE Complex - Gym/Stadium	9,986,125	10,058,000 p	20,044,125
Phase III - Wheelock PE Complex - Bleachers/Lockers	5,300,000		
Physical/Life Science Secondary Effects	<u>4,671,500</u>	25,800,000 p	30,471,500
	<u>\$ 26,317,625</u>		

p Projected State Construction Act Funding

**Riverside Community College District
Measure C - Project Commitments Detail
Through March 31, 2008**

Backup V-B-3
April 22, 2008
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Series A, Series B, Series A Refunding, Series 2007 C Projects

8/3/2004 Through 03/31/08

Completed

Certificates of Participation (1993 & 2001) - Refunding	\$ 12,492,085
Cost of Issuance - all series	2,836,265
Debt Service - all series	1,926,402
Measure C Election Costs	98,238
Total Issuance Related Expenditures	4,860,905
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	27,088
Norco - Library Building Room 123 Remodel Project	10,121
Norco - Student Services Building, Room 107 Remodel Project	41,480
Norco - Theater Room 203 Remodel Project	13,107
Norco - Center for Applied Competitive Technology Remodel Project	8,224
Total Norco Campus Room Renovations	100,020
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	4,516,435
Phase I - Parking Structure (Riverside)	20,949,896
ECS Secondary Effects - Moreno Valley	288,919
RCCD System Office Purchase (Heiting Building)	2,629,981
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
Total Completed Projects	\$ 53,026,438

In-Progress or Initial Phase

Phase II - Wheelock PE Complex/Athletic Field (Planning and Working Drawings)	190,631
Physical / Life Science Secondary Effects	32,500
District Computer Systems Upgrades	126,990
Computer System Hardware	760,000
District Network Upgrades	150,000
Total District Computer/Network Ugrades	1,036,990
Quad Modernization - Building Project	5,681,990
Quad Modernization - Equipment Project	2,563,000
Quad Modernization - Planning and Working Drawings	490,248
Total Quad Modernization	8,735,238
Phase III - Norco (Planning and Working Drawings)	10,147,826
Phase III - Moreno Valley (Planning and Working Drawings)	1,157,320
Innovative Learning Center	7,653,605
Nursing/Sciences Building (Planning and Working Drawings)	5,082,686

**Riverside Community College District
Measure C - Project Commitments Detail
Through March 31, 2008**

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Future Projects - Feasibility/Planning/Management	563,407	
Scheduled Maintenance		885,427
Food Services Remodel		
Riverside Campus	583,070	
Moreno Valley Campus	1,956,615	
Total Food Services Remodel		2,539,685
Infrastructure Projects		
Utilities	153,700	
IS	85,000	
Security	69,720	
Facilities Assessment	11,131	
Coordination	53,200	
Electrical / Fire Alarm	111,700	
Total Infrastructure Projects		484,451
Hot Water Loop System - Moreno Valley		891,296
Utility Retrofit Project		
Riverside Campus	3,274,248	
Norco Campus	1,505,668	
Moreno Valley Campus	1,396,178	
Total Utility Retrofit Project		6,176,094
ECS Building Upgrade Project - Moreno Valley/Norco		625,327
Modular Redistribution Project		
Norco Campus	1,986,666	
Moreno Valley Campus	1,448,769	
Ben Clark	2,161,812	
Riverside Campus	1,897,081	
Total Modular Redistribution Project		7,494,328
Riverside - PBX Network Operations Center	500,000	
Norco - PBX Network Operations Center	56,275	
Moreno Valley - PBX Network Operations Center	69,275	
Total PBX Network Operations		625,550
Norco Campus Student Support Center		11,042,820
Logic Domain - Capital Project		96,000
Long Range Master Plan		1,460,384
Riverside Aquatics Project		5,000,000
Norco Soccer Field		4,616,480
Total In-Progress or Initial Phase Projects		76,538,044
Total Series A, Series B, Series A Refunding and Series 2007 C Projects		\$ 129,564,482

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-1

Date: April 22, 2008

Subject: Proposed Curricular Changes

Background: Presented for the Board's review and consideration are proposed curricular changes. The District Curriculum Committee and the administration have reviewed the attached proposed curricular changes and 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 catalog and in the schedule of class offerings.

James L. Buysse
Interim Chancellor

Prepared by: Sylvia Thomas
Associate Vice Chancellor of Instruction

Course Revision Proposals

1. SPE-13 – Gender and Communication –title, prerequisite and description changes
From: Gender and Communication
Prerequisite: None.
This course will examine communication patterns and differences existing between males and females. Gender and communication will integrate theory and practice and heighten student’s awareness of the importance of gender as a communication variable. Communication problems relating to gender are addressed with emphasis on listening, perception, verbal and nonverbal communication in interpersonal, small group and public settings. Assertiveness and conflict management styles will also be addressed as they are reflected in male and female communication. 54 hours lecture.

To: Gender Communication
Prerequisite: None.
Advisory: SPE-51 or 52 or qualification for ENG-1A.
A study of the communication patterns and differences existing between males and Females, integrate theory and practice, and heighten student’s awareness of the importance of gender as a communication variable. Gender communication issues are addressed with emphasis on listening, perception, language, nonverbal communication, and conflict management in interpersonal, small group and public settings. 54 hours lecture. (Letter grade, or Pass/No Pass option.)
2. ACC-200 – Accounting Work Experience - prerequisite and description changes
From:
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:
Prerequisite: None.
Advisory: Students should have paid or voluntary employment.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the

work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

3. ADJ-200 – Administration of Justice Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

4. ADM-200 – Applied Digital Media and Printing Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

5. AIR-200 – Air Conditional and Refrigeration Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

6. AML-200 – American Sign Language Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a

maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

7. ARE-200 – Architecture Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

8. ART-200 – Art Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

9. AUB-200 – Automotive Body Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

10. AUT-200 – Automotive Technology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

11. BIT-200 – Biotechnology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject

area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

12. BUS-200 – Business Administration Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

13. CMI-200 – Community Interpretation Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

14. CAT-200 – Computer Applications and Office Technology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

15. CIS-200 – Computer Information Systems Work Technology

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject

area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

16. CON-200 – Construction Technology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

17. COS-200 – Cosmetology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

18. CUL-200 – Culinary Arts Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

19. DEH-200 – Dental Hygiene Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

20. DEN-200 – Dental Technology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work

experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

21. EAR-200 – Early Childhood Studies Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

22. EDU-200 – Education Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

23. ELE-200 – Electronics Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

24. ENE-200 – Engineering Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a

maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

25. FIT-200 – Fire Technology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

26. FTV-200 – Telecommunications Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

27. HMS-200 – Human Services Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

28. JOU-200 – Journalism Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

29. MAC-200 – Machine Shop Technology Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work

experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

30. MAG-200 – Management Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

31. MAN-200 – Manufacturing Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

32. MKT-200 – Marketing Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

33. MDA-200 – Medical Assisting Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject

area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

34. MUS-200 – Music Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

35. NRN-200 – Nursing Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

36. PAL-200 – Paralegal Studies Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

37. PHO-200 – Photography Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

38. PHP-200 – Physical Education Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work

experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

39. RLE-200 – Real Estate Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

40. THE-200 – Theater Arts Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

41. WEL-200 – Welding Work Experience - prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

42. WKX-200 – Work Experience – prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Limited to students who are enrolled in at least 7 credit units of instruction including the Work Experience class units.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for four (4)

semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX 200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX 200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. May be taken a total of four times. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX-200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

43. WKX-201 – General Work Experience – prerequisite and description changes

From:

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in general work experience must be employed in an area unrelated to the specific occupational work experience subject areas offered by the College. Students may take General Work Experience up to two (2) times, for a maximum of six (6) units of general work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours

lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

To:

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to three (3) units each semester for two (2) semesters for a maximum of 6 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

Areas of Emphasis Proposals

ADMINISTRATION & INFORMATION SYSTEMS

Administration/Information Systems entails the study of theories, procedures and practices and the acquisition of skills necessary to function productively and effectively in an administrative work environment. Career paths chosen by students pursuing undergraduate studies in Administration/Information Systems typically include managerial positions in business and the public sector, administrative support positions, customer service, sales, accounting/bookkeeping and public relations.

Students completing associate degrees in Administration/Information Systems may obtain entry-level positions in the above career fields or may choose to transfer to a four-year college or university to pursue a bachelor's degree in business, accounting, public administration, management information systems or related fields.

The student must successfully complete 18 units of study.

INCLUDED DISCIPLINES AND COURSES:

Required Courses (9 units, selected from the following):

Accounting (ACC): **1A**
Business Administration (BUS): **10, **18A**
Computer Information Systems (CIS): **1A**
Economics (ECO): **7, 7H, 8**
Political Science (POL): **8**

Electives Courses (9 additional units, selected from the following):

Accounting (ACC): **1A, 1B, 38**
Business Administration (BUS): **10, **18A, **18B, *20, 22**
Computer Information Systems (CIS): **1A, 1B, 2, 3, 5**
Computer Applications and Office Technology (CAT): **3, 31**
Economics (ECO): **4, 6, 7, 7H, 8**
Library (LIB): **1**
Management (MAG): **44**
Marketing (MKT): **20**
Political Science (POL): **6, 8**
Speech Communications (SPE): **1, 1H, 6, 9, 9H, 12, 13**

A course may only be counted once.

**Credit limitation: UC will accept a maximum of one course for transfer

All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.

COMMUNICATION, MEDIA, AND LANGUAGES

Communications is the study of how humans construct meanings through interactions. Courses in this area may focus on the knowledge and skills needed to communicate effectively in oral, written, or visual forms; on the study of language and culture; and/or on a critical understanding of the structures and patterns of different kinds of communication as they affect individuals and society. Studies in *Communication, Media, and Languages* is designed for students interested in pursuing further studies in English, Journalism, Mass Communication, Media Studies, Speech Communication, and World Languages at four-year colleges and universities. It may be useful for students interested in pursuing careers in communications, graphic design, journalism, law, marketing, public relations, radio and television, translating, and writing, among others.

The student must successfully complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline.

INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): 8
Applied Digital Media (ADM): 1
English (ENG): **1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 21, 22, 23, 25, 26, 30, 35, 36, 37, 38, 39, 40, 41, 44, 45, 48, 49**
Film, Television and Video (FTV): **12, 44, 45, 65**
Journalism (JOU): 1, 2, **7, 12, 20, 45, 52**
Library (LIB): **1**
Photography (PHO): 12
Spanish (SPA): **12, 13, 1A, 1B 1H, 2H, 3N, *51, *52, *53**
Speech Communication (SPE): **1, 1H, 2, 3A, 5, 6, 7, 9, 9H, 10A, 10B, 11, 12, 13, 19**
World Languages includes:
Arabic (ARA): **1, 2, 3, 8, 11**
American Sign Language (AML): **1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22, 23**
Chinese (CHI): **1, 2, 11**
French (FRE): **1, 2, 3, 4, 8, 11**
German (GER): **1, 2, 3, 4, 11**
Greek (GRK): **1, 2**
Italian (ITA): **1, 2, 3, 4, 11**
Japanese (JPN): **1, 2, 3, 4, 11**
Korean (KOR): **1, 2, 11**
Latin (LAT): **1, 2**
Portuguese(POR): **1, 2**
Russian (RUS): **1, 2, 3, 11**
Spanish (SPA): **1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11**

*All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.*

FINE & APPLIED ARTS

The associate degree in Fine & Applied Arts offers a rich variety of courses to acquaint students with the creation of and performance in the arts from a global perspective. The courses in this area examine the nature of the fine and applied arts through analysis, composition, examination, performance and technical development. Students will learn techniques, engage in the production and performance of the arts and assert aesthetic valuing and creative expression.

This area of emphasis is designed for students interested in applied digital media, creative writing, dance, film, graphic design, music, photography, speech communication, still or moving images, television, theatre, video and visual art.

The student must successfully complete 18 units of study across a maximum of 3 disciplines with 9 units from a single discipline.

INCLUDED DISCIPLINES AND COURSES:

Applied Digital Media (ADM): 1, *30, *64, *67, *68, *70, *71, *72, *73, *74, *76, *77A, *77B, 80, 81, *88, *89, 200

Art (ART): **1, 2, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 15A, 15B, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200**

Dance (DAN): **3, 4, 5, 6, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D32, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D51, D60**

English (ENG): **11, 12, 13, 17, 36, 38, 39, 49**

Film, Television, and Video (FTV): 38, **41, 42, 43, 44, 45, 46, 48, 51, 52, 53, 60, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72**

Music (MUS): **3, 4, 8A, 8B, 19, 22, 25, 26, 27, 28, 29, 30, 31, 32, 33, 35, 36, 37, 38, 39, 41, 42, 43, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 61, 65, 77, 89, 92, 93, P12, P36, P44**

Photography (PHO): **8, 9, 10, 17, 20, 200**

Speech Communication (SPE): **1, 1H, 2, 3A, 7, 10, 11, 19**

Theatre (THE): **2, 3, 4, 5, 6, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 41, 44, 46, 48, 49, 50, 51, 52, 54**

*All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC.
Courses designated with a (*) are not transferable.*

HUMANITIES, PHILOSOPHY, AND ARTS

Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the *Humanities, Philosophy, and Arts* will enhance their skills in critical thinking and both oral and written communication. The *Humanities, Philosophy, and Arts* program prepares students for further study in the arts, history, humanities, literature, philosophy, speech communication and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

The student must successfully complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline. Up to 3 units may be taken in a studio course.

INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): 7, 8
Architecture (ARE): 36
Art (ART): 1, 2, 5, 6, 6H, 7, 8, 9, 10, 12
Dance (DAN): 3, 6
English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 18, 21, 22, 23, 25, 26, 30, 35, 36, 37, 40, 41, 44, 45, 48
Film, Television & Video (FTV): 12, 65
Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35, 36
History (HIS): 1, 2, 4, 5, 6, 6H, 7, 7H, 8, 9, 14, 15, 21, 22, 25, 26, 28, 29, 30, 31, 34, 35
Library (LIB): 1
Music (MUS): 19, 20, 21, 22, 25, 26, 89
Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 20, 21, 22, 32, 33, 35
Political Science (POL): 11
Speech Communication (SPE): 1, 1H, 2, 3A, 5, 7, 9, 9H, 11, 12, 13, 19
Theatre (THE): 3, 29
World Language, including:
Arabic (ARA): 1, 2, 3, 8, 11
American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22, 23
Chinese (CHI): 1, 2, 11
French (FRE): 1, 2, 3, 4, 8, 11
German (GER): 1, 2, 3, 4, 11
Greek (GRK): 1, 2
Italian (ITA): 1, 2, 3, 4, 11
Japanese (JPN): 1, 2, 3, 4, 11
Korean (KOR): 1, 2, 11
Latin (LAT): 1, 2

Portuguese(POR): **1, 2**

Russian (RUS): **1, 2, 3, 11**

Spanish (SPA): **1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, *51, *52, *53, *85, *96, *97**

Applicable studio courses include (Note that some classes are less than three units.):

Art (ART): **15, 15A, 15B, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200**

Dance (DAN): **7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D32, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D51, D60-67**

English (ENG): **11, 12, 17, 38**

Music (MUS): **38, 39, P12**

Speech Communication (SPE): **10A, 10B**

Theatre (THE): **2, 4, 5, 6, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 41, 50, 51, 52, 54**

*All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.*

MATH & SCIENCE

These courses emphasize the natural sciences, which examine the physical universe, its life forms, and its natural phenomena. Courses in Math emphasize mathematical, analytical, and reasoning skills beyond the level of intermediate algebra. Courses in science emphasize an understanding of the process of science and the scientific method. All courses emphasize the use of mathematics and science as investigative tools, the role of mathematics and science as part of human civilization and society, and the inherent value of both inductive and deductive reasoning as part of the human experience.

This area of emphasis is designed for general education students, as well as students interested in mathematics or sciences as a possible career path, with career opportunities included in mathematics, chemistry, physics, biology, ecological/earth sciences, geology, engineering, computer science, electronics, oceanography, microbiology, kinesiology/ exercise science and the medical sciences.

The student must successfully complete 18 units of study.

INCLUDED DISCIPLINES AND COURSES:

Required Courses (Take one course in each of the 3 categories, including one course with a lab):

Mathematics (MAT): **1A, 4, 5, 10, 11, 12, 12H, 25**

Physical Sciences: Astronomy (AST) **1A**, Chemistry (CHE) **1A, 1AH, 2A, 10**, Geography (GEG) **1, 1H, 1L**, Geology (GEO) **1, 1L, 3**, Oceanography (OCE) **1**, Physical Science (PHS) **1**, Physics (PHY) **2A, 4A**

Life Sciences: Anatomy (AMY) **2A**, Biology (BIO) **1, 2A, 5, 7, 8, 9, 11, 34, 36**, Microbiology (MIC) **1**

Elective Courses (The remaining units may be taken from any of the following courses):

Anatomy and Physiology (AMY): **2A, 2B**, 10

Anthropology (ANT): **1**

Astronomy (AST): **1A, 1B**

Biology (BIO): **1, 2A, 2B, 3, 5, 6, 7, 8, 9, 10, 11, 12, 17, 30, 34, 36**

Chemistry (CHE): **1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17**

Computer Information Systems (CIS): **5, 17A, 17B, 17C, 18A, 18B, 18C**

Electronics (ELE): 21, 22, 23, 24, 25

Engineering (ENE): 1A, 1B, **10, 17, 20**, 21, **22, 23**, 26, 27, 28, 30, 31, **35, 45**

Geography (GEG): **1, 1L**, 1H, 5

Geology (GEO): **1, 1L, 1B, 3**

Geographic Information Systems (GIS): **1**

Health Science (HES): **1**

Mathematics (MAT): **1A, 1B, 1C, 2, 3, 4, 5, 10, 11, 12, 12H, 25, 32, 36.**

Microbiology (MIC): **1**

Oceanography (OCE): **1, 1L**

Physical Science (PHS): **1, 5, 17**

Physics (PHY): **2A, 2B, 4A, 4B, 4C, 4D, 10, 11**

Psychology (PSY): **2**

A course may only be counted once.

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PHYSICAL EDUCATION, HEALTH & WELLNESS

These courses emphasize the principles for the growth and development of a healthy lifestyle. Students will acquire the knowledge and understanding of these principles to integrate and promote personal, individual or group behavior conducive to the maintenance or restoration of mental and physical wellness. This emphasis will provide students with an understanding of physical skills and their development related to physical activity, exercise and sport. Students will also acquire knowledge of decision making and problem solving strategies for self-management as it pertains to leading a productive and healthful lifestyle. This area of emphasis is designed for students interested in making positive life choices and in the study of health, nutrition, and wellness; physical education/kinesiology; athletic training; sport performance, officiating and coaching; career planning and life management; and the biology, anatomy and physiology of the human body.

Students who work closely with their counselor may use this emphasis area to prepare to transfer to four year institutions in majors such as Health Science, Nutrition, Physical Education/Kinesiology, Exercise Science, and Recreation and Leisure Studies. Some careers such as Athletic Trainer, Physical Therapist, Exercise Physiologist, Sport Nutritionist, and Physical Education and Health Education teachers may require education beyond the Bachelor's Degree.

The student must successfully complete 18 units of study.

INCLUDED DISCIPLINES AND COURSES:

***Required Courses (take 3 units in each of the two disciplines):**

***Health Science (HES): 1**

***Physical Education/academic courses (PHP): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47**

***Elective Courses (12 additional units, selected from the following):**

Anatomy and Physiology (AMY): **2A, 2B**, 10

Biology (BIO): **17, 30, 34**

Early Childhood Education (EAR): 26

Guidance (GUI): 45, 46, **47**, 48

Physical Education/academic courses (PHP): **4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47**

Physical Education/activity courses (PHP): **A03, A04, A05, A07, A09, A10, A11, A12, A13, A15, A16, A17, A20, A21, A28, A29, A30, A31, A33, A34, A35, A36, A40, A41, A43, A44, A46, A47, A50, A51, A52, A53, A54, A55, A57, A60, A61, A62A, A63, A64, A67, A68, A69, A70, A74, A75, A77, A78, A79, A80, A81, A82, A83, A85, A86, A87, A88, A89, A90, A92, A94, A95**

Physical Education/varsity courses (PHP): **V01, V02, V04, V05A, V05B, V06, V07A, V07B, V08, V09A, V09B, V10A, V10B, V11A, V11B, V12, V14, V18, V19A, V19B, V20, V21, V22, V23A, V23B, V24A, V24B, V25A, V25B**

***A course may be counted only once.**

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SOCIAL AND BEHAVIORAL STUDIES

Social and Behavioral Studies is a collection of academic disciplines dedicated to the scholarly study of the human experience. As a comprehensive and multidisciplinary area of study, Social

and Behavioral Studies will afford the student an opportunity to explore and examine the nature and multitude of interactive relationships amongst and between individuals and between the individual and their social environment; ranging from the development of the individual, to the nuances of interpersonal interaction, to the dynamic structures of national and global communities. Ultimately, the student of Social and Behavioral Studies will gain a heightened awareness of the nature of their individuality, attain a greater understanding and appreciation of the complexities and diversity of the world in which they live and, become better equipped to succeed in an increasingly diverse and complex society.

Career paths typically chosen by undergraduate students emphasizing Social and Behavioral Studies include: Law Enforcement, Law, Human Relations, Human Resources, Social Work, Professional Childcare and Public Service Agencies, Teaching across the educational and academic spectrum, Consultation in the public and private sectors, Governmental Advisors, Speechwriting, and both domestic and international business professions.

The student must successfully complete 18 units of study across a minimum of 3 disciplines listed below.

INCLUDED DISCIPLINES AND COURSES:

Administration of Justice/Justice Studies (ADJ): **1, 2, 3, 4, 5, 8, 9, 13, 14, 15, 30**
Administration of Justice/Law Enforcement (ADJ): **6, 16, 18, 20, 21, 22, 23, 25**
Anthropology (ANT): **1, 2, 3, 4, 5, 6, 7, 8, 10, 21**
Border Studies (BOR): **31**
Early Childhood Education (EAR): ***19, 20, 28, 33, 40, 42, 43, 47**
Economics (ECO): **4, 5, 6, 7, 7H, 8**
Geography (GEG): **2, 3, 4, 6**
Human Services (HMS): **4, 5, 6, 7, 8, 13, 14, 16, 18, 19,**
Library Science (LIB): **1**
Political Science (POL): **1, 1H, 2, 2H, 3, 4, 4H, 5, 6, 7, 8, 10, 11, 12, 13, 14**
Psychology (PSY): **1, 9, 33, 35**
Sociology (SOC): **1, 2, 3, 10, 12, 15, 20, 22, 35, 45, 49**
Speech Communication (SPE): **1, 1H, 2, 3A, 5, 6, 9, 9H, 10A, 10B, 12, 13**

*All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (*) are not transferable.*

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-2

Date: April 22, 2008

Subject: Agreement with the State of California, Department of Rehabilitation

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and the State of California, Department of Rehabilitation to provide assistance in securing employment and training to Riverside Community College District students who are also Department of Rehabilitation clients. The Workability III Program is a cooperative effort funded for the past eleven years which combines the resources of both agencies to provide services to assist the Department of Rehabilitation applicants/clients who receive services from both agencies. Riverside Community College District will provide Cooperative Auxiliary and Employment Services to Department of Rehabilitation applicants/clients under the terms of this agreement. Service coordination and collaboration occur within both service categories. The term of the agreement begins on July 1, 2008 through June 30, 2011. This contract requires Board annual approval through an amendment. Funding source: Federally funded from the Department of Rehabilitation and requires a 25% Cooperative Agency Share (Certified Expenditure).

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for the period of July 1, 2008 through June 30, 2011, for an amount not to exceed \$685,877.00, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement.

James L. Buysse
Interim Chancellor

Prepared by: Paula McCroskey
District Dean, Disabled Student Program and Services

AGREEMENT NUMBER	Backup VI-A-2
26958	April 22, 2008
REGISTRATION NUMBER	Page 1 of 39

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

STATE AGENCY'S NAME

Department of Rehabilitation

CONTRACTOR'S NAME

Riverside Community College District

2. The term of this

Agreement is: July 1, 2008 through June 30, 2011

3. The maximum amount of this Agreement is:

\$685,887.00 (\$228,629.00 FY 08/09; \$228,629.00 FY 09/10; \$228,629.00 FY 10/11)
 Cert Expend \$332,592.00 (\$110,864 FY 08/09; \$110,864 FY 09/10; \$110,864 FY 10/11)

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

CFDA #84,126A -- State Vocational Rehabilitation Services Program

Exhibit A -- Scope of Work 5 pages

Exhibit B -- Budget Detail and Payment Provisions 2 pages
 Attachment 1, Program Budget and Narrative 19 pages

Exhibit C* -- General Terms and Conditions GTC-307 Dated 03/28/07

Check mark one item below as Exhibit D:

Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement) 5 pages

Exhibit - D* Special Terms and Conditions

Exhibit E -- Additional Provisions 2 pages

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>

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

CONTRACTOR

CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)

Riverside Community College District

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

Aaron S. Brown, Interim Vice Chancellor, Administration and Finance

ADDRESS

4800 Magnolia Avenue, Riverside, CA 92506-1299

STATE OF CALIFORNIA

AGENCY NAME

Department of Rehabilitation

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

Douglas J. Sale, Chief, Contracts and Procurement Section

ADDRESS

721 Capitol Mall, 6th Floor, Sacramento, CA 95814

California Department of General Services Use Only

Exempt per:

EXHIBIT A

COOPERATIVE CONTRACT Riverside Community College District Plan of Operation

SCOPE OF WORK

I. Introduction

The WorkAbility III Program is a cooperative effort between the Department of Rehabilitation and Riverside Community College District (City College, Norco College, and Moreno Valley College) which combines the resources of both agencies to provide services to assist Department of Rehabilitation applicant/clients who receive services from both agencies. Riverside Community College District will provide Cooperative Employment Services to Department of Rehabilitation applicant/clients under the terms of this agreement. Service coordination and collaboration are expected to occur within both service categories. Department of Rehabilitation Counselors will refer individuals to Riverside Community College District, specify the contract services that will be needed by completing the referral form, assign the G02 project code to every client served by Riverside Community College District, determine eligibility, develop the Individualized Plan for Employment (IPE) and coordinate non-contract services that will be needed. Department of Rehabilitation Counselors will also provide Riverside Community College District with a copy of each IPE developed.

For fiscal year 2008-2009, a total of 125 unduplicated DOR student/clients will receive services through this cooperative contract

As a result of services provided through this contract, it is expected that DOR will:

- Open 35 new cases (status 02)
- Develop 35 new Individual Plans for Employment (IPE)
- Close 25 cases successfully (status 26).

For fiscal year 2009-2010, a total of 125 unduplicated DOR student/clients will receive services through this cooperative contract.

As a result of services provided through this contract, it is expected that DOR will:

- Open 35 new cases (status 02)
- Develop 35 new Individual Plan for Employment (IPE)
- Close 25 cases successfully (status 26)

For fiscal year 2010-2011, a total of 125 unduplicated DOR student/clients will receive services through this cooperative contract. As a result of services provided through this contract, it is expected that DOR will:

Open 35 new cases (status 02)
Develop 35 new Individual Plan for Employment (IPE)
Close 25 cases successfully (status 26)

II. Services To Be Provided

A. Employment Services

1. Description of Service

Employment Preparation - The WAIII adjunct counselor and Career Development Specialist shall provide job seeking skills training and preparation, either individually or in a group setting, to DOR student/clients prior to entering into a specific job search.

Activities include:

- Career exploration & assessment via Guidance 47 class
- Job search skills via Guidance 47 class (Career Exploration)
- Resume cover letter writing skills
- Interviewing skills techniques
- Job application preparation
- Appropriate work behaviors
- Relevant work practices
- Labor Market information

Job Development, Placement and follow-up-The Adjunct Counselor and Career Development Specialist will assist job ready student/clients identify opportunities in the community and access specific ongoing support and resource needs. Activities include:

- Collaborate with RCCD district wide job placement services
- Facilitate transition from school to work via work experience classes offered through RCCD
- Provide information on the general ease of providing accommodations in the workplace
- Referral to Workforce Preparation and RCCD Career Centers workshops offering job search techniques, maintaining computer work skills; and appropriate grooming and hygiene

2. Service Outcomes/Number to be served

During fiscal year 2008/2009, it is expected that:

- There shall be 35 DOR student/clients who receive employment preparation services;
- 30 DOR student/clients who receive job development, placement and follow-up services;
- 28 student/clients placed in employment consistent with the IPE
- Of the DOR student/clients who are placed in employment, 25 will result in a DOR 26 closure.

During fiscal year 2009/2010, it is expected that:

- There shall be 35 DOR student/clients who receive employment preparation services;
- 30 DOR student/clients placed in employment consistent with the IPE;
- 28 DOR student/clients placed in employment consistent with the IPE
- Of the DOR student/clients who are placed in employment, 25 will result in a DOR 26 closure.

During fiscal year 2010/2011, it is expected that:

- There shall be 35 DOR student/Clients who receive employment preparation services;
- 30 DOR student/clients placed in employment consistent with the IPE;
- 28 DOR student/clients who receive Employment Services
- Of the DOR student/clients who are placed in employment, 25 will result in a DOR 26 closure.

B. Work Experience

Student/clients who are in need of a work experience to become competitive in the world of work will earn college credit for participating in RCCD Occupational Work Experience classes. All work experience assignments will be in full compliance with the U.S. Department of Labor Fair Standards Act. The work experience positions may be either volunteer or paid. The Career Development Specialist and WA III Adjunct Counselor will facilitate enrollment into a broad range of potential career areas, which will ensure participation in a work experience component related to his/her identified career objective. By doing so, student/clients have opportunities to apply for permanent employment at the conclusion of the training component. Any non-paid experiential activities will be in compliance with the Department of Labor regulations. All paid work experiences will be at least minimum wage.

2. Service Outcomes/Number to be served

During fiscal year 2008/2009, it is expected that:

24 WA DOR student/clients will participate in at least 1 work experience

12 DOR student/clients will complete one or more work experiences and move on to Employment Services to seek a permanent job placement.

During fiscal year 2009/2010, it is expected that:

24 WA DOR student/clients will participate in at least 1 work experience

12 DOR student/clients will complete one or more work experiences and move on to Employment Services to seek a permanent job placement.

During fiscal year 2010/2011, it is expected that:

24 WA DOR student/clients will participate in at least 1 work experience

12 DOR student/clients will complete one or more work experiences and move on to Employment Services to seek a permanent job placement.

III. Contract Administrator/Program Coordinator

Department of Rehabilitation Contract Administrator:
Sushma Lal, Contract Administrator
3130 Chicago Avenue
Riverside, CA 92507
(951) 782-6662
(951) 320-6342 (FAX)
E-mail: slal@dor.ca.gov

Riverside Community College District Contract Administrator: Program
Coordinator/District Dean:
Paula McCroskey
4800 Magnolia Avenue
Riverside, CA 92506
(951) 222-8508
(951) 222-8059
E-mail: paula.mccroskey@rcc.edu

IV. Linkages to Other Community Agencies

This will include the Employment Development Department (EDD) and
The Regional Occupational Program (ROP), who have been informed
About the WorkAbility III Program and have agreed to assist in the
Job development and placement components of the program.

V. In-Service Training

In-service and cross-training in each agency's mission, services,
procedures, and professional approach, as well as other relevant
areas will occur on an ongoing basis.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. It is mutually understood between the parties that this contract may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the contract were executed after that determination was made.
2. This contract is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the Fiscal Year(s) covered by this contract for the purposes of this program. In addition, this contract is subject to any additional restrictions, Limitations or conditions enacted by the Congress or any statute enacted by the Congress, which may affect the provisions terms, or funding of this contract in any manner.
3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.
4. There are no oral understandings or agreements that are not incorporated in this contract.
5. Either party has the option to void the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction of funds.
6. Exceeding an approved line items within a budget category is allowed provided the exceeded dollar amount does not affect the scope of work and is necessary for the provision of services to DOR clients. However, a budget revision or budget amendment must be submitted if budget changes shall occur
7. Expenditures cannot be incurred that will exceed the total budget category amount. To move funds between budget categories requires a budget revision. Changes in budget category amounts shall not result in an increase of the total contract amount. Any alterations or variations to the contract must be contained in a written contract budget revision approved by State's Contract Office and/or written contract amendment, approved by the Department of General Services.
8. The Contractor is responsible for monitoring the percentage of time/number of hours devoted by staff on the contract for overall consistency with the contract terms.
9. Prompt Payment. The State of California is obligated to promptly pay all invoices; however, invoices must be properly submitted for prompt processing and payment. Under certain conditions, the State is required to pay vendors a late payment if a correct invoice for services/goods is not paid within 45 calendar days. The vendor does not have to request the late payment. The State will determine and send any late payment to the vendor.
10. Payment of Expenditures (If applicable)

By signing this contract Contractor certifies under penalty of perjury that the Service Budget (DOR B01A) does not contain line *items* that are, or will be during the period covered by this

contract, reimbursed/paid by another source of funding.

This is a cost reimbursement contract. State will pay the Contractor as invoiced monthly or quarterly as specified in Exhibit E, for Contractor's actual costs to provide services as identified on the Service Budget (DOR801A). For each fiscal year total funds to be paid shall not exceed the amount specified in the "Service Budget" for that fiscal year. Unexpended funds for a fiscal year shall not be carried over to another fiscal year State will not pay contractor for actual costs until the match has been submitted by the (County), as applicable.

11. Certified Expenditure (If applicable)

Contractor shall certify to the State, on a monthly or quarterly basis as specified in Exhibit E, the actual expenditure of Contractor funds for Contractor's cost of operation in the Cooperative program as set forth in the "Cooperative Agency Certified Expenditure Budget Summary. All such expenditures shall be under the administrative supervision of State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the "Cooperative Agency Certified Expenditure Budget Summary."

The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary.

If the value of the certified expenditures by the Contractor is below 25% of the actual total program cost, the "Service Budget" may be reduced after review by the DOR Contract Administrator. State will not pay the Contractor for actual costs claimed on the DOR801B Service Invoice until the certified expenditure summary for the same period has been submitted.

The Contractor contributions, including any in excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary" will be used by State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973 as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "DOR Program Budget Summary" shall accrue to the State.

12. Cash Match (If applicable)

Each fiscal year, Contractor will pay to State, no less than quarterly, in advance, upon receipt of an invoice from State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the approved budget, it being understood that all matching funds obtained by State from Contractor shall be exclusive funds of State.

The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary".

13. Indirect Costs (If applicable)

Indirect costs are allowable costs incurred by an organization which support the activities of a program or contract but are not directly assigned to the specific program or contract and

are allocated to the program or contract using a method in compliance with Office of Management and Budget (OMB) circulars. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs/expenditures. The allocation of indirect costs cannot be based on an arbitrary fixed rate. Where an estimated percentage rate is used, when the contract is written, the actual rate must be used to bill for indirect costs/administrative overhead; however, the actual rate cannot exceed the contracted budget percentage rate. If the actual rate exceeds the budgeted rate) then a budget revision or amendment is required prior to billing the actual rate. Documentation to support the allocation rate/method must be maintained by the Contractor and is subject to review by the Department of Rehabilitation, State Auditors, Federal Department of Education auditors or their designated representatives.

Riverside Community College

Attachment 1

Program Budget Summary
Fiscal Year 2008/09
July 1, 2008 - June 30, 2009

		<u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)		\$103,189
TOTAL PAYMENT BY DOR TO CA (From Service Budget)		\$228,629
TOTAL COOPERATIVE AGENCY EXPENDITURES (From Cooperative Agency Certified Expenditure Budget)		\$110,864
<hr/>		
TOTAL PROGRAM COST		\$442,682
Cooperative Agency Share (Certified Expenditure)	25.04%	\$110,864
Total DOR Share	74.96%	\$331,818
<hr/>		
TOTAL BUDGET		\$442,682

Cooperative agency certified expenditures must be from non-Federal funds and can not be used to draw down other Federal funds. The certified expenditure must equal at least 25% of the total program costs.

Riverside Community College

Attachment 1

Program Budget Summary
Fiscal Year 2009/10
July 1, 2009 - June 30, 2010

		<u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)		\$103,189
TOTAL PAYMENT BY DOR TO CA (From Service Budget)		\$228,629
TOTAL COOPERATIVE AGENCY EXPENDITURES (From Cooperative Agency Certified Expenditure Budget)		\$110,864
<hr/>		
TOTAL PROGRAM COST		\$442,682
Cooperative Agency Share (Certified Expenditure)	25.04%	\$110,864
Total DOR Share	74.96%	\$331,818
<hr/>		
TOTAL BUDGET		\$442,682

Cooperative agency certified expenditures must be from non-Federal funds and can not be used to draw down other Federal funds. The certified expenditure must equal at least 25% of the total program costs.

Riverside Community College

Attachment 1

Program Budget Summary
Fiscal Year 2010/11
July 1, 2010 - June 30, 2011

		<u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)		\$103,189
TOTAL PAYMENT BY DOR TO CA (From Service Budget)		\$228,629
TOTAL COOPERATIVE AGENCY EXPENDITURES (From Cooperative Agency Certified Expenditure Budget)		\$110,864
<hr/>		
TOTAL PROGRAM COST		\$442,682
Cooperative Agency Share (Certified Expenditure)	25.04%	\$110,864
Total DOR Share	74.96%	\$331,818
<hr/>		
TOTAL BUDGET		\$442,682

Cooperative agency certified expenditures must be from non-Federal funds and can not be used to draw down other Federal funds. The certified expenditure must equal at least 25% of the total program costs.

Riverside Community College District

DOR Program Budget
Fiscal Year 2008/09
July 1, 2008 - June 30, 2009

0.50

FTE Counselor Units

DEPARTMENT OF REHABILITATION SERVICES

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FTE</u>	<u>TOTAL</u>
Rehabilitation Counselor	1 FTE = \$101,377	0.50	\$50,689
Case Services			
(Individual Client Expenses)			\$52,500
SUBTOTAL			\$103,189
Case Service Contract/s to:			
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL DOR PROGRAM COST			\$103,189

Riverside Community College District

DOR Program Budget
Fiscal Year 2009/10
July 1, 2009 - June 30, 2010

0.50

FTE Counselor Units

-

DEPARTMENT OF REHABILITATION SERVICES

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FTE</u>	<u>TOTAL</u>
Rehabilitation Counselor	1 FTE = \$101,377	0.50	\$50,689
Case Services			
(Individual Client Expenses)			\$52,500
SUBTOTAL			\$103,189

Case Service Contract/s to:

	\$0
	\$0
	\$0
	\$0
	\$0

TOTAL DOR PROGRAM COST

\$103,189

Riverside Community College District

DOR Program Budget
Fiscal Year 2010/11
July 1, 2010 - June 30, 2011

0.50

FTE Counselor Units

DEPARTMENT OF REHABILITATION SERVICES

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FTE</u>	<u>TOTAL</u>
Rehabilitation Counselor	1 FTE = \$101,377	0.50	\$50,689
Case Services			
(Individual Client Expenses)			\$52,500
SUBTOTAL			\$103,189
Case Service Contract/s to:			
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL DOR PROGRAM COST			\$103,189

<input checked="" type="checkbox"/> Original		<input type="checkbox"/> Amendment		<input type="checkbox"/> Revision	
Contractor Name and Address: Riverside Community College District 4800 Magnolia Avenue Riverside, CA 92506-1299		Contract Number: 33-0831357	Federal ID Number: 33-0831357	Effective Date:	Effective Date:
Line No.	Position Title	Budget Period: 7/1/08 - 6/30/09	Budget Change	Budget Change	TOTAL BUDGET
1	PERSONNEL				
2	WAIII Adjunct Counselor 80% of 1 FTE @ 24 hours per week	\$26,946.00			\$26,946.00
3	WAIII Office Assistant I 100% of 1 FTE @ 16 hours per week	\$7,722.50			\$7,722.50
4	WAIII Support Services Specialist 80% of 1 FTE @ 40 hours per week	\$59,770.00			\$59,770.00
5	WAIII Career Development Specialist 80% of 1 FTE @ 40 hours per week	\$94,742.00			\$94,742.00
6	WAIII Career Development Specialist - Overload Hours	\$19,203.00			\$19,203.00
7					
8					
9					
10					
11					
12					
13	Subtotal	\$208,383.50			\$208,383.50
14	OPERATING				
15	Office Supplies/Printing	\$1,100.00			\$1,100.00
16	Instructional Supplies	\$510.00			\$510.00
17	Professional Membership	\$100.00			\$100.00
18	Travel/Mileage	\$1,200.00			\$1,200.00
19	Training	\$400.00			\$400.00
20					
21					
22					
23	Subtotal	\$3,310.00			\$3,310.00
24	Personnel and Operating Subtotal	\$211,693.50			
25	INDIRECT COST	\$16,935.48			\$16,935.48
	TOTALS (rounded to nearest dollar)	\$228,629			\$228,629

Indirect costs are allowable costs, incurred by an organization, which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with Office of Management and Budget (OMB) circulars. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary rate.

Original		<input checked="" type="checkbox"/> Amendment	Revision	Page 1 of 1
Contractor Name and Address: Riverside Community College District 4800 Magnolia Avenue Riverside, CA 92506-1299		Contract Number: 33-0831357	Federal ID Number: 33-0831357	
Line No. Position Title		Budget Period: 7/1/09 - 6/30/10	Effective Date:	Effective Date:
		Amount Budgeted	Budget Change	TOTAL BUDGET
1	PERSONNEL			
2	WAIII Adjunct Counselor 80% of 1 FTE @ 24 hours per week	\$26,946.00		\$26,946.00
3	WAIII Office Assistant I 100% of 1 FTE @ 16 hours per week	\$7,722.50		\$7,722.50
4	WAIII Support Services Specialist 80% of 1 FTE @ 40 hours per week	\$59,770.00		\$59,770.00
5	WAIII Career Development Specialist 80% of 1 FTE @ 40 hours per week	\$94,742.00		\$94,742.00
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13	Subtotal	\$208,383.50		\$208,383.50
14	OPERATING			
15	Office Supplies/Printing	\$1,100.00		\$1,100.00
16	Instructional Supplies	\$510.00		\$510.00
17	Professional Membership	\$100.00		\$100.00
18	Travel/Mileage	\$1,200.00		\$1,200.00
19	Training	\$400.00		\$400.00
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23	Subtotal	\$3,310.00		\$3,310.00
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<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Amendment		Revision	
Contractor Name and Address: Riverside Community College District 4800 Magnolia Avenue Riverside, CA 92506-1299		Contract Number: 33-0831357	Federal ID Number: 33-0831357	Effective Date:	Page 1 of 1
Line No.	Position Title	Budget Period: 7/1/10 - 6/30/11	Budget Change	Effective Date:	Budget Change
		Amount Budgeted	Budget Change	TOTAL BUDGET	
1	PERSONNEL				
2	WAIII Adjunct Counselor 80% of 1 FTE @ 24 hours per week	\$26,946.00			\$26,946.00
3	WAIII Office Assistant I 100% of 1 FTE @ 16 hours per week	\$7,722.50			\$7,722.50
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SERVICE BUDGET NARRATIVE

PERSONNEL

Traditional Agency Functions:

Adjunct Counselor, Disabled Student Services

Provide academic and career counseling to student/clients with a wide range of disabilities including, but not limited to learning disabilities, psychological disabilities, acquired brain injury, health impairments, physical disabilities, visual impairments, deaf and hard of hearing. Assist with DSPS intake interviews; assist with priority registration.

Cooperative Program Function:

WorkAbility III Adjunct Counselor

Assist Career Development Specialist in performing duties required to transition DOR student/clients from college to work; also teach Guidance 47 class; contact employers for the purpose of developing job opportunities; collaborate with district wide job placement services for purpose of developing job opportunities; access the local EDD (Employment Development Department) job bank; assist in the development of job shadowing and work experience sites; follow-up on job placements; facilitate enrollment in Work Experience classes for the purpose of gaining experience leading to employment in related Major.

Traditional Agency Functions:

WorkAbility III Office Assistant I

This position was created especially to provide a unique service under the cooperative contract with DOR, therefore no traditional agency function is mentioned.

Cooperative Program Function:

WorkAbility III Office Assistant I

Prepare WorkAbility III reports, type resumes, check project coding lists, compare and process Riverside Community College District/Department of Rehabilitation forms, maintain file records; and contact DOR student/clients, answer routine questions and give out standard information about the WorkAbility III program; type tests and teaching materials, letters and other materials, proofread typed materials for grammatical and spelling errors, receive, distribute and dispatch mail; answer the telephone; operate office equipment; participate in District provided in-service trainings; maintain friendly and supportive atmosphere for students, faculty, staff, and the public; sort, alphabetize and file WorkAbility III records and reports; schedule appointments for WorkAbility III staff and DOR counselor liaison.

Traditional Agency Functions:
DSP&S Support Services Specialist

Conduct intake interviews with prospective students; assists with registration for students with disabilities; performs clerical tasks, disseminate college-related information. Administers and proctors course examinations in alternative formats. Assists in training students in the use of adaptive equipment and computers. Responsible for material of a highly sensitive and confidential nature. Maintains sensitivity to the exceptional characteristics of persons with varying degrees of disability. Maintains a friendly and supportive atmosphere. Performs other related duties as assigned.

Cooperative Program Function:
WorkAbility III Support Services Specialist

Assist DOR student/clients in development of resume, master application, and cover letter. Assist as needed with Guidance 47 (Career Exploration) class. Participate in District provided in-service training programs. Develop and maintain WorkAbility III student/clients database; assist with WorkAbility III contract renewal. Responsible for invoicing; participate in Department of Rehabilitation provided in-service and contract trainings.

Traditional Agency Functions:
DSPS Counselor

Provide academic and career counseling to students with a wide range of disabilities including, but not limited to learning disabilities, psychological disabilities, acquired brain injury, health impairments, physical disabilities, visual impairments, deaf and hard of hearing. Assist with DSPS intake interview; develop student educational plans and help students choose appropriate coursework.

Cooperative Program Function:
WorkAbility III Career Development Specialist

Assist in supervision of WorkAbility III staff, who work with (DOR) student/clients to facilitate their transition from college to work; regularly confer with DOR counselors to determine student/clients status; assist in development and implementation of the IPE, collaborate with job placement services staff who contact employers for the purpose of developing job leads and job opportunities. Facilitate enrollment in work experience classes for the purpose of gaining experience leading to employment in a related Major or occupation; follow-up on job placements; assist in the determination of the need for post-employment services; assist WorkAbility III coordinator as needed; write reports and maintain WorkAbility records; teach Guidance 47 as required; assess student/clients job readiness; perform intake/screening interviews with student/clients.

Cooperative Program Function:

WorkAbility III Career Development Specialist- Overload

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

Operating Expenses

Office Supplies/Printing – paper, file folders, pens, pencils, notebooks, staplers and staples; paper clips, copier toner and printer cartridges. Scandisks (computer flash drives);sheet protectors, post pins, expanding file keepers, resume paper, and envelopes; paper fasteners, business cards to be used for job development contacts, dividers, tape, highlighting pens, labels, and other similar items. Will also cover the cost of printing informational pamphlets for the WorkAbility III program.

Instructional Supplies – Books and materials needed for Guidance 47 (Career Exploration) class; Personality and Interest Inventory forms and reference materials; skills and values card sort inventory materials to be used for student/clients enrolled in Guidance 47, blank VCR tapes/CD's for the purpose of 'mock' employment interview preparation.

Professional Membership - This will include membership in the Greater Riverside Chamber of Commerce, and/or membership in the Riverside Community Hospital Foundation Executive Council (networking opportunities for job development in the medical field) and related activities.

Travel/Mileage – Agency travel will consist of airfare, hotel and per diem costs, taxi and/or rental car, toll and parking fees incurred as a result of attending meetings and training which is directly related to the WorkAbility Program. Mileage covers the expense of driving to visit employers to develop jobs, job shadowing and work experience sites; follow-up visits to DOR student/clients who are participating in one of these components; travel to WorkAbility related meetings and training. All costs invoiced at the rate allowed by Riverside Community College District or the State approved rate for non-represented employees, whichever is less.

Training – will cover the cost of training deemed to enhance performance of contract related duties with the approval of Contract Administrator.

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

COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET

Fiscal Year 2008/09
July 1, 2008 - June 30, 2009

Contractor Name and Address		FTE	Total Expenditure Dollars	Percent of Expenditure Devoted to Program	Amounts Chargeable to Program
Cooperative agency agrees that it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. **NOTE** No portion of the below expenditures shall come from Federal Funds.					
PERSONNEL/POSITIONS					
WAIII Coordinator/District Dean	1 @ 40 hrs week	\$ 152,088.00	10%	\$	15,208.80
WAIII Specialist	1 @ 40 hrs week	\$ 77,237.00	5%	\$	3,861.85
WAIII Specialist	1 @ 40 hrs week	\$ 69,622.00	5%	\$	3,481.10
WAIII Specialist	1 @ 40 hrs week	\$ 61,955.00	5%	\$	3,097.75
WAIII Counselor/LD	1 @ 40 hrs week	\$ 119,665.00	5%	\$	5,983.25
WAIII Counselor - Overload		\$ 12,802.00	5%	\$	640.10
WAIII Counselor/LD	1 @ 40 hrs week	\$ 115,096.00	10%	\$	11,509.60
WAIII Counselor - Overload		\$ 12,802.00	10%	\$	1,280.20
WAIII Counselor/LD	1 @ 40 hrs week	\$ 114,750.00	10%	\$	11,475.00
WAIII Counselor - Overload		\$ 12,802.00	10%	\$	1,280.20
WAIII Adaptive Technology Specialist	1 @ 40 hrs week	\$ 78,157.00	10%	\$	7,815.70
WAIII Support Services Specialist	1 @ 40 hrs week	\$ 66,023.00	5%	\$	3,301.15
WAIII Support Services Specialist	1 @ 40 hrs week	\$ 74,322.00	5%	\$	3,716.10
WAIII Support Services Specialist	1 @ 40 hrs week	\$ 69,606.00	5%	\$	3,480.30
WAIII Secretary to Coordinator	1 @ 40 hrs week	\$ 66,336.00	10%	\$	6,633.60
WAIII Alternate Media Specialist	1 @ 40 hrs week	\$ 113,264.00	5%	\$	5,663.20
WAIII Interpreter Specialist	1 @ 40 hrs week	\$ 80,331.00	5%	\$	4,016.55
WAIII Senior Interpreter	1 @ 40 hrs week	\$ 70,936.00	5%	\$	3,546.80
WAIII Senior Interpreter	1 @ 40 hrs week	\$ 66,417.00	5%	\$	3,320.85
WAIII Senior Interpreter	1 @ 40 hrs week	\$ 66,802.00	5%	\$	3,340.10
OPERATING EXPENSES					
NOT APPLICABLE					
Subtotal of Transition Specialist and Transition Aide positions that Indirect Costs are being charged to. \$ 102,652.20					
Indirect Cost/Administrative Overhead: 8.000% \$8,212.18					
TOTAL EXPENDITURES "CERTIFIED" BY COOPERATIVE AGENCY (Rounded to the Nearest Dollar): \$ 110,864					

COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET

Fiscal Year 2009/10
July 1, 2009 - June 30, 2010

Contractor Name and Address

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

Cooperative agency agrees that it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services

Item Expenditure	FTE	Total Expenditure Dollars	Percent of Expenditure Devoted to Program	Amounts Chargeable to Program
PERSONNEL/POSITIONS				
WAIII Coordinator	1 @ 40 hrs week	\$ 152,088.00	10%	\$ 15,208.80
WAIII Specialist	1 @ 40 hrs week	\$ 77,237.00	5%	\$ 3,861.85
WAIII Specialist	1 @ 40 hrs week	\$ 69,622.00	5%	\$ 3,481.10
WAIII Specialist	1 @ 40 hrs week	\$ 61,955.00	5%	\$ 3,097.75
WAIII Counselor/LD	1 @ 40 hrs week	\$ 119,665.00	5%	\$ 5,983.25
WAIII Counselor - Overload		\$ 12,802.00	5%	\$ 640.10
WAIII Counselor/LD	1 @ 40 hrs week	\$ 115,096.00	10%	\$ 11,509.60
WAIII Counselor - Overload		\$ 12,802.00	10%	\$ 1,280.20
WAIII Counselor/LD	1 @ 40 hrs week	\$ 114,750.00	10%	\$ 11,475.00
WAIII Counselor - Overload		\$ 12,802.00	10%	\$ 1,280.20
WAIII Adaptive Technology Specialist	1 @ 40 hrs week	\$ 78,157.00	10%	\$ 7,815.70
WAIII Support Services Specialist	1 @ 40 hrs week	\$ 66,023.00	5%	\$ 3,301.15
WAIII Support Services Specialist	1 @ 40 hrs week	\$ 74,322.00	5%	\$ 3,716.10
WAIII Support Services Specialist	1 @ 40 hrs week	\$ 69,606.00	5%	\$ 3,480.30
WAIII Secretary to Coordinator	1 @ 40 hrs week	\$ 66,336.00	10%	\$ 6,633.60
WAIII Alternate Media Specialist	1 @ 40 hrs week	\$ 113,264.00	5%	\$ 5,663.20
WAIII Interpreter Specialist	1 @ 40 hrs week	\$ 80,331.00	5%	\$ 4,016.55
WAIII Senior Interpreter	1 @ 40 hrs week	\$ 70,936.00	5%	\$ 3,546.80
WAIII Senior Interpreter	1 @ 40 hrs week	\$ 66,417.00	5%	\$ 3,320.85
WAIII Senior Interpreter	1 @ 40 hrs week	\$ 66,802.00	5%	\$ 3,340.10
OPERATING EXPENSES				
NOT APPLICABLE				

Subtotal of Transition Specialist and Transition Aide positions that Indirect Costs are being charged to. \$				102,652.20
Indirect Cost/Administrative Overhead: 8.000%				\$8,212.18
TOTAL EXPENDITURES "CERTIFIED" BY COOPERATIVE AGENCY (Rounded to the Nearest Dollar): \$				110,864

COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET

Fiscal Year 2010/11
July 1, 2010 - June 30, 2011

Contractor Name and Address

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

Cooperative agency agrees that it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services

Item Expenditure	FTE	Total Expenditure Dollars	Percent of Expenditure Devoted to Program	Amounts Chargeable to Program
PERSONNEL/POSITIONS				
WAIII Coordinator	1 @ 40 hrs week	\$ 152,088.00	10%	\$ 15,208.80
WAIII Specialist	1 @ 40 hrs week	\$ 77,237.00	5%	\$ 3,861.85
WAIII Specialist	1 @ 40 hrs week	\$ 69,622.00	5%	\$ 3,481.10
WAIII Specialist	1 @ 40 hrs week	\$ 61,955.00	5%	\$ 3,097.75
WAIII Counselor/LD	1 @ 40 hrs week	\$ 119,665.00	5%	\$ 5,983.25
WAIII Counselor - Overload		\$ 12,802.00	5%	\$ 640.10
WAIII Counselor/LD	1 @ 40 hrs week	\$ 115,096.00	10%	\$ 11,509.60
WAIII Counselor - Overload		\$ 12,802.00	10%	\$ 1,280.20
WAIII Counselor/LD	1 @ 40 hrs week	\$ 114,750.00	10%	\$ 11,475.00
WAIII Counselor - Overload		\$ 12,802.00	10%	\$ 1,280.20
WAIII Adaptive Technology Specialist	1 @ 40 hrs week	\$ 78,157.00	10%	\$ 7,815.70
WAIII Support Services Specialist	1 @ 40 hrs week	\$ 66,023.00	5%	\$ 3,301.15
WAIII Support Services Specialist	1 @ 40 hrs week	\$ 74,322.00	5%	\$ 3,716.10
WAIII Support Services Specialist	1 @ 40 hrs week	\$ 69,606.00	5%	\$ 3,480.30
WAIII Secretary to Coordinator	1 @ 40 hrs week	\$ 66,336.00	10%	\$ 6,633.60
WAIII Alternate Media Specialist	1 @ 40 hrs week	\$ 113,264.00	5%	\$ 5,663.20
WAIII Interpreter Specialist	1 @ 40 hrs week	\$ 80,331.00	5%	\$ 4,016.55
WAIII Senior Interpreter	1 @ 40 hrs week	\$ 70,936.00	5%	\$ 3,546.80
WAIII Senior Interpreter	1 @ 40 hrs week	\$ 66,417.00	5%	\$ 3,320.85
WAIII Senior Interpreter	1 @ 40 hrs week	\$ 66,802.00	5%	\$ 3,340.10
OPERATING EXPENSES				
NOT APPLICABLE				

Subtotal of Transition Specialist and Transition Aide positions that Indirect Costs are being charged to. \$				102,652.20
Indirect Cost/Administrative Overhead: 8.000%				\$8,212.18
TOTAL EXPENDITURES "CERTIFIED" BY COOPERATIVE AGENCY (Rounded to the Nearest Dollar): \$				110,864

COOPERATIVE AGENCY CERTIFIED EXPENDITURE BUDGET NARRATIVE

PERSONNEL

The following personnel will be assigned to the cooperative program, with the concurrence of the DOR District Administrator. These personnel will function for a specified portion of their time in a vocational rehabilitation role, and that portion of their time will be certified for use by DOR for General matching purposes (see Cooperative Agency Certified Expenditure Summary). This role will involve the provision of specific vocational rehabilitation services, which are other than the traditional personnel roles/services of the Cooperative Agency. In order to identify the difference in function between their Cooperative Agency role and their vocational rehabilitation role, the following comparisons are made between their traditional and new duties (which constitute a “new pattern of service”).

Traditional Agency Functions:

Coordinator/District Dean, Disabled Student Services

Responsible for overall coordination of counseling and support services with students who have disabilities; staff supervision, budget development, and maintenance of records; responsible for compliance with legal mandates.

Cooperative Program Functions:

WorkAbility III Coordinator/District Dean

Provide overall supervision of WorkAbility III staff and activities; responsible for program planning and maintenance of records; liaison with Department of Rehabilitation, attend WorkAbility related meetings and training; work in all phases of employment services.

Traditional Agency Functions:

Specialist, Disabled Student Services

Assist in overall coordination of support services for students with disabilities; maintain records; responsible for compliance with legal mandates.

Cooperative Program Functions:

WorkAbility III Specialist

Assist in overall supervision of WorkAbility III activities; assist WorkAbility III Coordinator in program planning, program development and maintenance of records. Perform support as needed to compliment duties performed by WorkAbility III staff.

Traditional Agency Functions:

Counselor/Learning Disability Specialist, Disabled Student Services

Provide academic and leaning disability assessment if needed to students with a wide range of disabilities including but not limited to learning disabilities, psychological disabilities, acquired

brain injury, health impairments, physical disabilities, visual impairments, deaf and hard of hearing. Perform intake/screening interviews; develop student educational plans and help students choose appropriate coursework. Interact with college faculty and staff regarding equal access issues.

Cooperative Program Functions:
WorkAbility III Counselor/LD

Perform duties required to transition DOR student/clients from college to work. Regularly confer with DOR counselors to determine student/clients status; assist in the development and implementation of the IPE; collaborate with job placement services staff. Facilitate enrollment in work experience classes for the purpose of gaining experience leading to employment in a related occupation.

Traditional Agency Functions:
Adaptive Technology Specialist, Disabled Student Services

Assess student computer technology abilities; assist with computer needs for academic and vocational success.

Cooperative Program Functions:
WorkAbility III Adaptive Technology Specialist

Provide WorkAbility III workshops, one-on-one instruction on computer skills needed to enhance resume writing and cover letters; conduct job search and job readiness for DOR students/clients.

Traditional Agency Functions:
Support Services Specialist

Assists Coordinator in assuring that reasonable accommodations are provided for eligible DOR students, both in curricular and extra-curricular college programs and activities.

Cooperative Program Functions:
WorkAbility III Support Services Specialist

Acts as consultant to WorkAbility III staff regarding reasonable accommodation, and recommendations for DOR student/clients participating in WorkAbility III vocational activities.

Traditional Agency Functions:
Secretary to Coordinator/District Dean, Disabled Student Services

Assists Coordinator and performs the full array of secretarial functions, maintains complete and accurate data to assure compliance with college, state and federal reporting; assures that reasonable accommodations are provided for eligible students with disabilities.

Cooperative Program Functions:

WorkAbility III Secretary to Program Coordinator

Assists WorkAbility III Coordinator by performing secretarial support as needed to compliment duties performed by WorkAbility Support Services Specialist.

Traditional Agency Functions:

Alternate Media Specialist

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

Cooperative Program Functions:

WorkAbility III Alternate Media Specialist

Acts as consultant with WorkAbility III staff, DOR Counselors and DOR student/clients on adaptive computer needs and adaptive technology for vocational success and accommodations needed for the workplace; will assist with WorkAbility III workshops and Guidance 47 class; and in-services concerning access and adaptive computer accommodation issues.

Traditional Agency Functions:

Interpreter Specialist

Provides sign language interpreting in academic coursework for hearing impaired students.

Cooperative Program Functions:

WorkAbility III Interpreter Specialist

Provide sign language interpreting for DOR student/clients when participating in WorkAbility III vocational activities such as: college sponsored work fairs, class activity assignments (informational interviews); explain DOR/WorkAbility III procedures, referral process and counseling sessions for job search purposes, including intake interview. Provide sign language interpreting for staff attending WorkAbility III related training and meetings.

Traditional Agency Functions:

Senior Interpreter

Provide interpreting in academic coursework for hearing impaired students.

Cooperative Programs Function:

WorkAbility III Senior Interpreter

Sign language interpreting for DOR student/clients when participating in WorkAbility III vocational activities such as: college sponsored work fairs, class activity assignments

(informational interviews); explain DOR/WorkAbility III procedures, referral process and counseling sessions for job search purposes, including intake interview. Provide sign language interpreting for staff attending WorkAbility III related training and meetings.

Overload hours for all positions

These line items represent hours that the positions will need to work during the periods of time when the positions are normally scheduled to recess. This is necessary to maintain contact with student/clients and consistency in service delivery.

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

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. Software

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

2. Contract Manual

Contractor acknowledges that it was provided with and is familiar with the provisions of the Department of Rehabilitation's Contract Manual for Case Services and/or Cooperative Program contracts (DOR Contract Manual) for the Fiscal Year(s) covered under this contract, and it specifically agrees that it will comply with all applicable provisions of the Contract Manual. Contractors are expected to refer to and comply with the DOR Contract Manual. This manual is referenced in the contract and, as such is a contract document. Match requirements are applicable to Cooperative Programs only.

3. Settlement of Disputes

Any dispute concerning performance under the terms of this agreement which is not disposed of within a reasonable period of time by the Contractor and State shall be brought to the attention the local Department of Rehabilitation District Administrator and a designated representative of the contractor for joint resolution. At the request of either party, the State shall provide a forum for discussion of the disputed item(s) at which time the State representative shall be available to assist in the resolution by providing advice to both parties as to State of California policies and procedures. If agreement cannot be reached through the application of high level management attention, either party may assert its other rights and remedies within this contract, or within a court of competent jurisdiction.

4. Rehabilitation Act

By signing this contract Contractor certifies that it shall comply with all provisions of the Rehabilitation Act of 1973, as amended (29 use Section 701 et seq.) and applicable federal and state regulations.

Notwithstanding provisions to the contrary, State shall supervise provision of vocational rehabilitation services authorized by the Rehabilitation Act of 1973, as amended and the State Plan for Vocational Rehabilitation Services.

Client eligibility and scope of services to be provided under the terms of this contract shall be determined by State in accordance with all applicable laws and regulations.

Program expenditures and staff providing services under the cooperative arrangement are under the administrative supervision of State.

State shall assign to serve as program staff, State employed vocational rehabilitation case carrying staff, and other personnel required to discharge its functions under the terms of this contract, the Rehabilitation Act of 1973 as amended (29 use Section 701 et seq.), and the State Plan for Vocational Rehabilitation Services. This shall include all administrative, supervisory, technical, and consultative services necessary to fulfill State's responsibilities under the terms of this contract.

5. Travel

The Contractor agrees that all travel and per diem paid its employees under this contract shall be at "actual costs" and subject to the Department of Personnel Administration designated rates not to exceed those amounts paid to the State's excluded employees. No expense for travel outside of the State of California shall be reimbursed.

6. Personnel Standards

Contractor shall maintain personnel standards in accordance with the Code of Federal Regulations, 34 CFR 361.51 (b).

7. Confidentiality

Contractor agrees that any report or material created during the performance of this contract will not be released to any source except as required by this contract or otherwise authorized by State. Any information obtained by Contractor in the performance of this contract is confidential and shall not be published or open to public inspection in any manner, except as authorized by State.

Contractor agrees to maintain the confidentiality of any information concerning any individual clients it may obtain in the performance of this contract, and specifically agrees to comply with the provisions applicable to such information as set forth in 34 Code of Federal Regulations, Section 361.38. title 9, California code of Regulations, Section 7140 et seq., and the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.)

Contractor agrees to report any security breach or incident involving DOR consumers' personal information to the Department of Rehabilitation's Contract Administrator and Information Security Officer. The Department of Rehabilitation's Information Security Officer can be contacted via email at isoinfo@dor.ca.gov.

Security breaches or incidents that must be reported include but are not limited to

- 1) Unauthorized disclosure of DOR consumers' personal information (as defined in Civil Code Section 1798.39) either physically or electronically by the Contractor or the Contract's assignees.

- 2) Loss of computer equipment or data files, both electronic and hard copy, on which DOR consumers' personal information resides. This includes laptops, disks, DPAs, flash drives, and personal computers.

8. Accounting, Audit Requirements, and Records Retention

Contractor must maintain an appropriate cost accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with state and federal regulations and the Contract and Contract Manual. The Contractor's financial management system shall provide for:

- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
- Records that identify adequately the source and application of funds for federally sponsored activities
- Written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award.
- Accounting records including cost accounting records that are supported by source documentation.

Contractor shall submit to State such reports, accounts, and records as deemed necessary by State to discharge its obligation under State and Federal laws and regulations, including the applicable Office of Management and Budget Circulars.

Contractor shall provide State's staff access to all Contractor's records and evaluations of individuals referred to the program, with the written consent of the individual.

State shall have the right to conduct inspections and/or audits of Contractor to determine whether expenditures by Contractor were made in compliance with this contract, the Department of Rehabilitation's Contract Manual for the fiscal year(s) covered under this contract and other applicable federal or state statutes and regulations. Contractor agrees that Department of Rehabilitation, State Controller's Office, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review, obtain, and copy all records pertaining to performance of the contract or relevant to determining whether expenditures by Contractor were made in accordance with the contract and applicable laws and regulations. Contractor agrees to provide such auditors with any relevant information requested and shall permit the auditors access to its premises during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to the audit or investigation. Contractor further agrees to maintain such records for a period of three (3) years after final payment under the contract or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit or any other action involving the records prior to expiration of the three (3) year period, whichever is later.

Non-federal entities receiving financial assistance of \$500,000 or more in Federal funds from all sources, either directly from a Federal awarding agency or indirectly from a pass-through entity, are required to have a single or program-specific audit conducted in accordance with Office of Management and Budget (OMB) A-133, Audits of States, Local Governments, and Non-Profit Organizations. Non-federal entities that spend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in OMB A-133. Entities required to have an audit under OMB A-133 must ensure the audit is performed in accordance with Generally Accepted Auditing Standards (GAAS); Government Auditing Standards developed by the Comptroller General and the OMB Compliance Supplement. Audit reports and any resulting management letters must be submitted within the earlier of 30 days after receipt of the auditor's report, or nine months after the end of the audit period. The reports required by OMB A-133 must be submitted to:

Department of Rehabilitation
Audit Services
721 Capitol Mall 3rd Floor
Sacramento, CA 95814

Contractor must include in the contract with its independent auditor that the State Department of Rehabilitation, State Controller's Office Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives have the right to inspect and review the independent auditor's work papers regardless of the type of financial audit performed (financial statement OMB A 133) upon notice by the Contractor, or upon notice by appropriate State and Federal representatives.

9. Principles and Standards for Determining Allowable Costs, including Requirements for Documenting Personnel Activity Chargeable to the Contract

Contracts awarded by the Department shall be subject to actual cost for services rendered under this agreement. Allowable costs under this contract must meet the following general criteria:

The allowable cost must be: 1) generally recognized and necessary for the operation of the Contractor's organization, 2) be reasonable for the performance of the contract, including acceptable sound business practices that are subject to the terms and conditions of the contract agreement and approved DOR budgeted line items and 3) not be used for general expenses required to carry out other responsibilities of the Contractor.

Further, documenting and supporting the distribution of personnel activity to the contract is critical. The Contractor agrees to comply with the OMB Circular applicable to its organization regarding documentation for the support of personnel activity chargeable to the contract.

The Contractor agrees to abide by the following federal rules and regulations applicable to its organization as specifically defined in the following:

- 34 CFR Part 74 (OMB A-11 0) - Administration of Grants and Agreements with

- Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- 34 CFR Part 80 (OMS A-102) - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 34 CFR 361 - The State Vocational Rehabilitation Services Program
- OMB A-21 - Cost Principles for Educational Institutions
- OMB A-87 - Cost Principles for State, Local, and Indian Tribal Governments
- OMB A-122 - Cost Principles for Non-Profit Organizations
- OMB A-133 - Audits of States, Local Governments, and Non-Profit Organizations

A copy of the OMS Circulars listed above are available for download and review on the Internet at www.whitehouse.gov/omb/circulars.

A copy of Title 34 CFR Part 74 and Part 80 are available for review on the Internet at <http://www.ed.gov/Dolicv/fund/rea/edaarRea/edaar.html>

10. Pattern of Service (Cooperative Agreements Only)

As required by Federal regulations (34 CFR 361.28), the services provided by the Contractor under this contract cannot be the customary or typical services, but rather the services must have been modified, adopted, expanded, or reconfigured to have a vocational rehabilitation focus.

11. Debarment, Suspension, Ineligibility and Voluntary Exclusion

By signing this contract, contractor certifies that neither it nor its principles is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

12. Contract Amendments

Should either party, during the term of this agreement, desire a change or amendment to the terms of this Agreement, such changes or amendments shall be proposed in writing to the other party, who will respond in writing as to whether the proposed changes/amendments are accepted or rejected. If accepted and after negotiations are concluded, the agreed upon changes shall be made through the State's official agreement amendment process. No amendment will be considered binding on either party until it is formally approved by the State.

EXHIBIT E

I. Contract Monitoring and Reporting

Riverside Community College District will submit a report at the end of each and every month that details the program's progress toward the following contract objectives for the particular month and cumulatively for the year:

- The total number of unduplicated clients served by the program
- The number of unduplicated clients who received Employment preparation services
- The number of unduplicated clients who have been placed into employment consistent with their Individualized Plan for Employment (status 26).
- The program will provide the assigned Department of Rehabilitation Counselor a progress note for each DOR client who received Employment Services during the month

The Department of Rehabilitation Contract Administrator will monitor the contract by:

- Reviewing certified time and service budget staff personnel activity reports on an as needed basis
- Reviewing Monthly Production Reports
- Tracking and reviewing the Contract Agency's certified time and service budget balances
- Meeting with the WorkAbility III Coordinator at least twice a year, but more often if deemed necessary by the DOR Contract Administrator, to review the program's progress toward contract objectives and contract budget utilization

II. Transportation of DOR Applicant/Clients

DOR applicant/clients will be advised of bus schedules and transportation services for those with physical and/or mental impairments requiring accessible transportation for job interviews.

EXHIBIT E ADDITIONAL PROVISIONS

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

- Maintain documentation on all contract activities, including the performance of the contract services invoice reviews and approvals, monitoring activities, and other contract administration activities.
-
- Monitor the contract to ensure services were performed according to the quality, quantity, objectives, timeframes and manner specified in the contract, and that the Contractor prepares and maintains adequate 'documentation to support the services provided.
- Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/consumers during the contract period are based on actual allowable costs, and that the invoices are current, correct, and timely.
- Ensure that all Service Invoices, and Certified Expenditure Summaries if applicable, are received within 180 days of the end of the fiscal year. If not received, obtain written justification from the contractor for the delay and a timeline when final invoicing will be received.
- Verify that the contractor has fulfilled all requirements of the contract before approving the final invoice.
- Ensure there are sufficient funds to pay for all services rendered as required by the contract
- Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this contract. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Contracts only)
- Identify low usage levels and consider partial disencumbrance of contract funds
- Periodically review personnel activity reports for staff funded by the contract to ensure that the Contractor is preparing and maintaining personnel activity reports in compliance with the applicable OMB circular.
- Verify-that all contract staff are providing services in accordance to their duties specified in the Contract, including ensuring that:
 1. Personnel duty statements or a copy of the Contract Budget Narrative/Contract Duty Statement has been provided to each staff person to communicate the specific duties to be performed under the contract.
 2. Verify that job duties, as provided by the contract staff, match contract duty statements and service descriptions.

- Ensure that the contractor has submitted to DOR appropriate documentation that supports the services provided to applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.
- Verify that the contract staffs provide services only to authorized DOR clients. (Case Service Contracts only)
- Review the CAS 170AA report (Case Service Contracts only)

CCC-307

CERTIFICATION

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

<i>Contractor/Bidder Firm Name (Printed)</i> Riverside Community College District		<i>Federal ID Number</i> 33-0831357
<i>I By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i> Aaron Brown, Interim Vice Chancellor Administration and Finance		
<i>Date Executed</i>	<i>Executed in the County of</i> Riverside, California	

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has unless exempted, complied with the nondiscrimination program requirements. (Gov. Code § 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

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

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

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

c. Every employee who works on the proposed Agreement will:
 1) receive a copy of the company's drug-free workplace policy statement; and,
 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

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

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

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

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

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

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

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

6. SWEATFREE CODE OF CONDUCT:

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

b. The contractor agrees to cooperate fully in providing reasonable access to the contractors' records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

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

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

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

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

Former State Employees (Pub. Contract Code §10411)

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

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

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

2. LABOR CODE/WORKERS' COMPENSATION: Contractor to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to

undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code .Section 3700)

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

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

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

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

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

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

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

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

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-3

Date: April 22, 2008

Subject: Agreements with Office of Statewide Health Planning and Development for the School of Nursing

Background: Presented for the Board's review and consideration are two agreements between Riverside Community College District and the Office of Statewide Health Planning and Development. The first award, totaling \$200,000.00, provides funding to serve an additional ten students in the Associate Degree Nursing Program and is intended to encourage students to enter into practice in underserved areas. The second award, totaling \$73,046.00, provides funding to test and evaluate the efficacy and viability of Assessment Testing, Incorporated (ATI) retention/remediation products for nursing students. The time period for both agreements is July 1, 2008 through June 30, 2010. Funding source: Song Brown Training Program.

Recommended Action: It is recommended that the Board of Trustees approve the agreements, for \$200,000.00 and \$73,046.00, respectively, for the time period of July 1, 2008 through June 30, 2010, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreements.

James L. Buysse
Interim Chancellor

Prepared by: Sandra Baker
District Dean, School of Nursing

STATE OF CALIFORNIA
STANDARD AGREEMENT

STD 213 (Rev 06/03)

AGREEMENT NUMBER
08-9065

Backup VI-A-3
 April 22, 2008
 Page 1 of 25

REGISTRATION NUMBER

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

STATE AGENCY'S NAME

Office of Statewide Health Planning and Development

CONTRACTOR'S NAME

Riverside Community College District

2. The term of this Agreement is: 07/01/2008 through 06/30/2010

3. The maximum amount of this Agreement is: \$ 200,000.00
 Two Hundred Thousand Dollars and zero cents

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

Exhibit A – Scope of Work	1 page(s)
Exhibit B – Budget Detail and Payment Provisions	1 page(s)
Exhibit C* – General Terms and Conditions	GTC 307
Check mark one item below as Exhibit D:	
<input checked="" type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	2 page(s)
<input type="checkbox"/> Exhibit - D* Special Terms and Conditions	
Exhibit E – Additional Provisions	4 page(s)

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

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

CONTRACTOR		<i>California Department of General Services Use Only</i>
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) Riverside Community College District		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 4800 Magnolia Avenue Riverside, CA 92506		
STATE OF CALIFORNIA		
AGENCY NAME Office of Statewide Health Planning and Development		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Patty Nelson, Interim Contract Services Manager		
ADDRESS 400 R Street, Room 359, Sacramento, Ca 95811		

Exempt per:

EXHIBIT A

SCOPE OF WORK

1. Contractor agrees to the following:

- A. Riverside City College Associate Degree Nursing Program shall meet the Registered Nursing Standards adopted by the California Healthcare Workforce Policy Commission (CHWPC) and perform services in accordance with the Contract Criteria as set forth in Exhibit E, hereby attached.
- B. Under the direction of the Program Director of the Riverside City College Registered Nursing Education Program provide nursing education for ten (10) nursing students in the 07-01-2008 to 06-30-2009 fiscal year and ten (10) nursing students in the 07-01-2009 to 06-30-2010 fiscal year.
- C. Submission of a progress report evaluating the program's effectiveness after one (1) year of the award date.
- D. Submission of a complete final report including data outcomes on the special program at the end of the Contract period.

2. OSHPD agrees to provide:

- A. The Program Director of the Registered Nursing Education Program, the current fiscal year's (07-01-2008 to 06-30-2009) master certification form and instructions by September 30th of the fiscal year.
- B. Direct all Contract inquiries to:

Requesting Agency: OSHPD	Contractor Name: Riverside Community College District
Name: Manuela Lachica, Program Director	Name: Aaron Brown, Interim Vice Chancellor
Phone: (916) 326-3752	Phone: (951) 222-8047
Fax: (916) 322-2588	Fax: (951) 222-8893
E-mail: mlachica@oshpd.ca.gov	E-mail: aaron.brown@rcc.edu

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

Requesting Agency: OSHPD	Training Program: Riverside City College
Section/Unit: Healthcare Workforce Development Division (HWDD)	Section/Unit: Registered Nursing Education Program
Attention: Terrie Smith, Program Analyst	Attention: Sandra Baker, Program Director, District Dean of School of Nursing
Address: 400 R Street Sacramento, CA 95811	Address: 4800 Magnolia Avenue Riverside, CA 92506-1299
Phone: (916) 326-3754	Phone: (951) 222-8408
Fax: (916) 322-2588	Fax: (951) 222-8407
E-mail: tsmith@oshpd.state.ca.us	E-mail: sandy.baker@rcc.edu

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. **Payment**

- A. For services satisfactorily rendered and upon receipt and approval of the quarterly certifications as specified in this Article, Item C., OSHPD agrees to compensate Riverside Community College District in accordance with the rates specified herein.
- **\$833.00 (Eight hundred thirty three dollars)**, per ADN student per month from 07-01-2008 to 02-28-2009 and
\$834.00 (Eight hundred thirty four dollars), per ADN student per month from 03-01-2009 to 06-30-2009; up to a total of \$100,000.00 for ten (10) students for fiscal year 2008/09.
 - **\$833.00 (Eight hundred thirty three dollars)**, per ADN student per month from 07-01-2009 to 02-28-2010 and
\$834.00 (Eight hundred thirty four dollars), per ADN student per month from 03-01-2010 to 06-30-2010; up to a total of \$100,000.00 for ten (10) students for fiscal year 2009/10.
- B. The term of this agreement shall be July 1, 2008 through June 30, 2010.
- C. Quarterly certifications shall include the Contract Number, the names of the students supported under this Contract, and a certification by the Program Director of the Registered Nursing Education Program (original signature) that each student was engaged in activities authorized by this Contract. These documents shall be submitted on a quarterly basis in arrears to:
- Terrie Smith, Program Analyst
Song-Brown Training Program
Office of Statewide Health Planning and Development
400 R Street, Room 330
Sacramento, CA 95811
- D. Contractor shall submit a final certification within 120 days after the Contract has ended (i.e., Contract ends June 30th, final certification is due by October 30th). If contractor fails to submit a final certification within 120 days after the Agreement has ended, the monies revert back to OSHPD.

2. **Budget Contingency Clause**

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

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. RESOLUTION OF CONTRACT DISPUTES:

Any dispute arising under this agreement, which cannot be resolved at the State Program Administrator level nor at the Director's level of the Department (OSHPD) signing this contract shall be submitted to non-binding arbitration after the following process, has been completed:

- (A) The Contractor first discusses a problem informally with the Song Brown Health Care Workforce Training Act Administrator. If unresolved, the problem shall be presented as a grievance to the Deputy Director, Healthcare Workforce and Community Development Division, in writing, stating the issues in dispute, the legal authority or other basis for the Contractor's position and the remedy sought.
- (B) The Deputy Director shall make a determination on the problem within ten (10) working days after receipt of the written communication from the Contractor and shall respond in writing to the Contractor indicating the findings and decision.
- (C) Should the Contractor find the Deputy Director's decision an unacceptable one, a letter shall be sent to the Director within ten (10) working days of receipt of the Deputy Director's decision. The Director or designee shall meet with the Contractor within twenty (20) working days of receipt of the Contractor's letter. Should the Contractor disagree with the Director's decision, the Contractor and Director may agree to submit the matter to binding arbitration.
- (D) Binding Arbitration
 - (1) At the option of the parties, binding arbitration of a dispute of grievance may be sought. Each party shall provide written notice to the other of an intention to exercise this provision. Both parties must agree to submit to arbitration. The dispute or grievance shall be resolved by a panel of three (3) experts in the particular field of dispute. Each party shall have the right to select one (1) panelist. If the party does not exercise that right within ten (10) working days after written agreement to submit to arbitration, the other party may select one (1) additional panelist. The selected panel will then select a third member.
 - (2) The panel shall set a hearing day, time and place convenient to both parties within thirty (30) working days of panel selection. Each party shall submit a written statement to the panel and the opposing party issues and arguments to be presented within five (5) working days of the hearing date. The hearing shall be informal with an opportunity for both parties to present their arguments. A court reporter may be present at the expense of the requesting party. The panel shall provide the parties with a written decision within thirty (30) working days of the hearing. The decision shall be binding on parties.

EXHIBIT D

- (3) The costs of the arbitration panel shall be borne equally by the parties. At the option of the parties, these costs may be deducted from any balance of the contract funds. Both parties must agree, in writing, to utilize contract funds to reimburse the arbitration.

EXHIBIT E

ADDITIONAL PROVISIONS

1. Registered Nurse Standards Adopted by the California Healthcare Workforce Policy Commission on April 21, 2006.

- I. Each Registered Nursing Education Program approved for funding under the Health Care Workforce Training Act (hereinafter "the Act") shall be operated by an accredited California School of Nursing or shall be approved by the Regents of the University of California or by the Trustees of the California State University and Colleges, or the Board of Governors of the California Community Colleges, and shall be approved by the Board of Registered Nursing pursuant to Section 2834-2837, Article 8, Chapter 6, Div. 2, of the Business and Professions Code.
- II. Each Registered Nursing Education Program approved for funding under the Act shall include a component of clinical experience and curriculum in medically underserved multi-cultural communities, lower socioeconomic neighborhoods, or rural communities, and shall be organized to prepare nurses for service in such neighborhoods or communities.
- III. Appropriate strategies shall be developed by each nursing education institution receiving funds under the Act to encourage nursing students who are educated in programs funded by the Act to enter into practice in underserved areas for nurses within California as defined by the Healthcare Workforce Policy Commission (hereinafter referred to as "areas of unmet need"). Such strategies shall incorporate the following elements:
 - A. An established procedure to identify, recruit, and admit nursing students who possess characteristics which would suggest a predisposition to practice in areas of unmet need, and who express a commitment to serve in areas of unmet need.
 - B. An established counseling and placement program designed to encourage nursing program graduates to enter practice in underserved areas.
 - C. A program component such as a preceptorship experience in an underserved area, which will enhance the potential of nursing program graduates to practice in such an area.

2. Registered Nursing Contract Criteria Adopted by the California Healthcare Workforce Policy Commission on April 21, 2006.

- I. Contract Awards
 - A. Each contract entered into, pursuant to the Health Care Workforce Training Act, Health and Safety Code, Sections 128200, et., (hereinafter "the Act"), shall be based on the recommendation of the Healthcare Workforce Policy Commission to the Director of the Office of Statewide Health Planning and Development recorded in the Healthcare Workforce Policy Commission official minutes.

EXHIBIT E

- B. Each contract shall be for a purpose authorized by the Healthcare Workforce Policy Commission Standards for Registered Nursing Education Programs.
- C. Each contract shall be between the Office of Statewide Health Planning and Development and a Contractor authorized to apply for funds by the Healthcare Workforce Policy Commission Standards for Registered Nursing Education Programs.
- D. Purpose for Which Contract Funds May be Expended
 - 1. Contract funds may be expended for any purpose which the educational institution judges will most effectively advance the education of nursing students, but may not be expended for any purpose specifically prohibited by State law, by these contract criteria, or by the contract with the nursing education institution.
 - 2. Contract funds may be used for expenses incurred for the provision of nursing education, including faculty and staff salaries, nursing student stipends, alterations and renovations necessary to the provision of the nursing education programs, and supplies and travel directly related to the nursing education program.
 - 3. Contract funds may be used for new construction only when such construction is specifically provided for in the contract.

II. Contract Terms

- A. Funds must be expended during such months and in accordance with such provisions as are provided in the contract, which shall be in accordance with recommendations of the Healthcare Workforce Policy Commission.
- B. Payment shall be made quarterly in arrears on the basis of amounts set forth by the Contractor with final invoice submitted within 120 days of contract's end to the Healthcare Workforce and Community Development Division. The invoice shall include the name of the person employed under this contract, certification by the Program Director that the person was engaged in activities authorized by this agreement, and costs to the Contractor for the services for which reimbursement is sought. The required invoice format shall be provided to the Contractor prior to the effective date of the Contract.
- C. Each Contract shall specify the total amount allowable under the Contract and allowable in each budget category authorized under the Contract, and shall be in accordance with recommendations of the Healthcare Workforce Policy Commission. Transfer of funds between budget categories is permitted only with express written permission of the Deputy Director of the Healthcare Workforce and Community Development Division, and only when not prohibited by other provisions of these Contract Criteria.

III. Accounting Records and Audits

A. Accounting

Accounting for contract funds will be in accordance with the education institution's accounting practices based on generally accepted accounting principles consistently applied regardless of the source of funds. Supporting records must be in sufficient detail to show the exact amount and nature of expenditures.

Education institutions may elect to commingle capitation funds received under the Act with any other income available for operation of the nursing education program provided that the institution maintains such written fiscal control and accounting procedures as are necessary to assure proper disbursement of, and accounted for, such commingled funds, including provisions for:

1. The accurate and timely separate identification of funds received under the Act.
2. The separate identification of expenditures prohibited by the contract criteria.
3. An adequate record of proceeds from the sale of any equipment purchased by funds received under the Act.

B. Expenditure Reporting

Reports of nursing education program expenditures and enrollment of nursing students under the contract must be submitted as requested by the Commission or the Director of the Office of Statewide Health Planning and Development for purposes of program administration, evaluation, or review.

C. Record Retention and Audit

1. The education institution shall permit the Director of the Office of Statewide Health Planning and Development, or the Auditor General, or the State Controller, or their authorized representatives, access to records maintained on source of income and expenditures of its nursing education program for the purpose of audit and examination.
2. The education institution shall maintain books, records, documents, and other evidence pertaining to the costs and expenses of this contract (hereinafter collectively called the "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this contract.
3. The education institution agrees to make available at the office of the education institution at all reasonable times during the period set forth in subparagraph 4 below any of the records for inspection, audit or reproduction by an authorized representative of the State.

EXHIBIT E

4. The education institution shall preserve and make available its records (a) for a period of three years from the date of final payment under this contract, and (b) for such longer period, if any, as is required by applicable statute, by any other clause or this subcontract, or by subparagraph a or b below:
 - a. If this contract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
 - b. Records which relate to (1) litigation of the settlement of claims arising out of the performance of this contract, or (2) costs and expenses of this contract as to which exception has been taken by the State or any of its duly authorized representatives, shall be retained by the education institution until disposition of such appeals, litigation, claims, or exceptions.
5. Except for the records described in subparagraph 4 above, the education institution may in fulfillment of its obligation to retain the records as required by this clause substitute photographs, microphotographs, or other authentic reproductions of such records, after the expiration of the two years following the last day of the month or reimbursement to the education institution of the invoice or voucher to which such records relate, unless a charter person is authorized by the State or its duly authorized representatives.

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

STATE AGENCY'S NAME

Office of Statewide Health Planning and Development (OSHPD)

CONTRACTOR'S NAME

Riverside Community College District

2. The term of this Agreement is: 07/01/2008 through 06/30/2010

3. The maximum amount of this Agreement is: \$ 73,046.00
Seventy Three Thousand Forty Six Dollars and zero cents

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

Exhibit A – Scope of Work 2 page(s)

Exhibit B – Budget Detail and Payment Provisions 3 page(s)

Exhibit C* – General Terms and Conditions GTC306-307

Check mark one item below as Exhibit D:

Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement) 2 page(s)

Exhibit - D* Special Terms and Conditions

Exhibit E – Additional Provisions 4 page(s)

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

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

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Riverside Community College District

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

4800 Magnolia Avenue
Riverside, CA 92506-1299

STATE OF CALIFORNIA

AGENCY NAME

OSHPD

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Pattye Nelson, Interim Contract Services Manager

ADDRESS

400 R Street, Room 359, Sacramento, Ca 95811

*California Department of General
Services Use Only*

Exempt per:

EXHIBIT A

SCOPE OF WORK

1. Contractor agrees to the following:
 - A. Under the direction of the Director of the Riverside City College's School of Nursing, test and evaluate the efficacy and viability of Assessment Technologies Institute's (ATI) retention/remediation products for all nursing students. ATI specializes in nationally standardized entrance testing, practical and registered nursing comprehensives, and other nursing-related psychometric and review products.
 - B. Submission of a progress report evaluating the program's effectiveness after one (1) year of the award date.
 - C. Submission of a complete final report including data outcomes on the special program at the end of the Contract period.
 - D. Budgeted personnel with anticipated duties:
 1. Faculty Coordinators – These faculty members will coordinate the activities of each respective cohort as they progress through the ADN fall programs.
 2. Faculty Coordinators – These faculty members will coordinate the activities of each respective cohort as they progress through the AND spring programs.
 3. Program Coordinators – These faculty members will oversee the fall ATI testing programs, gather and analyze data and report outcomes to the Office of Statewide Health Planning and Development.
 4. Program Coordinators – These faculty members will oversee the spring ATI testing programs, gather and analyze data and report outcomes to the Office of Statewide Health Planning and Development.
2. OSHPD agrees to provide:
 - A. The Program Director of the Registered Nursing Education Program, the current fiscal year's (07-01-2008 to 06-30-2009) master certification form and instructions by September 30th of the current fiscal year.

EXHIBIT A

3. The program representatives during the term of this Contract will be:

State Agency: Office of Statewide Health Planning & Development	Training Program: Riverside City College's School of Nursing
Name: Manuela Lachica Program Administrator	Name: Sandra Baker, Program Director, District Dean School of Nursing
Phone: (916) 326-3752	Phone: (951) 222-8408
Fax: (916) 322-2588	Fax: (951) 222-8407
E-mail: mlachica@oshpd.ca.gov	E-mail: sandy.baker@rcc.edu

Direct all Contract inquiries to:

State Agency: OSHPD	Contractor: Riverside Community College District
Section/Unit: Health Care Workforce Development Division	Section/Unit: Administration and Finance
Attention: Terrie Smith Program Analyst	Attention: Aaron Brown, Interim Vice Chancellor
Address: 400 R Street Sacramento, CA 95811	Address: 4800 Magnolia Avenue Riverside, CA 92506-1299
Phone: (916) 326-3754	Phone: (951) 222-8047
Fax: (916) 322-2588	Fax: (951) 222-8893
E-mail: tsmith@oshpd.ca.gov	E-mail: aaron.brown@rrc.edu

EXHIBIT B

The OSHPD shall reimburse the Contractor for the expenses incurred in providing the services outlined in Exhibit A in accordance with the following schedule:

FISCAL YEAR: 07-01-2008 to 06-30-2009

<u>PERSONNEL SERVICES:</u>	<u>Total Reimbursement Not to Exceed:</u>
Faculty Coordinator / Fall 2008	\$2,222
Faculty Coordinator / Spring 2009	\$2,222
Program Coordinator Fall 2008	\$1,388
Program Coordinator Spring 2009	\$1,388
<u>OPERATING EXPENSES:</u>	
ATI Assessment Package 120 students X \$400	\$48,000
Shipping & Handling	\$2,400
Tax (7.75%)	\$3,906
<u>OTHER COSTS:</u>	
Indirect Costs (8% maximum)	\$4,922
<u>Sub-Total for Fiscal Year: 07-01-2008 to 06-30-2009</u>	<u>\$66,448.00</u>

EXHIBIT B

FISCAL YEAR: 07-01-2009 to 06-30-2010

<u>PERSONNEL SERVICES:</u>	<u>Total Reimbursement Not to Exceed:</u>
Faculty Coordinator Fall 2009	\$2,222
Faculty Coordinator Spring 2010	\$1,111
Program Coordinator Fall 2009	\$1,388
Program Coordinator Spring 2010	\$1,388
<u>OTHER COSTS:</u>	
Indirect Costs (8% maximum)	\$489
<u>Sub-Total for Fiscal Year: 07-01-2009 to 06-30-2010</u>	<u>\$6,598.00</u>
Contract Total	<u>\$73,046.00</u>

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Payment

- A. For services satisfactorily rendered and upon receipt and approval of the quarterly certifications as specified in this Article, Item B, OSHPD agrees to compensate Riverside Community College District for actual expenditures incurred in accordance with the rates specified in Exhibit B page 1 and 2 of 3.
- B. Charges/rates shall be computed in accordance with the budget on page 1 of Exhibit B. The cost of each major budget category may vary up to 15% within each Fiscal Year (FY) without OSHPD approval so long as the total amount budgeted for the FY is not exceeded.
- C. Quarterly certifications shall include the Contract Number, the names of the people employed under this Contract, and a certification by the Director of the Registered Nurse Education Program (original signature) that each person was engaged in activities authorized by this Contract. These documents shall be submitted on a quarterly basis in arrears to:

Terrie Smith, Program Analyst
Song-Brown Training Program
Office of Statewide Health Planning and Development
400 R Street, Room 330
Sacramento, CA 95811
- D. A final quarterly certification shall be submitted within 120 days after the Contract has ended (i.e., Contract ends June 30th, final certification is due by October 30th). If contractor fails to submit a final certification within 120 days after the Agreement has ended, the monies revert back to OSHPD.

2. Budget Contingency Clause

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

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. RESOLUTION OF CONTRACT DISPUTES:

Any dispute arising under this Contract, which cannot be resolved at the State Program Administrator level nor at the Director's level of the Department (OSHPD) signing this Contract shall be submitted to non-binding arbitration after the following process, has been completed:

- (A) The Contractor first discusses a problem informally with the Song Brown Health Care Workforce Training Act Administrator. If unresolved, the problem shall be presented as a grievance to the Deputy Director, Healthcare Workforce and Community Development Division, in writing, stating the issues in dispute, the legal authority or other basis for the Contractor's position and the remedy sought.
- (B) The Deputy Director shall make a determination on the problem within ten (10) working days after receipt of the written communication from the Contractor and shall respond in writing to the Contractor indicating the findings and decision.
- (C) Should the Contractor find the Deputy Director's decision an unacceptable one, a letter shall be sent to the Director within ten (10) working days of receipt of the Deputy Director's decision. The Director or designee shall meet with the Contractor within twenty (20) working days of receipt of the Contractor's letter. Should the Contractor disagree with the Director's decision, the Contractor and Director may agree to submit the matter to binding arbitration.
- (D) Binding Arbitration
 - (1) At the option of the parties, binding arbitration of a dispute of grievance may be sought. Each party shall provide written notice to the other of an intention to exercise this provision. Both parties must agree to submit to arbitration. The dispute or grievance shall be resolved by a panel of three (3) experts in the particular field of dispute. Each party shall have the right to select one (1) panelist. If the party does not exercise that right within ten (10) working days after written Contract to submit to arbitration, the other party may select one (1) additional panelist. The selected panel will then select a third member.
 - (2) The panel shall set a hearing day, time and place convenient to both parties within thirty (30) working days of panel selection. Each party shall submit a written statement to the panel and the opposing party issues and arguments to be presented within five (5) working days of the hearing date. The hearing shall be informal with an opportunity for both parties to present their arguments. A court reporter may be present at the expense of the requesting party. The panel shall provide the parties with a written decision within thirty (30) working days of the hearing. The decision shall be binding to parties.

EXHIBIT D

- (3) The costs of the arbitration panel shall be borne equally by the parties. At the option of the parties, these costs may be deducted from any balance of the contract funds. Both parties must agree, in writing, to utilize Contract funds to reimburse the arbitration.

EXHIBIT E

ADDITIONAL PROVISIONS

1. Registered Nurse Standards Adopted by the California Healthcare Workforce Policy Commission on April 21, 2006.

- I. Each Registered Nursing Education Program approved for funding under the Song-Brown Family Physician Training Act (hereinafter "the Act") shall be operated by an accredited California School of Nursing or shall be approved by the Regents of the University of California or by the Trustees of the California State University and Colleges, or the Board of Governors of the California Community Colleges, and shall be approved by the Board of Registered Nursing pursuant to Section 2834-2837, Article 8, Chapter 6, Div. 2, of the Business and Professions Code.
- II. Each Registered Nursing Education Program approved for funding under the Act shall include a component of clinical experience and curriculum in medically underserved multi-cultural communities, lower socioeconomic neighborhoods, or rural communities, and shall be organized to prepare nurses for service in such neighborhoods or communities.
- III. Appropriate strategies shall be developed by each nursing education institution receiving funds under the Act to encourage nursing students who are educated in programs funded by the Act to enter into practice in underserved areas for nurses within California as defined by the Healthcare Workforce Policy Commission (hereinafter referred to as "areas of unmet need"). Such strategies shall incorporate the following elements:
 - A. An established procedure to identify, recruit, and admit nursing students who possess characteristics which would suggest a predisposition to practice in areas of unmet need, and who express a commitment to serve in areas of unmet need.
 - B. An established counseling and placement program designed to encourage nursing program graduates to enter practice in underserved areas.
 - C. A program component such as a preceptorship experience in an underserved area, which will enhance the potential of nursing program graduates to practice in such an area.

2. Registered Nursing Contract Criteria Adopted by the California Healthcare Workforce Policy Commission on April 21, 2006.

- I. Contract Awards
 - A. Each contract entered into, pursuant to the Song-Brown Family Physician Training Act, Health and Safety Code, Sections 128200, et., (hereinafter "the Act"), shall be based on the recommendation of the Healthcare Workforce Policy Commission to the Director of the Office of Statewide Health Planning and Development recorded in the Healthcare Workforce Policy Commission official minutes.

EXHIBIT E

- B. Each contract shall be for a purpose authorized by the Healthcare Workforce Policy Commission Standards for Registered Nursing Education Programs.
- C. Each contract shall be between the Office of Statewide Health Planning and Development and a Contractor authorized to apply for funds by the Healthcare Workforce Policy Commission Standards for Registered Nursing Education Programs.
- D. Purpose for Which Contract Funds May be Expended
 - 1. Contract funds may be expended for any purpose which the educational institution judges will most effectively advance the education of nursing students, but may not be expended for any purpose specifically prohibited by State law, by these contract criteria, or by the contract with the nursing education institution.
 - 2. Contract funds may be used for expenses incurred for the provision of nursing education, including faculty and staff salaries, nursing student stipends, alterations and renovations necessary to the provision of the nursing education programs, and supplies and travel directly related to the nursing education program.
 - 3. Contract funds may be used for new construction only when such construction is specifically provided for in the contract.

II. Contract Terms

- A. Funds must be expended during such months and in accordance with such provisions as are provided in the contract, which shall be in accordance with recommendations of the Healthcare Workforce Policy Commission.
- B. Payment shall be made quarterly in arrears on the basis of amounts set forth by the Contractor with final invoice submitted within 120 days of contract's end to the Healthcare Workforce and Community Development Division. The invoice shall include the name of the person employed under this contract, certification by the Program Director that the person was engaged in activities authorized by this Contract, and costs to the Contractor for the services for which reimbursement is sought. The required invoice format shall be provided to the Contractor prior to the effective date of the Contract.
- C. Each Contract shall specify the total amount allowable under the Contract and allowable in each budget category authorized under the Contract, and shall be in accordance with recommendations of the Healthcare Workforce Policy Commission. Transfer of funds between budget categories is permitted only with express written permission of the Deputy Director of the Healthcare Workforce and Community Development Division, and only when not prohibited by other provisions of these Contract Criteria.

EXHIBIT E

III. Accounting Records and Audits

A. Accounting

Accounting for contract funds will be in accordance with the education institution's accounting practices based on generally accepted accounting principles consistently applied regardless of the source of funds. Supporting records must be in sufficient detail to show the exact amount and nature of expenditures.

Education institutions may elect to commingle capitation funds received under the Act with any other income available for operation of the nursing education program provided that the institution maintains such written fiscal control and accounting procedures as are necessary to assure proper disbursement of, and accounted for, such commingled funds, including provisions for:

1. The accurate and timely separate identification of funds received under the Act.
2. The separate identification of expenditures prohibited by the contract criteria.
3. An adequate record of proceeds from the sale of any equipment purchased by funds received under the Act.

B. Expenditure Reporting

Reports of nursing education program expenditures and enrollment of nursing students under the contract must be submitted as requested by the Commission or the Director of the Office of Statewide Health Planning and Development for purposes of program administration, evaluation, or review.

C. Record Retention and Audit

1. The education institution shall permit the Director of the Office of Statewide Health Planning and Development, or the Auditor General, or the State Controller, or their authorized representatives, access to records maintained on source of income and expenditures of its nursing education program for the purpose of audit and examination.
2. The education institution shall maintain books, records, documents, and other evidence pertaining to the costs and expenses of this contract (hereinafter collectively called the "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this contract.
3. The education institution agrees to make available at the office of the education institution at all reasonable times during the period set forth in subparagraph 4 below any of the records for inspection, audit or reproduction by an authorized representative of the State.

EXHIBIT E

4. The education institution shall preserve and make available its records (a) for a period of three (3) years from the date of final payment under this contract, and (b) for such longer period, if any, as is required by applicable statute, by any other clause or this subcontract, or by subparagraph a or b below:
 - a. If this contract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.
 - b. Records which relate to (1) litigation of the settlement of claims arising out of the performance of this contract, or (2) costs and expenses of this contract as to which exception has been taken by the State or any of its duly authorized representatives, shall be retained by the education institution until disposition of such appeals, litigation, claims, or exceptions.
5. Except for the records described in subparagraph 4 above, the education institution may in fulfillment of its obligation to retain the records as required by this clause substitute photographs, microphotographs, or other authentic reproductions of such records, after the expiration of the two (2) years following the last day of the month or reimbursement to the education institution of the invoice or voucher to which such records relate, unless a charter person is authorized by the State or its duly authorized representatives.

GTC 307

EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. ASSIGNMENT: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. INDEMNIFICATION: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. DISPUTES: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. TERMINATION FOR CAUSE: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

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

10. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

12. TIMELINESS: Time is of the essence in this Agreement.

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

14. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

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

a. The Government Code Chapter on Antitrust claims contains the following definitions:

1). "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.

2). "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.

b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.

d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

16. CHILD SUPPORT COMPLIANCE ACT: "For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

a). The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

b) The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department."

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

18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: April 22, 2008

Subject: District Modular Projects – Moreno Valley and Norco Campus – Change Order

Background: On April 17, 2007, the Board of Trustees awarded a contract to Hinkley and Associates, Inc. for the District Modular Projects to move and install the modular buildings from the Riverside City Campus to the Moreno Valley and Norco Campuses.

Staff is now requesting the Board’s approval of changes throughout the District Modular Projects – Moreno Valley and Norco Campus (description of changes are noted in the attached change order listing) totaling \$45,967.62.

Changes to be funded from the Board approved project budget contingency (Measure “C” funding – Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve the Change Order for the District Modular Project – Moreno Valley and Norco Campus in the amount of \$45,967.62 and authorize the Interim Vice Chancellor, Administration and Finance to sign the Change Order.

James L. Buysse
Interim Chancellor

Prepared By: Rick Hernandez
Director Capital Planning
Facilities Planning Design and Construction

Dr. C. Michael Webster
Riverside Community College District Planning Consultant
Facilities Planning, Design and Construction

CHANGE ORDER

Riverside Community College District
District Modular Projects
(Moreno Valley and Norco Campus)

D.S.A. No : MV 04-109079 / Norco 04-109048
SA No : _____

DATE: April 22, 2008

CONTRACTOR: Hinkley and Associates, Inc.
ADDRESS: 6962 Boulder Avenue
Highland, CA 92346
PHONE: (909) 862-5522

ARCHITECT: Higginson + Cartozian Architects, Inc.
ADDRESS: 1455 West Park Avenue
Redlands, Ca 92373
PHONE: (909) 793-3100

ORIGINAL CONTRACT AMOUNT: \$ 1,950,000.00

Previous Change Order: \$ -

Current Change Order: \$ 45,967.62

Total Change Order(s): \$ 45,967.62

REVISED CONTRACT AMOUNT: \$ 1,995,967.62

ORIGINAL CONTRACT COMPLETION DATE:

Previous Change Order: 0 *Calendar Days*

Current Change Order: 0 *Calendar Days*

Total Change Orders: 0 *Calendar Days*

REVISED CONTRACT COMPLETION DATE: No Change

Upon signing by the Owner and the Contractor, the above noted Contract is hereby changed per the terms of the contract and this Change Order including attached "Exhibit A".

This change represents full and complete compensation for all costs, direct and indirect, associated with the work and time agreed herein, including but not limited to, all costs incurred for extended overhead, disruption or suspension of work, labor inefficiencies, and the change's impact on the unchanged work.

APPROVALS:

Contractor

Date

Architect

Date

Riverside Community College District

Date

EXHIBIT A

1. Miscellaneous iron and concrete		
Campus:	Moreno Valley and Norco	\$3,480.75
2. Correction of the electrical system		
Campus:	Norco	\$15,832.80
3. Interior remodel of the 48' x 40' building		
Campus:	Moreno Valley	\$14,950.00
4. Electrical system for the 48' x 40' building		
Campus:	Moreno Valley	\$20,623.78
5. Concrete at the 48' x 40' building		
Campus:	Moreno Valley	\$5,256.98
6. Credit for costs related to the remodel of building C2		(\$8,853.66)
Campus:	Moreno Valley and Norco	
	Total:	\$51,290.65
	Less Allowances:	(\$5,323.03)
	Net Change:	\$45,967.62

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-2

Date: April 22, 2008

Subject: NORESKO Utility Retrofit Improvement Project – Change Order #3

Background: On August 29, 2006, the Board of Trustees awarded a contract to NORESKO Holding, Inc., for the Utility Retrofit Improvement Project encompassing the three campuses in the amount of \$6,321,990. On October 16, 2007, Change Orders No. 1 and No. 2 were submitted which, when combined, decreased the total project amount to \$5,546,944.

For unforeseen circumstances beyond control and health and safety reasons, the District wishes to increase the scope of the original project per the attached Change Order #3. The total increase in cost for the additional scope of work will be \$577,860, which increases the total project award to \$6,124,804. Funding for this change order will come from contingency funds within the original project budget. No additional Measure C funds are being requested.

Recommended Action: It is recommended that the Board of Trustees approve Change Order #3 for NORESKO Holding, Inc., Utility Retrofit Improvement Project, increasing the net contract amount by \$577,860, for a total of \$6,124,804, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the Change Order.

James L. Buysse
Interim Chancellor

Prepared by: Bill Orr
Vice President, Business Services
Moreno Valley Campus

Norm Godin
Vice President, Business Services
Norco Campus

Becky Elam
Vice President, Business Services
Riverside City Campus



3500 Barranca Parkway • Suite 160 • Irvine, CA 92606 • 949.786.3533 phone • 949.733.2049 fax • www.noresko.com

March 25, 2008

Ralph Perez
Director Plant - Operations and Maintenance
Riverside Community College District – Riverside Main Campus
4800 Magnolia Ave.
Riverside, CA 92506

Dear Mr. Perez,

At the request of the Riverside Community College District, NORESKO is pleased to submit the following proposal for additional scope at the Norco, Moreno Valley, and the Riverside Main Campus.

The additional scope items and their cost are listed by campus below:

Norco Campus:

1. Replace twenty-five (25) walkway pole fixtures with new Moldcast Pericline 150-watt HPS.
Cost for this scope is \$53,656
2. Replace fifty-four (54) walkway poles with new galvanized and powder coated 7-gauge steel poles.
Cost for this scope is \$102,941
3. Install new galvanized and powder coated 7-gauge steel light pole, new Moldcast Pericline 150-watt HPS fixture and concrete base at front of circle.
Cost for this scope is \$14,100
4. Furnish and install a current transmitter, a return air sensor and a supply air sensor on fifty nine (59) fan coil units.
Cost for this scope is \$52,723.00

Moreno Valley Campus:

1. Furnish and install a current transmitter, a return air sensor and a supply air sensor on one hundred and eleven (111) fan coil units.
Cost for this scope is \$99,191
2. Humanities Building, furnish and install twenty-six (26) dual technology/two circuit wall sensors, sixty-six (66) dual technology ceiling sensors, and one hundred and five (105) power packs.
Cost for this scope is \$53,512



Riverside Main Campus:

1. Administration Building, furnish and install eleven (11) Belimo Actuators with MFT technology and minimum 35in-lb torque, furnish and install new wire if required, program commission new actuators. Excludes dampers of any type. **Cost for this item is \$8,572**

2. Business Education Building, furnish and install fifteen (15) multi-zone dampers using Belimo direct coupled actuators and ALC ZN modules, space temperature sensing will use existing 2 wires from the Barber-Coleman System 8000 system. Space temperature only will be sensed. In some cases a wall sensor (if that is what is in the room) will be used; other times a diffuser/light troffer thermistor will be used. Outside air temp will be the global value from MLK. Control points for the multi-zone air handler will be:
 - a. Hot deck supply temperature.
 - b. Cold deck supply temperature
 - c. Mixed air temperature
 - d. Gas heater stop/starts for hot deck (this assumes the furnaces function)
 - e. Chilled water valve for cold deck (a new valve will be supplied)
 - f. Outside air damper actuator
 - g. Filter status using the existing magnehelic**Cost for this item is \$48,732**

3. Early Childhood Studies - Furnish and install Eight (8) multi-zone dampers using Belimo direct coupled actuators and ALC ZN modules, Space temperature sensing will use existing 2 wires from the Barber-Coleman System 8000 system. We will sense space temperature only. In some cases we will use a wall sensor (if that is what is in the room); other times we will use diffuser/light troffer thermistors. Outside Air Temp will be global value from MLK. Control points for the multi-zone air handler will be:
 - a. Hot deck supply temperature.
 - b. Cold deck supply temperature
 - c. Mixed air temperature
 - d. Gas heater stop/starts for hot deck (this assumes the furnaces function)
 - e. Chilled water valve for cold deck (a new valve will be supplied)
 - f. Outside air damper actuator**Cost for this item is \$42,132**

4. Bradshaw Boiler Dedicated Gas Line:
 - a. Furnish and install 400 feet of 2-inch schedule 40 steel pipe. Approximately 50 feet to be installed underground, 200 feet installed under the bridge using the bridge as a structural support, and the remaining 150 feet supported as required by the routing.
 - b. Tie-in new 2- inch schedule 40 pipe to the existing 3-inch gas line.
 - c. Furnish and Install (2) 2" pressure regulators on existing 2" lines.
 - d. Core the wall and bring the pipe line inside of boiler room.
 - e. Disconnect the boilers gas supply line from low pressure gas supply and tie in to new gas line.
 - f. Install (2) pressure regulators for each boiler.
 - g. Install the bollards to secure new gas line from damage.
 - h. Engineering and DSA plan check fees (if required)**Cost for this item is \$102,301**



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The total cost for all requested scope additions as identified in this letter is five hundred seventy-seven thousand, and eight hundred sixty dollars and no cents (\$577,860.00)

Additionally, the pricing herein is contingent upon the work being performed by NORESKO before NORESKO demobilizes at the completion of its current scope under the existing Energy Service Agreement (“ESA”). The pricing is also contingent upon awarding the work to NORESKO under the terms and conditions of the existing ESA between the Riverside Community College District and NORESKO. The cost of each scope item is based upon the work to be performed during regular working hours Monday thru Friday (6:00 am – 3:00 pm). The pricing in this proposal is valid for thirty (30) days from the date of this letter.

Upon your affirmative reply NORESKO will prepare an official contract change order. Please let me know if you have any questions or if we can be of further assistance.

Sincerely,

Leo Salas
Project Manager
NORESKO
Cell Phone: 951-850-2356
lsalas@noresko.com

CC.
Rick Ellis, NORESKO
Lee Overvold, NORESKO
Scott Zwart, RCCD
Dale Barajas, RCCD
Steve Monsanto, RCCD

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-D-1

Date: April 22, 2008

Subject: Revised and New Board Policies – First Reading

Background: In keeping with our current process of updating our current Board Policies and adopting new Policies, the items below pertaining to Business and Fiscal Affairs and Human Resources come before the Board for first reading.

Business and Fiscal Affairs

Policy 6327 – Deferred Compensation [403(b) and 457(b)] Plans – Current Policy 7005 Updated – The Board adopted Resolutions for the District to participate in the San Diego County Office of Education Fringe Benefit Consortium 403(b) and 457(b) plans. The updated Policy reflects those Resolutions.

Policy 6750 – Parking – Current Policy 6090, updated. Once approved, our Administrative Procedure will be updated to more accurately reflect information on current parking fees, locations, metered parking, as well as other areas which need to be addressed.

Human Resources

Policy 7200 – Faculty Internship Program – New - In order to enhance recruitment of qualified persons, Administration asked that a faculty internship program be developed. This program is in accordance with the Education Code and California Code of Regulations, Title 5.

Policy 7700 – Whistleblower – New – It is the intent of the legislature that community college employees and other persons disclose, to the extent not expressly prohibited by law, “improper governmental activities” and that they not thereafter be subjected to retaliatory conduct. This also protects refusals to obey illegal orders. Employees and others are encouraged to use guidance provided by this Policy for reporting all allegations of suspected improper activities.

Recommended Action: It is recommended that the Board of Trustees accept for first reading Policies 6327, 6750, 7200 and 7700.

James L. Buysse
Interim Chancellor

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

Business and Fiscal Affairs
DRAFT

**BP 6327 DEFERRED COMPENSATION [403(B) AND 457(B)] PLANS
TAX SHELTERED ANNUITY PROGRAM**

Reference:

No reference

- ❖ From Riverside CCD Policy 7005 titled Tax Sheltered Annuities

The Riverside Community College District will make available to its employees the provisions ***a tax sheltered annuity program that is an eligible deferred compensation plan within the meaning*** of Internal Revenue Code Sections 403(b) ***and 457(b)***, Public Law 87-370, and the California Revenue and Taxation Code, Section 17512, and Board of Trustees Resolutions ***No. 1-07/08 for 403(b) plans dated August 21, 2007, and No. 36-07/08 for 457(b) plans dated March 18, 2008.*** Use of the ***deferred compensation*** tax sheltered annuity plan by an individual employee shall be left to his/her own discretion. ***The President Chancellor of the College District or Vice President, Administration and Finance Vice Chancellor, Diversity and Human Resources,*** is authorized to act ***in on*** behalf of the District in the purchase and administration of these annuity contracts, ***including the hiring of a third party administrator to manage the plans,*** subject to ratification of ***by*** the ***Governing Board.*** per California Education Code Section 15961. The detailed functions are outlined in the related regulations to this policy.

NOTE: The information in regular type is current Riverside Policy 7005 adopted on 10-7-69; amended on 5-7-75 and 10-4-83. The information in ***bold italic type*** is provided by RCCD staff.

Date Adopted:

(This is current Riverside CCD Policy 7005)

Riverside Community College District Policy

No. 6750

**Business and Fiscal Affairs
Draft**

BP 6750 PARKING

References:

Education Code Section 76360;
Vehicle Code Section 21113

- ❖ From Riverside CCD Policy 6090 titled Use of Parking Lots

The Riverside Community College District recognizes and supports the need for student and staff parking lots and desires to have ~~equitability~~ equality in the use of these lots. A ~~nominal fee~~ Parking fees will be imposed in accordance with ~~statute requirement~~ Education Code Section 76360. The use and fees to be paid will be in conformance with the ~~procedure~~ regulations for this policy.

The Chancellor shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional programs. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

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 information in regular type is current Riverside CCD Policy 6090 titled Use of Parking Lots adopted on 6-19-84.

Date Adopted:

(Replaces current Riverside CCD Policy 6090)

**Human Resources
Draft**

BP 7200 Faculty Internship Program

References:

Education Code Sections 87482.5 AND 87487;
Title 5 Sections 53500-53502

Inasmuch as the District is continually seeking qualified candidates for faculty positions within the District, it is deemed to be in the best interests of the District to establish a Faculty Internship Program.

The purpose of the program includes, but is not limited to, the following:

- ***To enhance the recruitment of qualified persons pursuing an associates, master's or doctoral degree, as well as recent recipients of such degrees with limited teaching experience, into faculty positions in the District, particularly for disciplines for which recruitment is difficult, where current industry experience is important, or for disciplines in which a shortage of qualified faculty is anticipated. The internship program shall serve to introduce graduate students, before they approach the end of their graduate studies, as well as industry practitioners, while encouraging them to complete their associates degree, to the community college environment and student population;***
- ***To enhance the District's efforts toward building a diverse faculty. The internship program shall place special emphasis on promoting inclusive efforts to locate and attract qualified graduate students who are members of monitored groups as defined in Title 5.***

The District may employ, as faculty interns, graduate students enrolled in the California State University, the University of California, or any other accredited institution of higher education, or, in career and technical fields where a master's degree is not generally expected or available, persons who are within one year of meeting the regular faculty minimum qualifications. Persons who meet the regular faculty minimum qualifications, but who lack teaching experience, may also be included in the internship program.

Individuals employed as faculty interns shall be employed as temporary faculty members and shall meet the minimum qualifications for faculty interns.

All prospective faculty candidates, including faculty internship participants, for full time positions in the District will be selected through a competitive hiring process.

The term “faculty intern” does not include any person, no matter how designated, who only assists in a class taught by a regularly qualified faculty member, and who has no independent responsibility for instruction or supervision of students. Such a person may be termed an “intern” and may serve as a volunteer or receive a stipend.

The Chancellor shall prepare administrative procedures, which outline the minimum qualifications for faculty interns, as well as requirements for faculty intern mentors.

Date Approved:

(This is a new policy for the District)

DRAFT

Riverside Community College District Policy

No. 7700

**Human Resources
DRAFT**

BP 7700 WHISTLEBLOWER PROTECTION

References:

California Labor Code Section 1102.5;
Government Code Section 53296;
Private Attorney General Act of 2004 (Labor Code Section 2698)
Education Code Sections 87160-87164

The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or Board Policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices, and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

NOTE: This policy is **legally advised**. The **bold type** is language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. There does not appear to be a current policy that addresses this issue.

Date Adopted:

(This is a new policy recommended by the CC League and the League’s legal counsel)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-D-2

Date: April 22, 2008

Subject: Revised Accreditation and Revised/New Academic Affairs Board Policies
– Second Reading

Background: At the January Board meeting, previously approved accreditation policies were pulled in order to give the Academic Senates time to review the issue of removal from these policies certain language originally requested by the Senates and, instead, rely on Policy 4005, which had also been revised. In addition, Academic Affairs Policies 4240 and 4260 were pulled for the same reason. The Academic Senates have had a chance to discuss the issue with their constituents at regularly scheduled Senate meetings and with the Board of Trustees at the March, 2008 meetings. All Policies are now before the Board for second reading and approval.

Policy 3200 – Accreditation

Policy 3250 – Institutional Planning – new language

Policy 4005 – Academic Senate(s) – replaces/updates current policy/regulation 3010

Policy 4020 – Program, Curriculum and Course Development – new language

Policy 4025 – Philosophy and Criteria for Associate Degree and General Education

Policy 4100 - Graduation Requirements for Degrees and Certificates – new

Policy 4240 - Academic Renewal - new

Policy 4260 – Limitations on Enrollment - Pre-requisites, Co-requisites and Advisories –
replaces/updates current Policy 6092

Policy 6200 – Budget Preparation

Recommended Action: It is recommended that the Board of Trustees approve Board Policies 3200, 3250, 4005, 4020, 4025, 4100, 4240, 4260 and 6200.

James L. Buysse
Interim Chancellor

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

Riverside Community College District Policy

No. 3200

General Institution
Draft

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 Board of Trustees, or its designees, shall reach mutual agreement with the Academic Senates regarding faculty roles and involvement in accreditation processes, including self study and annual reports.*~~

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.

Date Adopted: May 15, 2007

Revised:

**General Institution
Draft**

BP 3250 INSTITUTIONAL PLANNING

References:

Title 5 Sections 51008, 51010, 51027, 53003, 54220, **55080, 55190**, 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.

~~***After consulting collegially with the respective District or College Academic Senate, as appropriate, and reaching mutual agreement, the Chancellor's office will provide the Board of Trustees with the recommendations of the Academic Senates regarding institutional planning processes.***~~

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

- Long Range Educational or Academic Master Plan, ***which shall be updated periodically as deemed necessary by the governing Board***
- 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.

Date Adopted: May 15, 2007

Revised:

**Academic Affairs
DRAFT**

BP 4005 ACADEMIC SENATE(S)

References:

Title 5 Sections 53200-53205

❖ **From current Riverside CCD Policy 3010 titled Academic Senate**

The Board of Trustees recognizes the Academic Senate(s) of the Riverside Community College *District* as the organization(s) representing the faculty in the formation of District policy on academic and professional matters. ~~under the provisions of the California Administrative Code, Title V, Section 53200-53205, operative June 4, 1993.~~

❖ **From current Riverside CCD Regulation 3010 titled Academic Senate**

The primary function of the Riverside Community College *District* Academic Senate(s) is to make recommendations with respect to the following academic and professional matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate patterns;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. Policies for faculty professional development activities;
7. District and college governance structures, as related to faculty roles;
8. Faculty roles and involvement in accreditation processes, including self study and annual reports;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters.

The Board of Trustees relies primarily on the recommendations of the Academic Senate(s) for items **1 through 6**. The Senate(s) will work with the appropriate administrative office(s) while developing its position. The Senate(s) will then forward its final recommendations to the **Chancellor** President of the **District** College, who will present them in a timely manner to the Board of Trustees with or without his/her endorsements or comments. **When the Board relies primarily upon the advice and judgment of the Academic Senate(s), the recommendation of the Senate(s) will normally be accepted.** “Relies primarily” means that all recommendations of the Academic Senate in the specified areas will be forwarded to the Board on behalf of the Academic Senate and will be accepted by the Board in most cases. In instances where a recommendation is not accepted, the Board’s decision must be based on a clear and substantive rationale that puts the explanation for the decision in an accurate, appropriate, and relevant context. ~~If a recommendation is not approved,~~ The Board or its designee shall communicate **its reason in writing to the Senate(s)** in a timely manner ~~its reason in writing to the Senate.~~ If such recommendation is not accepted, existing policies and procedures will remain in **effect** force.

The Board of Trustees will receive items **7 through 10**, and those matters developed in item 11 as the result of mutual agreement ~~after consulting collegially with the Academic Senate.~~ **reached by resolution, regulation or policy. In instances where agreement has not been reached, existing policy shall remain in effect unless the policy exposes the district to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the Board may act, after a good faith effort to reach agreement, but only for compelling legal, fiscal or organizational reasons.** “Mutual agreement” means that the policy and implementation recommended shall be prepared by the Academic Senate, the Board or the Board’s designee, and jointly ratified by these same entities.

Nothing in this Board Policy shall be construed to infringe upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.

Collegial consultation will take place in accordance with **existing practices** ~~the Consultation Process Agreement.~~ The Academic Senate(s), after consultation with the **Chancellor** of the College, may present its written views and recommendations to the Board of Trustees. The Board of Trustees shall consider and may respond to such views and recommendations.

NOTE: This policy is suggested as good practice. The information in **bold italic type** is language added by RCCD staff. The language in **regular type** is current Riverside CCD Policy 3010 titled Academic Senate adopted on 7-64 and amended on 5-7-75, 11-1-83, and 4-19-96.

Date Adopted:

(This is current Riverside CCD Policy and Regulation 3010 just re-numbered)

Academic Affairs
Draft

**BP 4020 PROGRAM, CURRICULUM, AND COURSE
DEVELOPMENT**

References:

Education Code Sections 70901(b), 70902(b) and 78016;
Title 5 Sections 51000, 51022, **55100**, 55130, **and 55150**

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.

~~***The Board of Trustees, or its designees, shall rely primarily upon the Academic Senates' recommendations, regarding curriculum and educational program development.***~~

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.
- ***consideration and review of financial and administrative impact.***

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

Program or course modifications shall be approved by the Chancellor/**President**, or his/her designee, ***upon the recommendation of the respective Curriculum Committee.***

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

*(The following is based on Title 5 changes, effective 08/07): ***Individual degree-applicable credit courses offered as part of a permitted educational program is shall be approved subject to approval by the Board. Nondegree-applicable credit and degree-applicable courses, that are not part of an existing, approved program must satisfy the conditions authorized by Title 5 regulations and are subject to****

~~**approval shall be approved by the Board.** 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: ~~*This is a new regulation from the State Chancellor's Office that will go into effect on August 1, 2007.~~

Date Approved: May 15, 2007

Revised:

Academic Affairs
Draft

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

References:

Title 5 Section 55061;
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.~~ ***The Board of Trustees, or its designees, shall rely primarily upon the Academic Senates' recommendations regarding degree and certificate requirements.***

Date Adopted: May 15, 2007

Revised:

Academic Affairs
DRAFT

**BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND
CERTIFICATES**

References:

Education Code Section 70902(b)(3);
Title 5 Sections **55060, 55063-55064, and 53200(b)**

The *College* grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements. ~~that rely upon the recommendation of the academic senate.~~ The procedures shall assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

NOTE: This policy is **legally required**. The language in **bold type** is 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. 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 CC League and the League's legal counsel)

**Academic Affairs
DRAFT**

BP 4240 ACADEMIC RENEWAL

Reference:

Title 5 Sections **53200(b) 3** and **55044**

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Chancellor shall establish procedures that provide for academic renewal. ~~*based upon the recommendations of the District Academic Senate.*~~

NOTE: This policy is **legally required**. The language in **bold type** is 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. 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 CC League and the League's legal counsel)

Academic Affairs
DRAFT

BP 4260 *LIMITATIONS ON ENROLLMENT: PRE-REQUISITES, CO-REQUISITES, AND ADVISORIES*

References:

Title 5 Sections **55000 and 55003**

~~The Chancellor is authorized and shall establish pre-requisites, co-requisites, and advisories on recommended preparation for courses in the curriculum on the recommendation of the Academic Senate. In order to establish a pre-requisite, co-requisite or advisory, the pre-requisite, co-requisite or advisory must be determined to be necessary and appropriate for achieving the purpose for which they are established. At a minimum, pre-requisites, co-requisites and advisories on recommended preparation shall be based on content review, with additional methods of scrutiny being applied depending on the type of prerequisite, co-requisite or advisory being established. The procedures shall include the method in which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites, and advisories shall be identified in District publications available to students.~~

The District shall establish pre-requisites, co-requisites, advisories, and limitations on enrollment. Pre-requisites and co-requisites can be established for a course when it is highly unlikely that the student will receive a satisfactory grade in the course without certain skills, information or a body of knowledge taught in a different course (or not taught in the class). At a minimum, pre-requisites, co-requisites and advisories on recommended preparation, a) shall be based on content review, with additional methods of scrutiny being applied depending on the type of pre-requisite, co-requisite or advisory being established; and, b) will be reviewed at least every six (6) years as a part of the curriculum review process to assure that they remain necessary and appropriate.

The procedure for establishing the limitations on enrollment will, a) assure that courses for which pre-requisites or co-requisites are established will be taught in accordance with the course outline of record; and, b) include the basis and process for an individual student to challenge the pre-requisite or co-requisite. All limitations on enrollment will be identified in the schedule of classes, district catalog and other publications available to students.

~~❖ From current Riverside CCD Policy 6092 titled
Prerequisites/Corequisites/Advisories~~

~~It shall be the policy of the Riverside Community College District to provide for the establishing, reviewing and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. Prerequisites are a vital component in maintaining academic standards. The District recognizes that ensuring high academic standards and providing a learning environment that encourages student success and fosters student access are of utmost importance. Therefore, the District adopts the model policy attached which calls for careful scrutiny in establishing prerequisites and provides procedures for student challenge.~~

NOTE: This policy is **legally required**. The language in **bold type** is 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 6092 titled Prerequisites/Corequisites/Advisories adopted on 10-18-94.

Date Adopted:

(Replaces current Riverside CCD Policy 6092)

Business and Fiscal Affairs
Draft

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.

The 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;
- ~~*The Chancellor's office will consult collegially with the Academic Senates regarding budget development processes.*~~
- Assumptions upon which the budget is based shall be presented to the Board of Trustees for review; and
- 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.

Date Approved: May 15 2007

Revised:

(Replaces Policy 7080)

Riverside Community College District Policy

No. 3200

General Institution
Draft

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 Board of Trustees, or its designees, shall reach mutual agreement with the Academic Senates regarding faculty roles and involvement in accreditation processes, including self study and annual reports.*~~

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.

Date Adopted: May 15, 2007

Revised:

**General Institution
Draft**

BP 3250 INSTITUTIONAL PLANNING

References:

Title 5 Sections 51008, 51010, 51027, 53003, 54220, **55080, 55190**, 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.

~~***After consulting collegially with the respective District or College Academic Senate, as appropriate, and reaching mutual agreement, the Chancellor's office will provide the Board of Trustees with the recommendations of the Academic Senates regarding institutional planning processes.***~~

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

- Long Range Educational or Academic Master Plan, ***which shall be updated periodically as deemed necessary by the governing Board***
- 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.

Date Adopted: May 15, 2007

Revised:

**Academic Affairs
DRAFT**

BP 4005 ACADEMIC SENATE(S)

References:

Title 5 Sections 53200-53205

❖ **From current Riverside CCD Policy 3010 titled Academic Senate**

The Board of Trustees recognizes the Academic Senate(s) of the Riverside Community College ***District*** as the organization(s) representing the faculty in the formation of District policy on academic and professional matters. ~~under the provisions of the California Administrative Code, Title V, Section 53200-53205, operative June 4, 1993.~~

❖ **From current Riverside CCD Regulation 3010 titled Academic Senate**

The primary function of the Riverside Community College ***District*** Academic Senate(s) is to make recommendations with respect to the following academic and professional matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate patterns;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. Policies for faculty professional development activities;
7. District and college governance structures, as related to faculty roles;
8. Faculty roles and involvement in accreditation processes, including self study and annual reports;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters.

The Board of Trustees relies primarily on the recommendations of the Academic Senate(s) for items **1 through 6**. The Senate(s) will work with the appropriate administrative office(s) while developing its position. The Senate(s) will then forward its final recommendations to the **Chancellor** President of the **District** College, who will present them in a timely manner to the Board of Trustees with or without his/her endorsements or comments. **When the Board relies primarily upon the advice and judgment of the Academic Senate(s), the recommendation of the Senate(s) will normally be accepted.** “Relies primarily” means that all recommendations of the Academic Senate in the specified areas will be forwarded to the Board on behalf of the Academic Senate and will be accepted by the Board in most cases. In instances where a recommendation is not accepted, the Board’s decision must be based on a clear and substantive rationale that puts the explanation for the decision in an accurate, appropriate, and relevant context. ~~If a recommendation is not approved,~~ The Board or its designee shall communicate **its reason in writing to the Senate(s)** in a timely manner ~~its reason in writing to the Senate.~~ If such recommendation is not accepted, existing policies and procedures will remain in **effect** force.

The Board of Trustees will receive items **7 through 10**, and those matters developed in item 11 as the result of mutual agreement ~~after consulting collegially with the Academic Senate.~~ **reached by resolution, regulation or policy. In instances where agreement has not been reached, existing policy shall remain in effect unless the policy exposes the district to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the Board may act, after a good faith effort to reach agreement, but only for compelling legal, fiscal or organizational reasons.** “Mutual agreement” means that the policy and implementation recommended shall be prepared by the Academic Senate, the Board or the Board’s designee, and jointly ratified by these same entities.

Nothing in this Board Policy shall be construed to infringe upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.

Collegial consultation will take place in accordance with **existing practices** ~~the Consultation Process Agreement.~~ The Academic Senate(s), after consultation with the **Chancellor** of the College, may present its written views and recommendations to the Board of Trustees. The Board of Trustees shall consider and may respond to such views and recommendations.

NOTE: This policy is suggested as good practice. The information in **bold italic type** is language added by RCCD staff. The language in **regular type** is current Riverside CCD Policy 3010 titled Academic Senate adopted on 7-64 and amended on 5-7-75, 11-1-83, and 4-19-96.

Date Adopted:

(This is current Riverside CCD Policy and Regulation 3010 just re-numbered)

Academic Affairs
Draft

**BP 4020 PROGRAM, CURRICULUM, AND COURSE
DEVELOPMENT**

References:

Education Code Sections 70901(b), 70902(b) and 78016;
Title 5 Sections 51000, 51022, **55100**, 55130, **and 55150**

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.

~~***The Board of Trustees, or its designees, shall rely primarily upon the Academic Senates' recommendations, regarding curriculum and educational program development.***~~

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.
- ***consideration and review of financial and administrative impact.***

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

Program or course modifications shall be approved by the Chancellor/**President**, or his/her designee, ***upon the recommendation of the respective Curriculum Committee.***

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

*(The following is based on Title 5 changes, effective 08/07): ***Individual degree-applicable credit courses offered as part of a permitted educational program is shall be approved subject to approval by the Board. Nondegree-applicable credit and degree-applicable courses, that are not part of an existing, approved program must satisfy the conditions authorized by Title 5 regulations and are subject to****

~~**approval shall be approved by the Board.** 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: ~~*This is a new regulation from the State Chancellor's Office that will go into effect on August 1, 2007.~~

Date Approved: May 15, 2007

Revised:

**Academic Affairs
Draft**

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

References:

Title 5 Section 55061;
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.~~ ***The Board of Trustees, or its designees, shall rely primarily upon the Academic Senates' recommendations regarding degree and certificate requirements.***

Date Adopted: May 15, 2007

Revised:

Academic Affairs
DRAFT

**BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND
CERTIFICATES**

References:

Education Code Section 70902(b)(3);
Title 5 Sections **55060, 55063-55064, and 53200(b)**

The *College* grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements. ~~that rely upon the recommendation of the academic senate.~~ The procedures shall assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

NOTE: This policy is **legally required**. The language in **bold type** is 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. 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 CC League and the League's legal counsel)

**Academic Affairs
DRAFT**

BP 4240 ACADEMIC RENEWAL

Reference:

Title 5 Sections **53200(b) 3** and **55044**

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Chancellor shall establish procedures that provide for academic renewal. ~~*based upon the recommendations of the District Academic Senate.*~~

NOTE: This policy is **legally required**. The language in **bold type** is 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. 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 CC League and the League's legal counsel)

Academic Affairs
DRAFT

BP 4260 *LIMITATIONS ON ENROLLMENT: PRE-REQUISITES, CO-REQUISITES, AND ADVISORIES*

References:

Title 5 Sections **55000 and 55003**

~~The Chancellor is authorized and shall establish pre-requisites, co-requisites, and advisories on recommended preparation for courses in the curriculum on the recommendation of the Academic Senate. In order to establish a pre-requisite, co-requisite or advisory, the pre-requisite, co-requisite or advisory must be determined to be necessary and appropriate for achieving the purpose for which they are established. At a minimum, pre-requisites, co-requisites and advisories on recommended preparation shall be based on content review, with additional methods of scrutiny being applied depending on the type of prerequisite, co-requisite or advisory being established. The procedures shall include the method in which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites, and advisories shall be identified in District publications available to students.~~

The District shall establish pre-requisites, co-requisites, advisories, and limitations on enrollment. Pre-requisites and co-requisites can be established for a course when it is highly unlikely that the student will receive a satisfactory grade in the course without certain skills, information or a body of knowledge taught in a different course (or not taught in the class). At a minimum, pre-requisites, co-requisites and advisories on recommended preparation, a) shall be based on content review, with additional methods of scrutiny being applied depending on the type of pre-requisite, co-requisite or advisory being established; and, b) will be reviewed at least every six (6) years as a part of the curriculum review process to assure that they remain necessary and appropriate.

The procedure for establishing the limitations on enrollment will, a) assure that courses for which pre-requisites or co-requisites are established will be taught in accordance with the course outline of record; and, b) include the basis and process for an individual student to challenge the pre-requisite or co-requisite. All limitations on enrollment will be identified in the schedule of classes, district catalog and other publications available to students.

❖ ~~From current Riverside CCD Policy 6092 titled
Prerequisites/Corequisites/Advisories~~

~~It shall be the policy of the Riverside Community College District to provide for the establishing, reviewing and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. Prerequisites are a vital component in maintaining academic standards. The District recognizes that ensuring high academic standards and providing a learning environment that encourages student success and fosters student access are of utmost importance. Therefore, the District adopts the model policy attached which calls for careful scrutiny in establishing prerequisites and provides procedures for student challenge.~~

NOTE: This policy is **legally required**. The language in **bold type** is 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 6092 titled Prerequisites/Corequisites/Advisories adopted on 10-18-94.

Date Adopted:

(Replaces current Riverside CCD Policy 6092)

Business and Fiscal Affairs
Draft

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.

The 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;
- ~~*The Chancellor's office will consult collegially with the Academic Senates regarding budget development processes.*~~
- Assumptions upon which the budget is based shall be presented to the Board of Trustees for review; and
- 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.

Date Approved: May 15 2007

Revised:

(Replaces Policy 7080)

MINUTES OF THE BOARD OF TRUSTEES
PLANNING COMMITTEE MEETING OF MARCH 11, 2008

Chairperson Green called the committee to order at 6:00 p.m., in Board Room AD122, Riverside City College.

CALL TO ORDER

Committee Members Present

Mrs. Janet Green, Committee Chairperson
Mr. Mark Takano, Vice Chairperson (arrived at 6:03 p.m.)
Ms. Mary Figueroa, President, Board of Trustees
Ms. Virginia Blumenthal, Vice President, Board of Trustees
Mr. Jose Medina, Member, Board of Trustees (arrived at 6:53 p.m.)
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Dr. Doug Beckstrom, Academic Senate Representative, Moreno Valley Campus
Mr. Tom Wagner, Academic Senate Representative, Norco Campus
Dr. Richard Mahon, Academic Senate Representative,
Riverside City College and District
Ms. Ginny Haguewood, CSEA Representative, Riverside City College
Mr. Gustavo Segura, CSEA Representative, Moreno Valley Campus
(arrived at 6:04 p.m.)
Ms. Karin Skiba, CTA Representative, Norco Campus
Ms. Yajaira Tiscareño, ASRCC Representative

Resource Persons Present

Dr. James L. Buysse, Interim Chancellor
Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parson, Associate Vice Chancellor, Public Affairs and
Institutional Advancement
Dr. Mike Webster, Consultant, Facilities and Planning
Mr. Rick Hernandez, Director, Capital Planning,
Facilities Planning, Design and Construction

Guests Present

Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance
Dr. Debbie Di Thomas, Interim Vice Chancellor,
Student Services/Operations
Ms. Melissa Kane, Vice Chancellor, Human Resources
Ms. Elena Andrews, Associate, Steinberg Architects
Dr. Mike Maas, CEO, Maas Companies, Inc.
Mr. Dan Rosenberg, Senior Planning Associate, Steinberg Architects
Mr. John Wirfs, Job Captain, Steinberg Architects

Mr. Hernandez reviewed an amendment to provide additional services for design, bid process and design support, project quality assurance, and management services

MORENO VALLEY PHASE III –
STUDENT ACADEMIC SERVICES
FACILITY

that will be presented to the Board for approval at the March 18th regular meeting. Discussion followed.

Mr. Hernandez led the committee review of the budget for the revised projects that the Board will be asked to approve at the March 18th regular meeting. Discussion followed.

The committee received the long range educational program, growth and facilities plans for Riverside City College. Discussion followed.

The committee adjourned the meeting at 7:00 p.m.

DISTRICT MODULAR PROJECTS –
MORENO VALLEY ALLIED HEALTH
SCIENCES AND RIVERSIDE CITY
CAMPUS – PROJECT/BUDGET
APPROVAL

LONG RANGE PLANNING
PRESENTATION – RIVERSIDE CITY
COLLEGE

ADJOURNMENT

MINUTES OF THE BOARD OF TRUSTEES
TEACHING AND LEARNING COMMITTEE MEETING
OF MARCH 11, 2008

Chairperson Medina called the committee to order at 7:06 p.m., in Board Room AD122, Riverside City College. CALL TO ORDER

Committee Members Present

Mr. José Medina, Committee Chairperson
Mrs. Janet Green, Vice Chairperson
Ms. Mary Figueroa, President, Board of Trustees
Ms. Virginia Blumenthal, Vice President, Board of Trustees
Mr. Mark Takano, Member, Board of Trustees (arrived at 7:30 p.m.)
Dr. Debbie DiThomas, Interim Vice Chancellor,
Student Services and Operations
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Dr. Doug Beckstrom, Academic Senate Representative, Moreno Valley Campus
Dr. Sharon Crasnow, Academic Senate Representative, Norco Campus
Dr. Richard Mahon, Academic Senate Representative,
Riverside City College and District
Mr. Gustavo Segura, CSEA Representative, Moreno Valley Campus
Ms. Karin Skiba, CTA Representative, Norco Campus

Resource Persons Present

Dr. James L. Buysse, Interim Chancellor
Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs
and Institutional Advancement
Mr. Ron Vito, Dean, Occupational Education
Mr. Barry Meier, District Dean, Physical Education and Athletics
Mr. Steven Sigloch, Associate Professor, Physical Education, RCC
Ms. Clara Lowden, Associate Professor, Physical Education, RCC
Mr. David Torres, District Dean, Institutional Research

Guests Present

Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources

The committee received a report on the current role of physical education and athletics. Discussion followed. OCCUPATIONAL EDUCATION UPDATE

Mr. Torres presented an overview of a report issued by the California Community College's Chancellor's Office. Discussion followed. ACCOUNTABILITY REPORTING FOR COMMUNITY COLLEGES

Dr. Maghroori led the committee review of the proposed curricular changes that will be brought to the Board for approval at the March 18th regular meeting. Discussion followed.

PROPOSED CURRICULAR CHANGES

The committee adjourned the meeting at 8:27 p.m.

ADJOURNED

MINUTES OF THE BOARD OF TRUSTEES
RESOURCES COMMITTEE MEETING OF MARCH 11, 2008

Chairperson Takano called the committee to order at 8:30 p.m. in Board Room AD122, Riverside City College.

CALL TO ORDER

Committee Members Present

Mr. Mark Takano, Chairperson
Ms. Virginia Blumenthal, Vice Chairperson
Ms. Mary Figueroa, President, Board of Trustees
Ms. Janet Green, Secretary, Board of Trustees
Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Ms. Patricia Worsham, Academic Senate Representative,
Norco Campus
Mr. Richard Mahon, Academic Senate Representative,
Riverside City College and District
Ms. Tamara Caponetto, CSEA Representative, Norco Campus

Resource Persons Present

Dr. James L. Buysse, Interim Chancellor
Dr. Brenda Davis, President, Norco Campus
Dr. Irving Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and
Institutional Advancement
Mr. Rick Hernandez, Director, Capital Planning,
Facilities Planning, Design and Construction
Dr. Mike Webster, Consultant, Facilities and Planning

Guest(s) Present

Dr. Debbie DiThomas, Interim Vice Chancellor,
Student Services and Operations

Mr. Hernandez explained that an amendment to the agreement for additional design services for the projects will be presented to the Board for approval at the March 18th regular meeting. Discussion followed.

DISTRICT MODULARS
PROJECTS – DESIGN
SERVICES AGREEMENT/
AMENDMENT – HIGGINSON +
CARTOZIAN ARCHITECTS,
INC.

Mr. Hernandez led the committee review of the amendment for additional design services for the project that the Board will be asked to approve at the March 18th regular meeting. Discussion followed.

QUADRANGLE MODERNIZATION PROJECT – AGREEMENT/AMENDMENT TO DESIGN SERVICES AGREEMENT – THE STEINBERG GROUP

Mr. Hernandez reviewed the amendment for additional construction management services for the project that will also be presented to the Board for approval at the March 18th regular meeting. Discussion followed.

QUADRANGLE MODERNIZATION PROJECT – CONSTRUCTION MANAGEMENT AGREEMENT/AMENDMENT – KEITH FRANCIS & CO., INC.

Mr. Brown led the review of the recommendation to enter into an agreement to provide annual Proposition 39 audit services in connection with the District's Measure C general obligation bond for fiscal years 2007-2008 through 2009-2010 that will be brought to the Board for approval on the 18th. Discussion followed.

SELECTION OF AN EXTERNAL AUDITOR TO PERFORM ANNUAL PROPOSITION 39 AUDIT SERVICES

Mr. Brown presented the committee with budgetary information impacting the District for fiscal years 2007-2008 and 2008-2009. Discussion followed.

BUDGET UPDATE FOR FY 2007-2008 AND 2008-2009

The committee adjourned the meeting at 8:57 p.m.

ADJOURNMENT

MINUTES OF THE BOARD OF TRUSTEES
GOVERNANCE COMMITTEE MEETING OF MARCH 11, 2008

Chairperson Blumenthal called the committee to order at CALL TO ORDER
9:25 p.m., in Board Room AD122, Riverside City
College.

Committee Members Present

Ms. Virginia Blumenthal, Committee Chairperson
Mr. José Medina, Vice Chairperson
Ms. Mary Figueroa, President, Board of Trustees
Ms. Janet Green, Secretary, Board of Trustees
Mr. Mark Takano, Member, Board of Trustees
Dr. James L. Buysse, Interim Chancellor
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and
Institutional Advancement
Dr. Doug Beckstrom, Academic Senate Representative,
Moreno Valley Campus
Dr. Sharon Crasnow, Academic Senate Representative, Norco Campus
Dr. Richard Mahon, Academic Senate Representative,
Riverside City College and District
Mr. Gustavo Segura, CSEA Representative
Mr. Jim Sutton, CSEA Representative
Ms. Karen Skiba, CTA Representative

Resource Persons Present

Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Ms. Ruth Adams, Esq., Director, Contracts, Compliance and Legal Services

Guests Present

Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance
Dr. Debbie DiThomas, Interim Vice Chancellor,
Student Services and Operations
Ms. Melissa Kane, Vice Chancellor, Human Resources
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs

Ms. Adams led the committee review of Policies 3200,
3250, 4005, 4020, 4025, 4100, 4240, 4260, and 6200 that
will be presented to the Board for first reading at the
regular meeting of March 18th. Discussion followed and
additional revisions were suggested.

REVISED ACCREDITATION AND
REVISED/NEW ACADEMIC AFFAIRS
BOARD POLICIES – FIRST READING

The committee adjourned the meeting at 9:27 p.m.

ADJOURNED