

- B. Public Hearing – Collective Bargaining – Riverside Community College District and California School Employees Association, Chapter #535
- Recommend conducting a public hearing on the collective bargaining process with Chapter #535 of the California School Employees Association.

Recommended Action: Public Hearing

- C. The Facilities Recognition Committee’s Recommendation to the Board of Trustees
- Recommend approving the request to name a room on the Norco Campus.

Recommended Action: Request for Approval

- D. Miné Okubo Collection
- Recommend receipt of papers and art collection.

Recommended Action: Request for Approval

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

- (b) Contract Faculty

- (c) Long-Term, Temporary Faculty

- (d) Special Assignments

- 2. Salary Reclassification

- 3. Salary Placement Adjustment

- 4. Nursing Grant Compensation Stipends

5. Ratification of Accrued Vacation Payout
 6. Requests for Leave Under the California Family Rights Act and the Federal Family and Medical Leave Act
 7. Position Change
 8. Separations
- 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 (Project)
 - (f) Short Term
 - (g) Temporary as Needed Student Workers
 - (h) Special Assignments
 2. Request for Leave Without Pay
 3. Military Leave
 4. Requests for Leave Under the California Family Rights Act and the Federal Family and Medical Leave Act
 5. Return from Leave Without Pay
 6. Request to Rescind Approval for Temporary Reduced Workload During the 4/10 Work Schedule
 7. Request for Temporary Increase in Workload

8. Separations

2. Purchase Order and Warrant Report—All District Funds
- Recommend approving/ratifying the Purchase Orders and District Warrant Claims issued by the Business Office.
3. Budget Adjustments (None)
4. Bid Awards
 - a. Award of Bid – Norco Soccer Field Project
- Recommend awarding a bid for the project.
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.
 - b. Agreement with Riverside County Superintendent of Schools
- Recommend approving an agreement relative to information technology support services.
 - c. Resolution to Certify Contract Approval for Tech Prep Regional Coordination Grant
- Recommend approving the resolution to certify that Riverside Community College District will approve the grant contract.
 - d. Agreement with Foundation for California Community Colleges
- Recommend ratifying the agreement to provide grant funding, fiscal management and accountability for the District’s Temporary Assistance for Needy Families – Child Development Careers Program.
 - e. Subcontract with California State University Fullerton Auxiliary Services Corporation
- Recommend ratifying the subcontract to allow for the continuing operation of the TriTech Small Business Development Center.

- f. Agreement with City of Inglewood
 - Recommend approving the agreement to provide processing services for parking citations.

7. Other Items

- a. Signature Authorization
 - Recommend authorizing the removal of a District administrator as an authorized signer of listed documents and the addition of the Interim Chancellor to sign documents as listed.
- b. Surplus Property
 - Recommend declaring listed property as surplus; finding the property does not exceed \$5,000, and authorize property to be sold on behalf of the District.
- c. Regional Occupational Program Course Sequencing Plan
 - Recommend receiving the plan for information.
- d. Notice of Completion – Wallpaper Removal Project, Moreno Valley Campus
 - Recommend accepting a project as complete, approving the execution of the Notice of Completion and authorizing its signing.

Recommended Action: Request for Approval and Ratification

- B. Information (None)

VI. Board Committee Reports

- A. Teaching and Learning Committee

- 1. Memorandum of Understanding with Corona-Norco Unified School District
 - Recommend ratifying the memorandum of understanding to work collaboratively to fulfill the work plan of the Career Technical Education (CTE) Community Collaborative Grant.

Recommended Action: Request for Ratification

B. Resources Committee

1. Norco Student Support Center – Design Services Agreement/Amendment – Harley Ellis Devereaux
- Recommend approving an amendment to a design services agreement for the Norco Student Support Center project.
2. Norco Student Support Center – Multiple Prime Construction Management Agreement – ProWest Constructors, Inc.
- Recommend approving the expenditure of project funds for a construction management agreement including a provision that staff may extend the end date of the agreement without additional compensation.
3. Phase III – Norco/Industrial Technology Project – Change Orders
- Recommend approving change orders for the project.
4. Item withdrawn from consideration.
5. Bradshaw Emergency Electrical Service Repair Project - Resolution No. 2-08/09
- Recommend approving a resolution declaring an emergency for the repair and replacement of electrical service for the Bradshaw Building and the use of Measure “C” funds for the project.
6. Quadrangle Modernization Project – Change Order No. 8
- Recommend approving a change order and the use of Measure “C” funds for the change order

Recommended Action: Request for Approval

C. Planning Committee

1. Norco Student Support Center Project – Project/Budget Approval
- Recommend approving the final design and final project budget for the Norco Student Support Center.

Recommended Action: Request for Approval

D. Governance Committee

1. Revised Board Policies – First Reading
- Recommend accepting the policies for first reading.

Recommended Action: Accept for First Reading

2. Revised Board Policy – Second Reading
- Recommend approving Policies 2510 and 4000.
Recommended Action: Request for Approval
3. Riverside Community College District Organization
- Recommend approving the District organization recommendations.
Recommended Action: Request for Approval

- E. Board of Trustees Committee Meeting Minutes
- Recommend receipt of minutes from the June 10, 2008 Board of Trustees Teaching and Learning, Resources, Planning and Governance Committee meetings.
Information Only

VII. Administrative Reports

- A. Vice Chancellors
 1. Bookstore Highlights
- Recommend receipt of information report with 2007-2008 highlights about the District’s bookstore from Barnes & Noble College Booksellers.
Information Only
 2. AP 6750 Parking
- Recommend receipt of information report regarding revisions to parking procedures effective fall semester 2008.
Information Only
- 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. Presentation of Annual Report by Measure C Citizens' Bond Oversight Committee
- Recommend accepting the 2007/08 Annual Report.
Recommended Action: Accept Annual Report
- C. Recognition of Outgoing Citizens' Bond Oversight Committee Members
- Recommend recognizing the outgoing members of the committee for their service to the public and to the District.
Recommended Action: Recognize Outgoing Members of the CBOC Committee
- D. Appointment of Individuals to the Measure C Citizens' Bond Oversight Committee
- Recommend appointing individuals who have applied to the three vacant categories for initial two-year terms of service.
Recommended Action: Appoint Individuals to the Measure C Citizens' Bond Oversight Committee
- E. 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 JUNE 11, 2008

President Figueroa called the special meeting of the Board of Trustees to order at 6:12 p.m., in Student Services 101, Moreno Valley Campus.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal (arrived at 7:42 p.m.)
Ms. Mary Figueroa
Mrs. Janet Green
Mr. José Medina
Mr. Mark Takano

Trustee(s) Absent

Mr. Carlos Naranjo, Jr., Student Trustee

Staff Present

Dr. James L. Buysse, 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

Dr. Greg Elder, Associate Professor, History, Moreno Valley Campus led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Mr. Medina, seconded by Mrs. Green, moved that the Board of Trustees amend the agenda to hear comments from the public prior to adjourning to closed session. Motion carried. (5 ayes)

AMEND AGENDA

Dr. Greg Elder; Mr. Daniel Clark, Associate Professor, English/Department Chair; and Mr. Doug Beckstrom made comments regarding the President of the Moreno Valley Campus position.

COMMENTS FROM THE PUBLIC

The Board adjourned to closed session at 6:20 p.m., pursuant to Government Code Section 54957(b)(1), public employee appointment; Title: President for the Moreno Valley Campus.

CLOSED SESSION

The Board reconvened to open session at 7:42 p.m. and made the following motion:

RECONVENED TO OPEN SESSION

Mr. Medina, seconded by Mr. Takano, moved that the Board of Trustees approve the appointment of Dr. Monte Perez as the President of the Moreno Valley Campus. Motion carried. (5 ayes)

ACADEMIC PERSONNEL

The Board adjourned to closed session at 7:56 p.m., pursuant to Government Code Section 54957(b)(1), Public Employee Appointment – Informational Review; Title: Chancellor; information on proposed candidates provided by search firm consultant(s) Association of Community College Trustees (ACCT).

CLOSED SESSION

The Board reconvened to open session at 9:30 p.m., announcing no action.

RECONVENED TO OPEN SESSION

Discussion took place between the Board of Trustees, Interim Chancellor, Dr. Jim Buysse, and Interim Chancellor-elect, Dr. Irv Hendrick, on goals and priorities to be addressed by the Chancellor's Office.

INTERIM CHANCELLOR GOALS

The Board adjourned the meeting at 10:45 p.m.

ADJOURNED

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF JUNE 17, 2008

President Figueroa called the regular meeting of the Board of Trustees to order at 6:08 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
Ms. Ruth Jones, Student Trustee

Staff Present

Dr. James L. Buysse, Interim Chancellor
Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Dr. Monica Green, Interim Vice Chancellor, Student Services and Operations
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement
Mr. Norm Godin, Vice President, Business Services, Norco Campus
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

Student Trustee Jones led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Ms. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the minutes of the special meeting of May 13, 2008. Motion carried. (5 ayes)

MINUTES OF THE SPECIAL MEETING OF MAY 13, 2008

Mr. Medina, seconded by Ms. Green, moved that the Board of Trustees approve the minutes of the regular meeting of May 20, 2008. Motion carried. (5 ayes)

MINUTES OF THE REGULAR MEETING OF MAY 20, 2008

Ms. Blumenthal, seconded by Mr. Medina, moved that the Board of Trustees approve the minutes of the special meeting of May 20, 2008. Motion carried. (5 ayes)

MINUTES OF THE SPECIAL MEETING OF MAY 20, 2008

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees approve the minutes of the special meeting of June 3, 2008. Motion carried. (5 ayes)

MINUTES OF THE SPECIAL MEETING OF JUNE 3, 2008

CHANCELLORS' REPORTS

Interim Chancellor Buysse and Interim Chancellor-elect Hendrick swore in Ms. Jones as the 2008-2009 student trustee.

“Administration of Oath of Office to Student Trustee” – Dr. James Buysse, Interim Chancellor

Dr. Lacy introduced Head Men’s Track and Field Coach Jim McCarron who led the recognition of the undefeated RCC State Championship Track and Field student team members.

Recognition of RCC’s State Championship Track and Field Student Team Members

Mr. Medina, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the 2008-2009 District Catalog as submitted. Motion carried. (5 ayes)

2008-2009 College Catalog

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees approve the mission statement. Motion carried. (5 ayes)

Revised Mission Statement for Riverside City College

Ms. Green, seconded by Mr. Medina, moved that the Board of Trustees approve the following proposed salary adjustments for confidential and management employees. This proposal is the same as the salary package provided to faculty pursuant to the Collective Bargaining Agreement between RCC Chapter CCA/CTA/NEA and the Riverside Community College District: A. By COLA, effective July 1, 2008, to the extent funded by the State, plus an additional 1%; B. By COLA, effective July 1, 2009, to the extent funded by the State, plus an additional 1.0%. Motion carried. (5 ayes)

Salary Adjustment for Riverside Community College District Confidential and Management Employees

Ms. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees receive and sunshine the Letter of Intent from the CSEA, Chapter 535, and

Collective Bargaining – CSEA Chapter 535

the District's Letter of Proposal, and schedule a public hearing on the proposal at the next regular Board of Trustees Meeting scheduled for Tuesday, August 19, 2008. Motion carried. (5 ayes)

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

STUDENT REPORT

CONSENT ITEMS

Mr. Takano, seconded by Ms. Blumenthal, moved that the Board of Trustees separate V-A-1-a through V-A-1-8 and V-A-6-k from the consent calendar for separate consideration. Motion carried. (5 ayes)

Mr. Takano, seconded by Mr. Medina, moved that the Board of Trustees: Action

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$5,615,648 and District Warrant Claims totaling \$6,848,436; (Appendix No. 70)

Purchase Order and Warrant Report – All District Funds

Approve the budget transfers as presented, and authorize making the necessary balancing transfers among the various accounts and funds of the District; (Appendix No. 71)

Budget Adjustments

Approve adding the revenue and expenditures of \$146,250 to the budget, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 49-07/08 – 2007-2008 RCOE Foster Youth Independent Living/Emancipation Program

Approve the change order in the amount of \$2,381.17, and authorize the Interim Vice Chancellor, Administration and Finance, to sign said change order;

Quad Terrace Project – Riverside Campus – Change Order No. 1

Award the bid to Commercial Custom Seating and Upholstery in the amount of \$452,433, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the associated agreement;

Bid Award – Riverside City Campus Food Services Fixtures and Equipment

Grant out-of-state travel as listed; (Appendix No. 72)

Out-of-State Travel

Ratify the listed contracts and agreements totaling \$553,789; (Appendix No. 73)

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

Approve the addendum to the agreement with Dr. C. Michael Webster for facility and business planning services, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the addendum to the agreement;

Amendment to Agreement for
Facility and Business Planning
Services

Approve the memorandum of understanding, from July 1, 2008 through June 30, 2009, in an amount not to exceed \$300,000, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the MOU;

Memorandum of Understanding
with Riverside Gateway to College
Early College High School

Award a service contract to Amtech Elevator Services, in the amount of \$195,032, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the associated agreement;

Service Contract Award – Elevator
Maintenance Services for
Riverside Community College
District

Approve entering into an agreement to provide the Singularity Imaging System, including professional services for integration and installation, testing, training, and one year of software maintenance, in the amount of \$168,805, and authorize the Interim Vice Chancellor, Administration and Finance, to sign said agreement;

Agreement with Hershey Systems
for a Document Scanning and
Retrieval System

Approve the amendment to extend the term of this agreement to June 30, 2009, in the amount not to exceed \$172,000, and addendum to the agreement between Riverside Community College District and Provider Contract Food Service, LLC, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement;

Amendment and Addendum to
Food and Beverage Management
Consulting Agreement

Approve the agreement, from July 1, 2008 through June 30, 2013, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with the County of
Riverside Fire Department

Approve the agreement, from July 1, 2008 through June 30, 2010, for an amount not to exceed \$167,558, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with the County of Riverside Fire Department

Approve the agreement for one year, from July 1, 2008 through June 30, 2009, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with the County of Riverside, Sheriff's Department

Approve the agreement, from July 1, 2008 through June 30, 2010, for an hourly rate, in addition to work related expenses, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with the County of Riverside, Sheriff's Department

Declare the listed property 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. 74)

Surplus Property

Accept the project as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President to sign the notice;

Notice of Completion – Tech B Building HVAC Project, Riverside Campus

Accept the project as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President to sign the Notice;

Notice of Completion – Admissions and Records Area Concrete Project, Riverside Campus

Accept the project as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President to sign the Notice;

Notice of Completion – Carpet Upgrade Project, Riverside Campus

Accept the Emergency Phones Installation Project, All Campuses as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President to sign the Notice;

Notice of Completion – Emergency Phones Installation Project, All Campuses

Accept the project as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President to sign the Notice;

Notice of Completion – Information Technology Air Conditioning Project, Riverside Campus

Accept the project as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President to sign the Notice;

Notice of Completion – Quad Terrace Project, Riverside Campus

Accept the project as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President to sign the Notice;

Notice of Completion – Re-Roofing Projects, Riverside Campus

Accept the project as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President to sign the Notice;

Notice of Completion – Tech A Building Plumbing Line Replacement Project, Riverside Campus

Accept the project as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President to sign the Notice;

Notice of Completion – District Modular Project – Moreno Valley and Norco Campus

Accept the project as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President to sign the Notice;

Notice of Completion – The Learning Center Project, Alvord Unified School District

Approve the substitution of Capital Concrete with Jim Baker Concrete Co. as the concrete subcontractor on the project;

Subcontractor Substitution – Concrete Subcontractor – Modular Project, Moreno Valley Health Sciences/Riverside City Campus

Approve the substitution of Kenaston Flooring with ProSpectra Contract Flooring, as the flooring subcontractor project.

Subcontractor Substitution – Flooring Subcontractor – Modular Project, Moreno Valley Health Sciences/Riverside City Campus

Motion carried. (5 ayes)

Mr. Takano, seconded by Mr. Medina, moved that the Board of Trustees approve the amended listed academic and classified appointments, and assignment and salary adjustments. Motion carried. (5 ayes) (Appendix No. 75)

Academic and Classified Personnel

Mr. Takano, seconded by Ms. Green, moved that the Board of Trustees approve the Memorandum of Agreement and Joint Use Agreement for Riverside Community College District Aquatics Complex, contingent upon review and release by Risk Management, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the MOU and JUA. Motion carried. (5 ayes)

Riverside Aquatics Complex

Information

In accordance with Board Policy 1042, the Interim Chancellor has accepted the resignation of Mr. Don Low, Interim Dean, Student Services, effective June 30, 2008, at the end of his contract, Ms. Patricia Braymer, Associate Vice Chancellor, Finance, effective June 30, 2008, at the end of her professional services contract, Mr. Bill Orr, Vice President, Business Services (Moreno Valley Campus), effective June 30, 2008, for retirement, and Mr. Henry Rosenfeld, Director, Chief of College Safety and Police, effective June 26, 2008, at the end of his professional services contract.

Separations

The Board received the summary of financial information from July 1, 2007-May 31, 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)

Proposed Curricular Changes

Resources

Mr. Takano, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the 2008-2009 Tentative Budget, which consists of the funds and accounts noted therein, and authorize staff to forward a copy to the Riverside County Superintendent of Schools; announce that the proposed 2008-2009 Budget will be available for public inspection beginning September 9, 2008, at the Office of the Vice Chancellor, Administration and Finance, and the public hearing will be held at

Tentative Budget for 2008-2009 and Notice of Public Hearing on the 2008-2009 Budget

6:00 p.m. at a Board meeting on September 16, 2008, to be followed by the adoption of the 2008-2009 Final Budget, and authorize the Chancellor to sign a notice relative to these dates. Motion carried. (5 ayes)

Mr. Takano, seconded by Mr. Medina, moved that the Board of Trustees approve the agreement with M-E Engineers, Inc. for the Norco Student Support Center Project, in an amount not to exceed \$118,000, and authorize the Interim Vice Chancellor, Administration and Finance, to sign 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)

Norco Student Support Center
Project – Engineering Agreement
– M-E Engineers, Inc.

Mr. Takano, seconded by Ms. Green, moved that the Board of Trustees approve the amendment to the agreement with GKK Works for the Riverside Nursing/Sciences Building Project, in the amount of \$850,482, using State Construction Act and Measure C funds, 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)

Riverside Nursing/Sciences
Building Project – Design Services
Agreement/Amendment – GKK
Works

Item pulled from consideration until the August regular Board meeting.

Riverside Nursing/Sciences
Building Project – Multiple Prime
Construction Management
Services Agreement – Douglas E.
Barnhart, Inc.

Mr. Takano, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the agreement for the project, in the amount not to exceed \$1,025,300, and authorize the Interim Vice Chancellor, Administration and Finance, to sign 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)

Riverside Aquatics Center Project
– Design Services Agreement –
Austin Veum Robbins Partners

Mr. Takano, seconded by Mr. Medina, moved that the Board of Trustees approve the agreement for the project, in the amount not to exceed \$1,153,934, and authorize the Interim Vice Chancellor, Administration and Finance, to sign 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)

Riverside Aquatics Center Project
– Multiple Prime Construction
Management Services Agreement
– Tilden-Coil Constructors

Mr. Takano, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the change order in the amount of \$28,953.84, and authorize the use of Measure C funds for this change order. Motion carried. (5 ayes)

Center for Primary Education
Project – Change Order No. 1

Planning

Ms. Green, seconded by Mr. Medina, moved that the Board of Trustees approve the plan and the Initial Project Proposals for Moreno Valley – Health Science Center, Norco – Center for Health, Wellness, and Kinesiology, Riverside – Life Science/Physical Science Reconstruction. Motion carried. (5 ayes)

2010-2014 Five-Year Capital
Construction Plan

Ms. Green, seconded by Mr. Takano, moved that the Board of Trustees approve the final design for the project, and approve the final project budget, in the amount of \$85,158,833, using State Construction Act funds, in the amount of \$59,308,300, and Measure C funds in the amount of \$25,850,833. Motion carried. (5 ayes)

Riverside Nursing/Sciences
Building Project

Governance

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees accept Policies 2510 and 4000 for first reading. Motion carried. (5 ayes)

Revised Board Policies – First
Reading

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees approve Board Policy 6900. Motion carried. (5 ayes)

New Board Policy – Second
Reading

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees approve the contract with Capital Alliance Consulting, LLC, from July 1, 2008 to June 30, 2009, in an amount not to exceed \$75,000, with approved additional actual expenses not to exceed \$2,000, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement. Motion carried. (5 ayes)

Federal Representation for RCCD

The Board received for information the minutes from the May 13, 2008 Board of Trustees Teaching and Learning, Resources, Planning, 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 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. Skiba, President, CTA, presented the report on behalf of the CTA.

CTA – California Teachers Association

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

CSEA – California School Employees Association

BUSINESS FROM BOARD MEMBERS

Mr. Takano, seconded by Ms. Green, moved that the Board of Trustees adopt the resolution, and the District shall not bear the cost of printing and handling Candidates Statements limited to 200 words, and the Board President shall sign the resolution. Motion carried. (5 ayes)

Order of Election – Resolution Ordering Consolidated Governing Board Member Biennial Election, Specifications of the Election Order, and Request for Consolidation – Resolution No. 50-07/08

Mr. Medina, seconded by Ms. Blumenthal, moved that the Board of Trustees adopt the resolution officially recognizing the outstanding leadership of Dr. Rainey as Superintendent of Riverside Unified School District, thanking her for her long-standing friendship and support to Riverside Community College District, its students, and the communities it serves. Motion carried. (5 ayes)

Resolution No. 51-07/08 – In Recognition of Dr. Susan Rainey, Superintendent of Riverside Unified School District

The Board presented an update on the status of the Chancellor Search.

Update on Chancellor Search

CLOSED SESSION

Mr. Medina, seconded by Ms. Blumenthal, moved that the following closed session item arose subsequent to posting the agenda and needs to be considered: pursuant to Government Code Section 54956.8, conference with real property negotiator Interim Chancellor James Buysse, regarding property known as Assessor's Parcel No. 219-161-001. Motion carried. (5 ayes)

Motion to Amend Agenda

The Board of Trustees adjourned to closed session at 9:11 p.m., pursuant to Government Code Section 54956.8, to confer with real property negotiator; agency designated representative: Dave Saunders, Clayson, Mann, Yaeger and Hansen, regarding Joint Use Agreement with Alvord Unified School District; pursuant to Government Code Section 54956.9(b), to confer with legal counsel; anticipated litigation; significant exposure to litigation; (2) potential cases; pursuant to Government Code Section 54957, to consider public employee discipline/dismissal/Release; and pursuant to Government Code Section 54956.8, to confer with real property negotiator Interim Chancellor James Buysse, regarding property known as Assessor's Parcel No. 219-161-001.

The Board reconvened to open session at 12:40 a.m. on Wednesday, June 18, 2008, announcing no action, and adjourned the meeting.

RECONVENED AND ADJOURNED

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF JULY 28, 2008

President Figueroa called the special meeting of the Board of Trustees to order at 6:09 p.m., in the Santa Barbara Room at the Mission Inn, 3649 Mission Inn Avenue, Riverside, California.

CALL TO ORDER

Trustees Present

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

Trustee(s) Absent

Ms. Ruth Jones, Student Trustee

Staff Present

Dr. Irving G. Hendrick, Interim Chancellor
Ms. Chris Carlson, Chief of Staff

Guests Present

Dr. Narcisa Polonio, Consultant, Association of Community College Trustees

Dr. Polonio led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Dr. Polonio led the follow-up discussion on the Board's self-assessment.

BOARD SELF-ASSESSMENT

Discussion took place with the Board and Interim Chancellor Hendrick on goals and priorities to be addressed by the Chancellor's Office:

INTERIM CHANCELLOR GOALS

1. Progress and updates on all current facilities and program initiatives: RSA, Ben Clark Training Center, Allied Health, etc.;
2. Increase/improve the full-time faculty ratio on all campuses, particularly Moreno Valley and Norco;
3. Successful accreditation of the Moreno Valley and Norco Campuses in 2010;
4. Successful search for the President of Riverside City College;
5. Increased community, state and national visibility for Chancellor and Presidents and for District achievements.

The Board adjourned the meeting at 9:25 p.m.

ADJOURNMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: II-B

Date: August 19, 2008

Subject: Public Hearing – Collective Bargaining – Riverside Community College District and California School Employees Association, Chapter #535

Background: On June 17, 2008, the Board of Trustees received and sunshined the Letters of Intent from Chapter #535 of the California School Employees Association and Riverside Community College District regarding the Proposed Contract Revisions for the New Successor Agreement. At that time, the public hearing on this subject was called for the August 19, 2008 meeting.

Recommended Action: It is recommended that the Board of Trustees conduct a public hearing on the collective bargaining process with Chapter #535 of the California School Employees Association.

Irving G. Hendrick
Interim Chancellor

Prepared by: Edward Godwin,
Director, Administrative Services

RIVERSIDE COMMUNITY COLLEGE DISTRICT
4800 MAGNOLIA AVENUE, RIVERSIDE, CA 92506-1299
(951) 222-8000 FAX (951) 222-8702

ADMINISTRATIVE SERVICES

June 9, 2008

California School Employees Association
10211 Trademark St., Unit A
Rancho Cucamonga, CA 91730

Attn: Marti Harris
Labor Relations Representative

Re: California School Employees Association – Chapter 535
Letter of Intent - Statement of Proposed Contract Revisions for New Successor
Agreement

Dear Ms. Harris:

I am in receipt of your letter of May to Dr. Buysse. The District will sunshine the Letter of Intent at the June 20, 2008 Board Meeting. The open hearing will be held at the Board Meeting on August 19, 2008 at the Moreno Valley Campus Student Services Building.

The following are the District's proposed revisions to the contract.

Article XV - OVERTIME PAY

RCCD proposes that the elimination of sick leave, industrial accident leave, paid vacation and holidays, or any other paid leave when calculating overtime amount.

Article XVII - PROBATIONARY AND PERMANENT STATUS

A RCCD proposes that the probationary period for all new classified employees shall be twelve (12) calendar months in duration. The Chancellor may extend the probationary period up to six (6) additional calendar months, not to exceed a total of eighteen (18) calendar months.

C. RCCD proposes that an existing employee who is promoted shall serve a probationary period of twelve (12) working months in the higher classification.

Article XXVII - DURATION AND TERMINATION

A. RCCD proposes that the Agreement when ratified and executed by each party hereto shall constitute the sole agreement between them. Any modification or amendment of this Agreement must be made by and between the parties hereto in

writing and executed by each party hereto. This Agreement is effective on the date of its execution and shall remain in effect through June 30, 2011.

B. RCCD proposes that for the second and third year of this Agreement, either the Association or the District shall have the right to reopen one article each and to seek to amend this Agreement excluding Article XXII (Fringe Benefits).

In order to reopen negotiations for the second year of this Agreement, the Association or the District shall serve notice in writing prior to June 1, 2010. Such notice shall also set forth the party's proposal on the additional issue which the party seeks to reopen. For the third year (July 1, 2010 through June 30, 2011), such notice shall be served in writing prior to June 1, 2010, and it shall set forth the party's proposal on the issue which the party seeks to reopen. Negotiations shall take place at reasonable times after such dates. If the parties cannot reach agreement on such reopened matters, the impasse procedures of Government Code Sections 3548-3548.4 shall be utilized.

C. RCCD proposes that the Association or the District shall have the right to reopen the contract provisions dealing with the reclassification process for classified employees. Either party shall serve notice in writing prior to June 30, 2010.

The District reserves the right to add or modify its proposals during the negotiation process.

I am checking with the other members of the District negotiations team to determine our availability to meet in June. I'll get a response to you as soon as possible.

Sincerely

Edward Godwin
Director, Administrative Services
(951) 222-8127
ed.godwin@rcc.edu

cc: Art Alcaraz, Director, Diversity and Human Resources
Aaron Brown, Interim Vice Chancellor, Finance and Administration
Dr. Buysse, Interim Chancellor
Melissa Kane, Vice Chancellor, Diversity and Human Resources
Louis McCarty, Chapter 535 Chief Negotiator
Gustavo Segura, President, Chapter 535

RECEIVED

JUN 04 2008

ADMINISTRATION
AND FINANCE



AFL-CIO

California
School
Employees
Association

May 30, 2008

Dr. James Buysse, Interim Chancellor
Riverside Community College
4800 Magnolia Avenue
Riverside, CA 92501

Re: Letter of Intent- Statement of Proposed Contract Revisions for New Successor
Agreement

Dear Dr. Buysse:

Pursuant to Article XXVII- DURATION AND TERMINATION, of the
Collective Bargaining Agreement and the Educational Employment Relations
Act, Section 3547, the California School Employees Association and its Chapter
535 (CSEA) hereby gives public notification of its proposed contract revisions for
the new successor agreement to be negotiated in 2008. For your convenience, the
proposed revisions are enclosed.

CSEA anticipates the proposals to be sunshined at the next appropriate Board of Trustees
meeting. Negotiation dates should be scheduled shortly thereafter. In the interest of
moving forward and to begin the negotiations process, CSEA is proposing the following
days: June 19, 20, 23, 24 & 25, 2008.

Please contact me at your earliest convenience by calling 909- 466-2997.

Thank you for your attention to this matter.

Respectfully,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Marti Harris
Labor Relations Representative

MH/dp

Enclosure

08 MH 535 Buysse re Sunshine Proposal

cc: Gustavo Segura, President Chapter 535
Louis McCarty, Chapter 535 Chief Negotiator
Nancy McCall, Regional Representative
Hortensia Benner, Area Director
Janet Jones, Field Director
Ed Godwin, Director, Administrative Services

California School Employees Association

Riverside Community College District Employees Chapter 535

Initial Proposals

AGREEMENT:

CSEA 535 proposes to negotiate the terms and specify the dates of the new agreement.

SIGNATURE PAGE:

CSEA 535 proposes to revise to include the names of its negotiation team members.

Article I: RECOGNITION

CSEA 535 proposes to amend a number of current classifications and job titles and to revisit current language concerning the Association's right to refer the matter for further clarification.

Article II: MANAGEMENT RIGHTS

CSEA 535 proposes modifying this section to clarify the right of the Association in the establishment of new or changed job classifications. We also propose to modify existing language pertaining to emergency situations.

Article III: STATUTORY CHANGES

CSEA 535 proposes modifying existing language for further clarification.

Article IV: CONCERTED ACTIVITIES

CSEA 535 proposes to clarify concerted activities language which will allow the Association their due rights and modify existing language.

Article V: NEGOTIATION PROCEDURES

CSEA 535 proposes modifying existing language to clarify the Association's rights and to propose release time for negotiations preparation.

Article VI: ASSOCIATION RIGHTS

CSEA 535 proposes modifying existing language to update technology and to increase paid release time for Association President and to also provide for increased paid release time for all delegates according to CSEA bylaws.

Article VII: ASSOCIATION DUES AND PAYROLL DEDUCTION

CSEA 535 proposes to modify existing language to allow for organizational security and for the payment of an agency fee.

Article VIII: ORIENTATION, IN-SERVICE AND PROFESSIONAL GROWTH

CSEA 535 proposes modifying existing language to include all employees on all shifts, propose a monetary increase to professional achievement step. CSEA also has an interest in participating in all orientations and in-service trainings. This would include new employee orientation for the purpose of introducing employee to CSEA.

Article IX: WORK YEAR

CSEA 535 proposes revisiting Article IX for clarification and possible modification to reflect compliance with Education Code as to work year scheduling.

Article X: HOURS OF WORK

CSEA 535 proposes modifications to existing language referring to changing shifts. Modify language referring to Sr. Interpreters and Food Service Employees. Incorporate MOU referring to College Safety and Police lunch hour. We also propose an increase to shift differential.

Article XI: TRANSFERS

CSEA 535 proposes modifying existing language and adding new language to address lateral transfers and position interviews.

Article XII: PERFORMANCE EVALUATION

CSEA 535 proposes modifying existing language, revisiting for clarification of A-2, B-3, & E, as to procedures for issuance of performance evaluations.

Article XIII: PERSONNEL FILES

CSEA 535 proposes modifying existing language to accommodate the review of personnel files by employees.

Article XIV: SALARIES

CSEA 535 proposes a fair and equitable salary increase, modifying existing language to provide district vehicle for employees required to travel. Provide a means to supplement employees receiving a partial pay period. Propose to create additional threshold in longevity steps. Define classes of employment.

Article XV: OVERTIME PAY

CSEA 535 proposes modifying existing language and incorporating Memorandum of Agreement concerning overtime.

Article XVI: ASSIGNMENT OF CLASSIFIED EMPLOYEES

CSEA 535 proposes modifying existing language for clarification and adding new language to create fairness for employees assigned to work in a higher classification. Proposes to address the utilization of short-term employees.

Article XVII: PROBATIONARY AND PERMANENT STATUS

CSEA 535 proposes modifying existing language, address the probationary period for classified employees. Add for opportunity to return to former position and modify language to address newly hired employees.

Article XVIII: HOLIDAYS

CSEA 535 proposes modifying existing language; revisit Section A. for clarification pertinent to a non-merit system and adding new language to address Section B and additional holidays.

Article XIX: VACATIONS

CSEA 535 proposes modifying existing language to include modification to paragraph I., vacations scheduled according to the needs of the District.

Article XX: PAID LEAVES OF ABSENCE

CSEA 535 proposes modifying existing language and to increase extended illness leave. Adding limited duty language and incorporating College Safety and Police Department disability language.

Article XXI: NON-PAID LEAVES OF ABSENCE

CSEA 535 proposes to revisit for clarification of extended leave or injury leave and possible modification.

Article XXII: FRINGE BENEFITS

CSEA 535 proposes revisions to contract dates and add Safety PERS language.

Article XXIV: GRIEVANCE PROCEDURE

CSEA 535 proposes modifying existing language and increasing grievant release time for attendance at hearing or arbitration.

Article XXV: MISCELLANEOUS

CSEA 535 proposes a paid day off for employee's birthday. Propose staff parking permit provisions.

Article XXVII: DURATION AND TERMINATION

CSEA 535 proposes amending the dates of the new agreement and extending the date for the reclassification process. We also propose incorporating new language regarding a three (3) college system and the affects to classified employees.

New Article: DISCIPLINE AND DUE PROCESS

CSEA 535 proposes to incorporate some existing language from the Classified Handbook and propose new language.

New Article: DEFINITIONS

CSEA 535 proposes a comprehensive glossary of terms.

New Article: LAYOFFS AND RE-EMPLOYMENT

CSEA 535 proposes to incorporate some existing language from the Classified Handbook and implement new language.

New Article: BILINGUAL PAY

CSEA 535 proposes to negotiate bilingual pay-classifications to be determined.

New Article: HIRING PROCEDURES

CSEA 535 has an interest in reviewing current practice and to propose amendments to current hiring procedures.

Memorandum of Understanding - to be incorporated into New Contract

Exhibit G: Overtime – Facilities & Safety and Police

CSEA 535 proposes merging language (Exhibit G) into Article XV Overtime Pay.

CSEA reserves the right to add or modify its proposals during the negotiations process.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: II-C

Date: August 19, 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 request from the RCCD Foundation proposing the following named gift recognitions:

1. In recognition of a \$100,000 gift and past support given to the college through the RCCD Foundation, that an appropriate room (to be identified by the campus and the Foundation) on the Norco Campus be named in honor of Dale and Teresa Griffin and Griffin Communities.

This gift is in line with approved room-naming gift levels established in Campaign RCC, and is in accordance with the Naming of Facilities guidelines. In July 2008, the Committee voted to forward its recommendation 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 room as described.

Irving G. Hendrick
Interim Chancellor

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

MEMORANDUM

TO: Facilities Naming Committee

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

DATE: April 30, 2008

RE: Room Naming – Nomination for Your Consideration

Below, please find details of a major gift for which a room naming would be a most appropriate recognition in response to the Griffins significant contributions to the College. This gift and naming opportunity has been discussed with Dr. Brenda Davis, president of the Norco Campus

1) Dale and Teresa Griffin – Griffin Communities Named Gift

Re: A room naming on the Norco Campus

Theresa Griffin is a past-president of the RCCD Foundation Board. She and her husband Dale Griffin are the owners of Griffin Communities, a residential Home Building Firm. They approached the Foundation early on in the Campaign, and have contributed \$100,000 to initiate a construction management program. A classroom has been established in a portable on the Norco campus where the construction classes are being taught. (They are working to seek additional dollars from the industry once the economy picks up).

It is recommended that a classroom on the Norco campus be named in their honor. Right now, it would be a room in a portable, with the understanding that a classroom be named in a permanent facility in the future.

This gift is in line with approved room-naming gift levels within Campaign RCC.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: II-D

Date: August 19, 2008

Subject: Miné Okubo Collection

Background: In the Will and Testament and Codicil of Ms. Okubo, Riverside Community College is bequeathed paintings, reference materials, photographs, slides, books, writings, letters and printed material. Recently, the executor of Ms. Okubo's estate informed the District that all legal matters have been finalized and that the materials bequeathed can now be released. For the District, this entails about 25 banker boxes of reference materials, photographs, slides, books, writings, letters and printed material, and a host of paintings.

The paintings were moved from New York to Riverside after the passing of Ms. Okubo. Many of the paintings are not mounted and are either loose canvas or rolled. The paintings are located in vaults in Riverside, but unfortunately, when the paintings were packaged and placed in the vaults, they were not separated by whom they were to be distributed. The executor, in light of this, requests that the paintings be re-distributed between RCC and the family, based upon how they are packaged and stored. In total, it is represented that RCC would receive approximately 30 paintings/groups, instead of 17 paintings/groups (250 pieces). At this date, there has been no assessment of the paintings for either value or importance. If the Board does not approve the re-distribution of the paintings as proposed, staff will inform the executor and work with the repackaging of the paintings and storage, as carefully as possible.

Recommended Action: It is recommended that the Board of Trustees: 1) either approve or reject the re-distribution of the paintings as proposed by the executor of the estate, 2) and formally receive the items bequeathed to the District from the estate.

Irving G. Hendrick
Interim Chancellor

Prepared by: Chris Carlson
Chief of Staff

Seiko Buckingham, Executor
Mine' Okubo Estate
1460 Farrand Road
Fallbrook, CA 92028
(760) 804-7225, Office • Seiko@prusd.com

June 9, 2008

(Via email)

Chris Carlson
Chief of Staff / Executive Assistant to the Chancellor
Riverside Community College District
Chancellor's Office
4800 Magnolia Avenue
Riverside CA 92506-1299

Reference: Mine' Okubo Estate

Dear Chris:

Thank you for your email advising the college has secured a grant for the Mine' Okubo papers/collection.

Per our recent conversation I am attaching the purposed new distribution list which would call for the College receiving approximately 30 paintings instead of the original 17 paintings/groups. This would make it easier to simply transfer 2 storage vaults to the College.

Also as I mentioned to you, in transferring the papers and documents, I would appreciate some assurance Mary Curtin, the biographer for the Mine' Okubo Estate would have continued access to the papers in order she is able to complete her work. While I realize this is not a condition of transfer, I would hope you can understand the importance of allowing Mary access as needed.

Please don't hesitate to call me should you need further information or have any questions.

Very truly yours,


Seiko Buckingham
Executor

Attachment

(Below, Painting released to Mine' Okubo Estate)									
BUR149	(Lot of 60+/-)								
BUR152	(Lady, Child, Blue Faces) (Lot of 6)	Acrylic			Fantasy	17 x 14			9J, Bin #9
BUR163	(Children, blue, pink face) (Lot of 15)	Acrylic			Fantasy	20 x 15			9J, Bin #9
BUR155	(Children, yellow hair)	Watercolor?			Fantasy	Varies			9J, Bin #9
BUR180	(Cats, Linear) (Lot of 19)				Fantasy	17 x 14			9J, Bin #9
BUR209	(Children, Black) (Lot of 50)	Acrylic/Paper			Fantasy	Varies			Okubo
BUR688	(Abstract, Mother, Child) (4 pieces)	Oil?			Fantasy	10 x 14			Okubo
BUR705	(Nude, Children, Cat, Fish) Lot of 4	Casein?			Fantasy	16 x 12			Okubo '59 on some
BUR714	(Children, Boy, Girl) (Lot of 10)	Sketches			Abstract	Varies			Okubo '74, '80
BUR716	(Cats, Black, White) Sketches	Ink?			Fantasy	23 x 13			Okubo
BUR719	(Cats, Kids, Fish) Lot of 68	Varies			Fantasy	18 x 24			Okubo
BUR755	(Blue, pink) (5 Canvases together)	Acrylic			Fantasy	Varies			Okubo 66-'73
BUR774	L8. (White Ball, Blue Horse)				Abstract	52 x 27			M. Okubo '88, '92
BUR824	(Nude, Flowers, Tubes) Lot of 6?	Acrylic			Abstract/Fantasy	Varies			
BUR793	(Geometric, child) Lot of 10	Oil? Acrylic			Abstract	Varies			M. Okubo '88, '92
BUR451	"Easter Time"	Acrylic/Canvas			Abstract	22 x 28	Framed		Okubo
BUR198	(Lot of 40+/-)	Acrylic			Fantasy	15 x 10			M. Okubo '91
									Okubo '70
	(Below, Paintings transferred to Riverside Community College)								
BUR108	(Lady, Girl, Fish, Black/Blue)	Oil/Canvas			Fantasy	39x47			51B, Loose
BUR106	(Lady and Flower)	Oil/Canvas			Fantasy	51x39			51B, Loose
BUR104	(Girl w/Black Hair)	Acrylic/Canvas			Fantasy	51x40			51B, Loose
BUR111	(Girl, Flower, Vase)	Acrylic/Canvas			Fantasy	38x52			51B, Loose
BUR112	"Proverb"	Acrylic/Canvas			Fantasy	37x52			51B, Loose
BUR113	(Girl, Flowers, Vase)	Acrylic/Canvas			Fantasy	38x52			51B, Loose
BUR075	(Pink, Black, White Lives)	Acrylic			Abstract	40x60	Framed		51B, Loose
BUR279	"Cat, Vase of Flowers, Girl, Blue"	Acrylic/Canvas			Fantasy	38x50	Framed		51B, Loose
BUR82	(Vase of Flowers, Pink Lady)	Acrylic/Canvas			Fantasy	50x45	Framed		51B, Loose
BUR84	(Girl & Cat, Vase of Flowers)	Acrylic/Canvas			Fantasy (white, red)	56x43	Framed		51B, Loose
BUR86	(2 Girls, Pink Faced)	Acrylic/Canvas			Fantasy	60x40			M. Okubo '92 LL
BUR87	(Cat, Clown)	Oil?			Fantasy	60x40			51B, Loose
BUR105	(Children & Horse)	Acrylic/Canvas			Fantasy (blue, orange)	54x41			51B, Loose
BUR114	"Journey" 1955	Oil?			Fantasy (red, blue)	50x39	Framed		51B, Loose
BUR74	"Theater"	Acrylic			Abstract, Black	38x51	Framed		51B, Loose
BUR76	(2 Girls, Pink Flowers)	Acrylic/Canvas			Abstract	63 x 49			M. Okubo '89
BUR78	"Sunset", 2 canvas	Acrylic			Fantasy	40 x 60			51B, Loose
BUR85	"Pond and Rock"	Acrylic			Abstract	60 x 40			51B, Loose
BUR88	(Lady & Flowers & Horse)	Acrylic			Abstract	47 x 56	Framed		51B, Loose
BUR89	"Feet of Lady"	Acrylic/Canvas			Abstract	60 x 40			51B, Loose
BUR95	(Lady Yellowhair/Purple Dress)	Acrylic			Abstract	40 x 60			51B, Loose
BUR100	Winter Light	Acrylic			Fantasy	16 x 8	Framed		51B, Loose
BUR276	Mountain Shadows	Acrylic/Canvas			Abstract	16 x 25	Framed		51B, Loose
BUR277	Lady and Vase of Red Flowers	Acrylic			Abstract	39 x 48	Framed		51B, Loose
					Fantasy	42 x 53	Framed		51B, Loose

BUR278	Mother & Child, Fish, Bird		Fantasy	52 x 38	Framed	51B, Loose	M. Okubo LL
BUR280	"Roster Kicking"	Acrylic/Canvas	Abstract	41 x 50	Framed	51B, Loose	Okubo '80 LL
BUR267	(Nude Blue Lady)	Oil?	Fantasy	53 x 60		51B, Loose	Okubo '73
BUR270	(Bronze Faced Girl, Vase of Flowers)	Oil?	Fantasy	52 x 60	4 on 1 frame	51B, Loose	Okubo '73 LR
BUR274	(Red, Orange, Pink Lines)		Abstract	67 x 44		51B, Loose	Okubo LL
BUR275	Early Spring	Acrylic	Abstract	42 x 54	Framed	51B, Loose	Okubo '88
AGREED AND ACKNOWLEDGED BY: Riverside Community College							
	Title: _____						
	Date: _____						

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-a

Date: August 19, 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

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
DISTRICT			
Glen Brady	Interim Dean, Open Campus	08/20/08 - up to 06/30/09	19.0
NORCO CAMPUS			
* Annebelle Nery	Associate Dean, Student Success	09/01/08 - 06/30/09	18.0

b. Contract Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
MORENO VALLEY CAMPUS			
Jeanne Howard	Counselor/Instructor	08/25/08	E-6
RIVERSIDE CITY COLLEGE			
Sydne Kasle	Debate Coach in Forensics/ Speech Communication Instructor	08/25/08	H-6
Mark Dorrrough	Interpretive Events Coach in Forensics/Speech Communication Instructor	08/25/08	C-6

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
MORENO VALLEY CAMPUS			
Raquel Esquivel- Wessler	Law & Real Estate Instructor	08/25/08	G-6
* Rolando Regino	English Instructor	08/27/08	G-7

Report No.: V-A-1-a

Date: August 19, 2008

Subject: Academic Personnel

1. Appointments – cont.

c. Long-Term, Temporary Faculty

	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
	NORCO CAMPUS			
*	Peggy Campo	Anatomy & Physiology Instructor	08/25/08	D-3
*	Rebecca Marsh	English Instructor	08/25/08	C-6
*	Leah Pierce	Mathematics Instructor	08/25/08	G-6
	RIVERSIDE CITY COLLEGE			
	Shelly Dawson	Mathematics Instructor	08/25/08	F-6
	Donivan Howard	Studio Art Instructor	08/25/08	E-6
*	Audrey Morris	Reading Instructor	08/25/08	F-3
*	Preston Galusky	Biology Instructor	08/25/08	E-3
*	Susan Farrington	Nursing Instructor	08/25/08	F-5

d. Special Assignments

Payment as indicated to the individuals specified on the attached list.

2. Salary Reclassification

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

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

<u>Name</u>	<u>From Column</u>	<u>To Column</u>
Salvador Soto	D	E

3. Salary Placement Adjustment

At their meetings of May 20 and June 17, 2008, the Board of Trustees approved the appointment of the following faculty members. The employees have provided appropriate verification of experience and/or coursework completed that will affect their salary placement.

It is recommended the Board of Trustees approve the adjustment of salary placement for the faculty members listed below, effective during the 2008-09 academic year.

<u>Name</u>	<u>From Column/Step</u>	<u>To Column/Step</u>
Antonio Curtis	C-2	C-4
John Grenfell	G-5	G-6
Chui Zhi Yao	G-2	H-4

Report No.: V-A-1-a

Date: August 19, 2008

Subject: Academic Personnel

4. Nursing Grant Compensation Stipends

Riverside Community College District is the recipient of the Nursing Faculty Recruitment and Retention Grant. The intent of this grant is to assist colleges in responding to a nursing shortage by increasing the number of qualified nursing faculty at California Community Colleges and recruit and retain qualified nursing faculty. Part of the funds of this grant are to be used as longevity or shift differential stipends paid to qualified faculty.

It is recommended the Board of Trustees approve payment as indicated to the nursing faculty specified below in accordance with the Nursing Faculty Recruitment and Retention Grant.

<u>Name</u>	<u>Compensation Amount</u>
LONGEVITY	
Alexander, Sharon	5,390.00
Anderson, Kimberly	4,491.00
Greco, Priscilla	4,491.00
Huerta, Gloria	5,390.00
Indermuehle, Denise	4,491.00
Vermillion, Amy	4,491.00
SHIFT DIFFERENTIAL	
Cannon, Janet	1,347.00
Castagnola, Carol	925.00
Ewell, Jennifer	999.00
Gambles, Samantha	763.00
Havener, Kathy	53.00
Hurtado, Vianet	1,581.00
James, Marcia	533.00
Jordon, Susan	853.00
Tutor, Patricia	143.00

5. Ratification of Accrued Vacation Payout

It is recommended the Board of Trustees ratify the accrued vacation payout for Dr. James Buysse per contract as interim chancellor.

Report No.: V-A-1-a

Date: August 19, 2008

Subject: Academic Personnel

6. Requests for Leave Under the California Family Rights Act and the Federal Family and Medical Leave Act

It is recommended the Board of Trustees approve/ratify the request for leave under the California Family Rights Act and the Federal Family and Medical Leave Act for Ola Jackson, effective June 24, 2008. A maximum of 12 weeks (480 hours) of combined CFRA/FMLA will be reduced concurrently for her.

It is further recommended the Board of Trustees approve the request for leave under the California Family Rights Act and the Federal Family and Medical Leave Act for Beverly Wimer, effective August 27, 2008. A maximum of 12 weeks (480 hours) of combined CFRA/FMLA will be reduced concurrently for her.

7. Position Change

Maureen Chavez' half-time appointment as Project Director, Developing Hispanic-Serving Institutions Title V Grant will expire on September 30, 2008. This corresponds with the ending of the Title V Grant. Effective October 1, 2008, Ms Chavez' other half-time appointment as Director, Cooperative Title V Grant will need to be extended to full-time. The Cooperative grant has adequate funds to cover this change at no cost to the district's general fund. This position was approved in the original grant proposal at 100%.

It is recommended the Board of Trustees approve Maureen Chavez' appointment at 100% as Director, Cooperative Title V Grant, effective October 1, 2008.

8. Separations

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

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

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Robert Bramucci	Dean, Open Campus	08/13/08	Career Advancement
Priscilla Greco	Nursing Instructor	08/31/08	Personal
Marilynn Heyde	Dental Hygiene Instructor	06/12/08	Personal
* Sivajah Somasundaram	Mathematics Instructor	08/19/08	Personal

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-b

Date: August 19, 2008

Subject: Classified Personnel

1. Appointments

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

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)				

Report No.: V-A-1-b

Date: August 19, 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 *(None)				
MORENO VALLEY CAMPUS (None)				
NORCO CAMPUS				
Lorenzo Hernandez	Student Services Specialist (Part-time @ 47.5%)	08/27/08	17-1	Appointment
Ernesto Nery	Student Financial Services Analyst	08/20/08	20-2	Promotion
RIVERSIDE CITY COLLEGE				
Rafael Alvarez	Senior Tool Room Attendant	08/20/08	16-1	Appointment
Janelle Wortman	Secretary IV (Academic Support)	07/01/08	17-2	Promotion

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				
Angela Creighton	Student Financial Services Analyst	08/20/08	20-1	Promotion
NORCO CAMPUS				
Terrence Pratt	Student Financial Services Support Specialist (Part-time @ 47.5%)	07/07/08	16-1	Appointment
RIVERSIDE CITY COLLEGE				
*Sandra Martinez	Student Financial Services Support Specialist (Part-time @ 95%)	09/08/08	16-1	Appointment
Minda Reeves	Secretary IV (Financial Services)	08/11/08	17-1	Appointment
Carmen Smith	Outreach Specialist (Rubidoux Annex)	09/02/08	18-5	Promotion

Report No.: V-A-1-b

Date: August 19, 2008

Subject: Classified Personnel

1. Appointments – Continued

e. Short Term (Project)

<u>Name</u>	<u>Position</u>	<u>Dates</u>	<u>Salary</u>	<u>Action</u>
DISTRICT Keith Stout	Facilities/ADA Accessibility Coordinator	07/10/08-06/30/09	\$18/Hour	Short-Term

f. Short Term

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

g. Temporary as Needed Student Workers

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

h. Special Assignments

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

Summer Conservatory “*Beauty & the Beast*” (07/26/08 – 08/02/08)

Dorie Couture – Total amount not to exceed \$2,000

Title V Website (08/20/08 – 09/30/08) -&- Center for Faculty Development ACCESS Project (10/01/08 – 12/31/08)

Julio Cuz – Total amount not to exceed \$5,500 for both projects

Foster Youth Life Skills Workshop (09/01/08 – 12/31/08) / (01/01/09 – 02/13/09) / (02/17/09 – 05/29/09)

Michelle Davila - Total amount not to exceed \$5,400

Accreditation Self-Study Co-Chair (08/20/08 – 08/31/08) / (09/02/08 – 12/31/08)

Daniela McCarson – Total amount not to exceed \$7,218

Norco Self-Study Archivist (09/02/08 – 12/31/08)

James Sutton – Total amount not to exceed \$2,469

2. Request for Leave Without Pay

It is recommended the Board of Trustees approve the request for leave without pay for Phillip Medlock, Student Resource Specialist, retroactive to July 9, 2008 through August 14, 2008. This request has the approval of the Executive Dean of Workforce Development & Student Support.

Report No.: V-A-1-b

Date: August 19, 2008

Subject: Classified Personnel

3. 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 August 12-15, 2008 and September 8-11, 2008 (a total of 8 working days). Mr. Rizo meets the college service requirement.

4. Requests for Leave Under the California Family Rights Act and 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 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>Title</u>	<u>Retroactive to:</u> or <u>Effective:</u>
Susan Brucks	Human Resources Specialist II	September 8, 2008
David Dant	Instructional Support Specialist	June 18, 2008
Richard Kasner	Groundsperson	July 9, 2008
Christina Leon	Support Center Technician	July 9, 2008
Phillip Medlock	Student Resource Specialist	July 9, 2008
Eric Muehlebach	User Support Coordinator	June 26, 2008
Mary Parker	Secretary IV	June 17, 2008

5. Return from Leave Without Pay

It is recommended the Board of Trustees approve the return from leave without pay for David Keers, Officer, Safety and Police, retroactive to July 1, 2008. This request has the approval of the Chancellor’s office.

6. Request to Rescind Approval for Temporary Reduced Workload During the 4/10 Work Schedule

It is recommended the Board of Trustees rescind the previous approval submitted by Elizabeth Gomez, Occupational Education Specialist; for a temporary reduced workload during the 4/10 work schedule of June 16, 2008 through August 22, 2008.

Report No.: V-A-1-b

Date: August 19, 2008

Subject: Classified Personnel

7. Request for Temporary Increase in Workload

It is recommended the Board of Trustees approve the request for a temporary increase in workload for Linda Martinez, Secretary II, from 50 % to 100 % effective September 1, 2008 through December 31, 2008. The request has the approval of the Vice Chancellor of Academic Affairs.

8. Separations

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

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

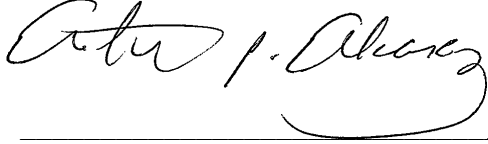
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Reason</u>
Lee Lover	Custodian	October 31, 2008	Retirement
Phillip Medlock	Student Resource Specialist	August 28, 2008	Personal
Bonnie Perry	Secretary IV	December 31, 2008	Retirement

Report No.: V-A-1-b

Date: August 19, 2008

Subject: Classified Personnel

Submitted by:



Art Alcaraz, Director
Diversity and Human Resources

Transmitted to the Board by:



Irving G. Hendrick
Interim Chancellor

Concurred by:



Chris Carlson
Chief of Staff/Executive Assistant to
the Chancellor

Concurred by:

Linda Lacy
Interim President, Riverside City College

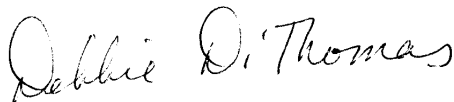


Ray Maghroori
Vice Chancellor, Academic Affairs



Brenda Davis
President, Norco Campus

Aaron Brown
Associate Vice Chancellor, Finance



Debbie DiThomas
Interim Vice Chancellor, Student Services/Operations

Monte Perez
Interim President, Moreno Valley Campus

Serving on screening/interviewing Committee (Summer 2008)
Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

Haylee Ashby – Total of 12.5 hours
Matthew Barboza – Total of 7 hours
Celia Brockenbrough – Total of 19.5 hours
Tim Brown – Total of 16 hours
Joan Gibbons Anderson – Total of 22.75 hours
Paul Moores – Total of 11.5 hours
Ron Pardee – Total of 7.75 hours
Oliver Thompson – Total of 17 hours
Micherri Wiggs – Total of 17 hours

Accreditation Self-Study Co-Chair (Summer 2008)
Co-authorship of Norco's ACCJC Self-study.

Carol Farrar – Paid as a lump sum upon completion in the amount of \$3,047.00

Acting Honors Coordinator (Fall 2008)

Working to re-establish the Honors Program in preparation for spring.

Deborah Makin – Paid as a lump sum upon completion in the amount of
\$500.00

Basic Skills – Teaching Reading Across Disciplines (Fall 2008)
Research and presentation on Teaching Reading Across Disciplines.

Sonya Nyrop – Paid as a lump sum upon completion in the amount of \$1000.00

Completion of Philosophy Program Review (Summer 2008)
Completion of Program Review.

Sharon Crasnow – Paid as a lump sum upon completion in the amount of \$250.00
Cynthia Gobatie – Paid as a lump sum upon completion in the amount of \$250.00
Romulus Masterson – Paid as a lump sum upon completion in the amount of \$250.00
Nicholas Sinigaglia – Paid as a lump sum upon completion in the amount of \$250.00

Completion of Psychology Program Review (Summer 2008)
Completion of Program Review.

Carol Farrar – Paid as a lump sum upon completion in the amount of \$500.00
Travis Gibbs – Paid as a lump sum upon completion in the amount of \$500.00

Develop Series of Workshops (Fall 2008)

Adjunct counselors to develop a series of three workshops for “undecided” students.

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

Nicole Abbate – Total amount to be paid not to exceed \$235.60
Kristin Perrone – Total amount to be paid not to exceed \$235.60
Daniele Ramsey – Total amount to be paid not to exceed \$235.60

Early College Teaching Seminar (Summer 2008)

Attend training seminar at Simon's Rock College of Bard in Great Barrington, MA.

Bonavita Quinto-MacCallum – Paid as a lump sum upon completion in the amount of \$1,000.00

Literature Courses Assessment Project (Summer 2008)

Linda Nurick – Paid as a lump sum upon completion in the amount of \$200.00

Math 35 Assessment Project (Summer 2008)

Octavio Chairez – Paid as a lump sum upon completion in the amount of \$100.00

Richard Jow – Paid as a lump sum upon completion in the amount of \$100.00

Valerie Merrill – Paid as a lump sum upon completion in the amount of \$100.00

Jeff Mulari – Paid as a lump sum upon completion in the amount of \$100.00

Ju Sung Lee – Paid as a lump sum upon completion in the amount of \$100.00

Heydar Zahedani – Paid as a lump sum upon completion in the amount of \$100.00

Part-Timer's Orientation Event (Fall 2008)

Orientation information and faculty development presentations for RCC-Norco part-time faculty.

Half-Day Attendance (3 hours).

Tom Le – Paid as a lump sum upon completion in the amount of \$50.00

Stephen Lee – Paid as a lump sum upon completion in the amount of \$50.00

Wendy Micham – Paid as a lump sum upon completion in the amount of \$50.00

Mark Soriano – Paid as a lump sum upon completion in the amount of \$50.00

Tina Stavropoulos – Paid as a lump sum upon completion in the amount of \$50.00

Part-Timer's Orientation Event (Fall 2008)

Orientation information and faculty development presentations for RCC-Norco part-time faculty.

Full-Day Attendance (6 hours).

Pamela Bainum – Paid as a lump sum upon completion in the amount of \$100.00

Jack Beckham – Paid as a lump sum upon completion in the amount of \$100.00

Vern Browne – Paid as a lump sum upon completion in the amount of \$100.00

Paul Dunn – Paid as a lump sum upon completion in the amount of \$100.00

Angelica Duran – Paid as a lump sum upon completion in the amount of \$100.00

Benjamin Edwards – Paid as a lump sum upon completion in the amount of \$100.00

Diana Friedman – Paid as a lump sum upon completion in the amount of \$100.00

Juan Montemayor – 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

Benny Nguyen – Paid as a lump sum upon completion in the amount of \$100.00

Kristen Norton – Paid as a lump sum upon completion in the amount of \$100.00

A. Rainey – Paid as a lump sum upon completion in the amount of \$100.00

Dorothy Reina – 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

Lisa Steele – Paid as a lump sum upon completion in the amount of \$100.00

Sharon Vandermeiden – Paid as a lump sum upon completion in the amount of \$100.00

Betty Williams – Paid as a lump sum upon completion in the amount of \$100.00

Student Equity Program Coordinator (Fall 2008)

Coordinate the implementation of the Norco Campus Student Equity Program.

Jimmie Hill – Paid as a lump sum upon completion in the amount of \$2500.00

Title V CAP Instructor – Academic Strategies and Life Skills for Success (Fall 2008)

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

Janelle Herman – Total amount to be paid not to exceed \$1128.20

Daniele Ramsey – Total amount to be paid not to exceed \$1128.20

Title V CAP Instructor – College Connections (Fall 2008)

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

Nicole Abbate – Total amount to be paid not to exceed \$1128.20

Jason Spangler – Total amount to be paid not to exceed \$1128.20

Linda Stonebreaker – Total amount to be paid not to exceed \$1128.20

Title V CAP Instructor – Connected, Conflicted, and Empowered (Fall 2008)

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

Patricia Avila – Total amount to be paid not to exceed \$1128.20

Stacey Cerwin-Bates – Total amount to be paid not to exceed \$1128.20

Linda Nurick – Total amount to be paid not to exceed \$1128.20

Title V CAP Instructor – Justice and Your “Writes” (Fall 2008)

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

Michelle Pfenninger – Total amount to be paid not to exceed \$1128.20

Oliver Thompson – Total amount to be paid not to exceed \$1128.20

Title V CAP Instructor – Math for CAP (Fall 2008)

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

Kathy Nabours – Total amount to be paid not to exceed \$1128.20

Pamela Whelchel – Total amount to be paid not to exceed \$1128.20

Title V CAP Instructor – Reading the Word and the World (Fall 2008)

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

Santos Roman – Total amount to be paid not to exceed \$1128.20

Victor Sandoval – Total amount to be paid not to exceed \$1128.20

Title V CAP Instructor – Searching, Speaking and Truth Seeking (Fall 2008)

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

Jacqueline Lesch – Total amount to be paid not to exceed \$1128.20

Gertrude Lopez – Total amount to be paid not to exceed \$1128.20

Micherri Wiggs – Total amount to be paid not to exceed \$1128.20

Title V CAP Instructor – Speeding to Success (Fall 2008)

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

Brit Osgood-Treston – Total amount to be paid not to exceed \$1128.20

Title V CAP Instructor – Tackling Word Problems Through Reading (Fall 2008)

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

Ken Cramm – Total amount to be paid not to exceed \$1128.20

Victor Sandoval – Total amount to be paid not to exceed \$1128.20

Title V CAP Instructor – The Individual and Society (Fall 2008)

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

Jami Brown – Total amount to be paid not to exceed \$1128.20

Rae Iwamizu – Total amount to be paid not to exceed \$1128.20

Linda Stonebreaker – Total amount to be paid not to exceed \$1128.20

Title V CAP Instructor – Thinking and Writing Like a College Student (Fall 2008)

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

Nicole Abbate – Total amount to be paid not to exceed \$1128.20

Miguel Reid – Total amount to be paid not to exceed \$1128.20

Title V CAP Instructor – Who Wants to be a Millionaire? (Fall 2008)

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

Robert Parkinson – Total amount to be paid not to exceed \$1128.20

Don Wilcoxson – Total amount to be paid not to exceed \$1128.20

Song Brown Special Program Activities (Fall 2008)

N1 Faculty Coordinator.

Damianita Dyogi – Paid as a lump sum upon completion in the amount of \$1000.00

Anita Kinser – Paid as a lump sum upon completion in the amount of \$1000.00

Song Brown Special Program Activities (Fall 2008)

Program Coordinator.

Amy Vermillion – Paid as a lump sum upon completion in the amount of \$1200.00

SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES
EMPLOYED AS NEEDED

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
Christine	Browser	Clerical, Hourly	09/15/08-10/03/08	10-8 (Conf.)
Annie	Ybarra	Clerical, Hourly	07/01/08-06/30/09	18-9
Dorinda	Aikens	Clerical, Substitute	07/01/08-06/30/09	14-1
Carla	Chasey	Clerical, Substitute	07/01/08-06/30/09	17-1
Christopher	Chavez	Clerical, Substitute	07/01/08-06/30/09	14-1
Melissa	Hamilton	Clerical, Substitute	07/01/08-06/30/09	16-1
Adam	Bendix	Custodial, Substitute	07/01/08-06/30/09	13-1
Paul	Gamboa	Custodial, Substitute	07/01/08-06/30/09	13-1
Teresa	Gamez	Custodial, Substitute	07/01/08-06/30/09	13-1
Arturo	Hernandez	Custodial, Substitute	07/01/08-06/30/09	13-1
Charles	McManaway	Custodial, Substitute	07/01/08-06/30/09	13-1
Margarita	Medina De Cervantes	Custodial, Substitute	07/01/08-06/30/09	13-1
Treva	Minnifield	Custodial, Substitute	07/01/08-06/30/09	13-1
Marlene	Perez	Custodial, Substitute	07/01/08-06/30/09	13-1
Judith	Rubi	Custodial, Substitute	07/01/08-06/30/09	13-1
Margarita	Sumauno-Rodriguez	Custodial, Substitute	07/01/08-06/30/09	13-1
Joseph	Bendix	Grounds, Substitute	07/01/08-06/30/09	14-1
Roberto	Curiel	Grounds, Substitute	07/01/08-06/30/09	14-1
Jorge	Esquivel	Grounds, Substitute	07/01/08-06/30/09	14-1
Irineo	Esquivel, Jr.	Grounds, Substitute	07/01/08-06/30/09	14-1
Ida	Flores	Grounds, Substitute	07/01/08-06/30/09	14-1
Edward	Forney	Grounds, Substitute	07/01/08-06/30/09	14-1
Jose	Frias-Ponce	Grounds, Substitute	07/01/08-06/30/09	14-1
Steven	Martinez	Grounds, Substitute	07/01/08-06/30/09	14-1
Charles	McManaway	Grounds, Substitute	07/01/08-06/30/09	14-1
Manuel	Moreno	Grounds, Substitute	07/01/08-06/30/09	14-1
Antonio	Salazar	Grounds, Substitute	07/01/08-06/30/09	14-1
Marc	Carbajal	Maintenance Helper, Sub.	07/01/08-06/30/09	18-1
Drew	Lang	Maintenance Helper, Sub.	07/01/08-06/30/09	18-1
Rafael	Alvarez	Senior Toolroom Attend., Sub.	07/01/08-06/30/09	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>
Holly	Bow	Academy Coordinator	07/01/08-06/30/09	\$25.00/hour
Stephen	Soltz	Academy Coordinator	07/01/08-06/30/09	\$25.00/hour
Thomas	Ybarra	Academy Coordinator	07/01/08-06/30/09	\$25.00/hour
Joshua	Cool	Accompanist III	07/01/08-06/30/09	\$15.00/hour
Patrick	Doran-Sheeran	Accompanist III	07/01/08-06/30/09	\$15.00/hour
Gabriel	Hartman	Accompanist III	07/01/08-06/30/09	\$15.00/hour
Jerome	Henderson	Accompanist III	07/01/08-06/30/09	\$15.00/hour
Brady	Kerr	Accompanist III	07/01/08-06/30/09	\$15.00/hour
Trevor	Monks	Accompanist III	07/01/08-06/30/09	\$15.00/hour
David	Mount	Accompanist III	07/01/08-06/30/09	\$15.00/hour
Greg	Nabours	Accompanist III	07/01/08-06/30/09	\$15.00/hour
Chad	Ohlheiser	Accompanist III	07/01/08-06/30/09	\$15.00/hour
Marilyn	Rader	Accompanist III	07/01/08-06/30/09	\$15.00/hour
Wendi	Turk	Accompanist III	07/01/08-06/30/09	\$15.00/hour
Leslie	Brown	Art Gallery Coordinator	07/01/08-06/30/09	\$25.00/hour
Brooke	Barger	Assistant Pool Manager	07/01/08-08/07/08	\$10.50/hour
Doug	Finfrock	Assistant Pool Manager	07/01/08-08/07/08	\$10.50/hour
Suzanne	Coles	Classroom Assistant	07/01/08-06/30/09	\$10.00/hour
An	Do	Classroom Assistant	09/01/08-06/30/09	\$10.00/hour
Meina	Guan	Classroom Assistant	07/01/08-06/30/09	\$10.00/hour
Scott	Lowder	Classroom Assistant	07/01/08-06/30/09	\$10.00/hour
Joseph	Pickett	Classroom Assistant	07/01/08-06/30/09	\$10.00/hour
Helina	Alvarez	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Jana	Brooks-Passalaqua	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Leidy	Cano	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Jose	Dassow	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Frank	Decuire	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Josefa	Diaz	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Yadira	Duran	Community Services Officer	07/01/08-06/30/09	\$14.00/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary</u> <u>Policy 4035</u>
Henry	Funderburk	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Melissa	Gibson	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Salvador	Gomez	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Melvin	Hanson	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Aubree	Hernandez	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
YeVell	Hopkins	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Adelina	Inzunza	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Eleanor-Mae	Johnson	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Concepcion	Mercado	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Cynthia	Navarro	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Michael	Ochoa	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Dana	Panos	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Joseph	Sanchez	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Kimberly	Simpson	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Damien	Smith	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Rodrigo	Uriarte	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Sylvia	Valentinez	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Mazetta	Waites	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
Sirbrinna	Waldrop	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
John	Wilbur	Community Services Officer	07/01/08-06/30/09	\$14.00/hour
James	Bow	Computer Operator	07/01/08-06/30/09	\$15.00/hour
Cameron	Cardenas	Computer Operator	07/02/08-06/30/09	\$15.00/hour
Andrew	Davis	Computer Operator	07/02/08-06/30/09	\$15.00/hour
Raina	Gonzales	Computer Operator	07/02/08-06/30/09	\$15.00/hour
Max	Greenhouse	Computer Operator	07/01/08-06/30/09	\$15.00/hour
John	Greenwalt	Computer Operator	07/02/08-06/30/09	\$15.00/hour
Christopher	Kellermeyer	Computer Operator	07/02/08-06/30/09	\$15.00/hour
Shinea	White	Computer Operator	07/01/08-06/30/09	\$15.00/hour
Eric	Wright	Computer Operator	07/01/08-06/30/09	\$15.00/hour
Joseph	Zadeh	Computer Operator	07/02/08-06/30/09	\$15.00/hour
Jared	Burton	Computer Technician	07/02/08-06/30/09	\$10.00/hour
Samuel	Deans	Computer Technician	07/01/08-06/30/09	\$10.00/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Lucas	Goree	Computer Technician	07/01/08-06/30/09	\$10.00/hour
Mehdi	Jaffery	Computer Technician	07/01/08-06/30/09	\$10.00/hour
James	McCafferty	Computer Technician	07/01/08-06/30/09	\$10.00/hour
Edgar	Mojica	Computer Technician	07/01/08-06/30/09	\$10.00/hour
Christopher	Nguyen	Computer Technician	07/01/08-06/30/09	\$10.00/hour
Edward	Perez	Computer Technician	07/02/08-06/30/09	\$10.00/hour
Ishmeet Singh	Sodhi	Computer Technician	07/01/08-06/30/09	\$10.00/hour
Linda	Vanore	Computer Technician	07/01/08-06/30/09	\$10.00/hour
Candace	West	Computer Technician	07/02/08-06/30/09	\$10.00/hour
Alex	Zadeh	Computer Technician	07/02/08-06/30/09	\$10.00/hour
Adam	Bendix	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Lisa	Deharo	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Areli	Escobar	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Paul	Gamboa	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Teresa	Gamez	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Reiner	Guevara	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Arturo	Hernandez	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Edmund	Martinez	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Charles	McManaway	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Margarita	Medina De Cervantes	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Treva	Minnifield	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Marlene	Perez	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Judith	Rubi	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Margarita	Sumauno-Rodriguez	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Angel	Tinoco-Garibay	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Ruben	Zarate	Custodial Assistant	07/01/08-06/30/09	\$12.50/hour
Robert	Backes	Detective/Investigator	07/01/08-06/30/09	\$25.00/hour
John	Nelson	Detective/Investigator	07/01/08-06/30/09	\$25.00/hour
Mark	Delfin	Dispatch Clerk	07/01/08-06/30/09	\$8.00/hour
Griffith	Fuller	Dispatch Clerk	07/01/08-06/30/09	\$8.00/hour
Jesus	Guzman	Dispatch Clerk	07/01/08-06/30/09	\$8.00/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Lisa	Herrera	Dispatch Clerk	07/01/08-06/30/09	\$8.00/hour
Diego	Sanchez	Dispatch Clerk	07/01/08-06/30/09	\$8.00/hour
Bruce	Curnow	Evaluator, AOJ	07/01/08-06/30/09	\$10.00/hour
Robert	Epps	Evaluator, AOJ	07/01/08-06/30/09	\$10.00/hour
Ronald	Foss	Evaluator, AOJ	07/01/08-06/30/09	\$10.00/hour
Yvonne	Arlington	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Michelle	Chiado	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Patrick	Clark	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Yanira	Cordero	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Yolanda	Davis	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Quoc	Ho	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Lillian	Howard	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Robert S.	Klabunde	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Randy	Lillard	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Dorothy	Lukalaga	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Mirabella	Luna	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Lucrecia	Munoz	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Leonor	Ortiz	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Luz	Reyes	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Marcela	Rodriguez	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Kevin	Smith	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Marcella	Vargas	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Rosetta	Woodard	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Janet	Young	Food Service Assistant	07/01/08-06/30/09	\$9.00/hour
Marie	Campbell	Grant Facilitator	07/01/08-06/30/09	\$40.00/hour
Angela	Coriddi-Drobet	Grant Facilitator	07/01/08-06/30/09	\$40.00/hour
Mark	Gardner	Grant Facilitator	07/01/08-06/30/09	\$40.00/hour
Jason	Jones	Grant Facilitator	07/01/08-06/30/09	\$40.00/hour
Sherry	Nephew	Grant Facilitator	07/01/08-06/30/09	\$40.00/hour
Shelva	Paulse-Hurley	Grant Facilitator	01/31/08-06/30/08	\$40.00/hour
Georgina	Ramirez	Grant Facilitator	06/23/08-06/26/08	\$40.00/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary</u> <u>Policy 4035</u>
Annie	Ybarra	Grant Facilitator	07/01/08-09/30/08	\$40.00/hour
Sauna	Allison	Grant Project Ed. Trainer I	07/01/08-06/30/09	\$25.00/hour
Jennifer	Johnson	Grant Project Ed. Trainer I	07/01/08-06/30/09	\$25.00/hour
Castella	Ysaguirre	Grant Project Ed. Trainer I	07/01/08-06/30/09	\$25.00/hour
Eddie	Chagolla	Grant Project Ed. Trainer I	07/01/08-06/30/09	\$25.00/hour
Linda	McNeils-Fields	Grant Project Ed. Trainer I	07/01/08-06/30/09	\$8.75/hour
Alma	Sanchez	Grant Project Ed. Trainer I	07/01/08-06/30/09	\$25.00/hour
Isaac	Vega	Grant Project Technician	07/01/08-06/30/09	\$20.00/hour
Joseph	Bendix	Grounds Assistant	07/01/08-06/30/09	\$13.00/hour
Roberto	Curiel	Grounds Assistant	07/01/08-06/30/09	\$13.00/hour
Jorge	Esquivel	Grounds Assistant	07/01/08-06/30/09	\$13.00/hour
Irineo	Esquivel, Jr.	Grounds Assistant	07/01/08-06/30/09	\$13.00/hour
Ida	Flores	Grounds Assistant	07/01/08-06/30/09	\$13.00/hour
Edward	Forney	Grounds Assistant	07/01/08-06/30/09	\$13.00/hour
Jose	Frias-Ponce	Grounds Assistant	07/01/08-06/30/09	\$13.00/hour
Steven	Martinez	Grounds Assistant	07/01/08-06/30/09	\$13.00/hour
Charles	McManaway	Grounds Assistant	07/01/08-06/30/09	\$13.00/hour
Manuel	Moreno	Grounds Assistant	07/01/08-06/30/09	\$13.00/hour
Antonio	Salazar	Grounds Assistant	07/01/08-06/30/09	\$13.00/hour
Carlos	Carrio	Health Service Facilitator	07/01/08-06/30/09	\$42.05/hour
Phillip	Alian	IMC Assistant I	07/01/08-06/30/09	\$9.00/hour
Maung	Ching	IMC Assistant I	07/01/08-06/30/09	\$9.00/hour
Jeremy	Curteman	IMC Assistant I	07/01/08-06/30/09	\$9.00/hour
Arturo	Hidalgo	IMC Assistant I	07/01/08-06/30/09	\$9.00/hour
Jennifer	Iloilo	IMC Assistant I	07/01/08-06/30/09	\$9.00/hour
Nathaniel	Manano	IMC Assistant I	07/01/08-06/30/09	\$9.00/hour
Sophia	Rocha	IMC Assistant I	07/01/08-06/30/09	\$9.00/hour
Michael Alexa	Segura	IMC Assistant I	07/01/08-06/30/09	\$9.00/hour
Tara Mae	Singh	IMC Assistant I	07/01/08-06/30/09	\$9.00/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Anthony	Albrecht	IMC Assistant II	07/01/08-06/30/09	\$11.00/hour
Andy	Contreras	IMC Assistant II	07/01/08-06/30/09	\$11.00/hour
Oscar	Gonzalez	IMC Assistant II	07/01/08-06/30/09	\$11.00/hour
Aleksandra	Kyoseva	IMC Assistant II	07/01/08-06/30/09	\$11.00/hour
Salvador	Herrera	IMC Support Technician I	07/01/08-06/30/09	\$13.00/hour
Albert	Lee	IMC Support Technician I	07/01/08-06/30/09	\$13.00/hour
Leilani	Castro	IMC Trainee	07/01/08-06/30/09	\$8.00/hour
Lizette	Contreras	IMC Trainee	07/01/08-06/30/09	\$8.00/hour
Sarah	Marfori	IMC Trainee	07/01/08-06/30/09	\$8.00/hour
Marcella	Brison	Instructional Aide I	07/01/08-06/30/09	\$8.00/hour
Anna	Egenes	Instructional Aide I	07/01/08-06/30/09	\$8.00/hour
Matthew	Fernandez	Instructional Aide I	07/01/08-06/30/09	\$8.00/hour
Jessica	Garnica	Instructional Aide I	07/01/08-06/30/09	\$8.00/hour
Brian	Grant	Instructional Aide I	07/01/08-06/30/09	\$8.00/hour
Sallie	Griffin	Instructional Aide I	07/01/08-06/30/09	\$8.00/hour
Evelyn	Jaramilo	Instructional Aide I	07/15/08-6/30/09	\$8.00/hour
Amy	Struxness	Instructional Aide I	07/01/08-06/30/09	\$8.00/hour
Dan	Champany	Instructional Aide II	07/01/08-06/30/09	\$8.50/hour
Sandra	Jimenez	Instructional Aide II	07/01/08-06/30/09	\$8.50/hour
Maggie	Martinez	Instructional Aide II	07/01/08-06/30/09	\$8.50/hour
Christopher	Stoever	Instructional Aide II	07/01/08-06/30/09	\$8.50/hour
Brandon	Barrow	Instructional Aide II	07/01/08-06/30/09	\$8.50/hour
Andy	Au	Instructional Aide III	07/01/08-06/30/09	\$9.00/hour
Alexandra	Bashkirova	Instructional Aide III	07/01/08-06/30/09	\$9.00/hour
Daniel	Hodges	Instructional Aide III	07/01/08-06/30/09	\$9.00/hour
Michael	McMurray	Instructional Aide III	08/16/08-04/30/09	\$9.00/hour
Rasheed	Richardson	Instructional Aide III	09/02/08-6/30/09	\$9.00/hour
Kristina	Wessell	Instructional Aide III	07/01/08-06/30/09	\$9.00/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Jade	Flenna	International Trade Assistant	07/01/08-06/30/09	\$11.38/hour
Christy	Jansen	Interpreter Apprentice	07/01/08-06/30/09	\$11.00/hour
Jack	Minkler	Interpreter Apprentice	07/01/08-06/30/09	\$11.00/hour
Matthew	Van Gorder	Interpreter Apprentice	07/01/08-06/30/09	\$11.00/hour
Aaron	Bronstein	Interpreter I	07/01/08-06/30/09	\$18.00/hour
Brittney	Carpenter	Interpreter I	07/17/08-06/30/09	\$18.00/hour
Alexander	Castaneda	Interpreter I	07/01/08-06/30/09	\$18.00/hour
Carmen	Eddy	Interpreter I	07/01/08-06/30/09	\$18.00/hour
Aimee	Hurtado	Interpreter I	07/01/08-06/30/09	\$18.00/hour
Christy	Jansen	Interpreter I	07/11/08-06/30/09	\$18.00/hour
Jack	Minkler	Interpreter I	07/17/08-06/30/09	\$18.00/hour
Matthew	Van Gorder	Interpreter I	07/17/08-06/30/09	\$18.00/hour
Donna	Waibel	Interpreter I	07/01/08-06/30/09	\$18.00/hour
Sara	Bauer	Interpreter II	07/01/08-06/30/09	\$23.00/hour
Jeff	Cranfill	Interpreter II	07/01/08-06/30/09	\$23.00/hour
Claire	Cruz	Interpreter II	07/01/08-06/30/09	\$23.00/hour
Austin	Frankel	Interpreter II	07/01/08-06/30/09	\$23.00/hour
Lauren	Frankel	Interpreter II	07/01/08-06/30/09	\$23.00/hour
Janeen	Fritz	Interpreter II	07/01/08-06/30/09	\$23.00/hour
Sandra	Laird	Interpreter II	07/01/08-06/30/09	\$23.00/hour
Joseph	Lopez	Interpreter II	07/01/08-06/30/09	\$23.00/hour
Ann Marie	Stout	Interpreter II	07/01/08-06/30/09	\$23.00/hour
Jennifer	Alexander	Interpreter III	07/01/08-06/30/09	\$27.00/hour
Debra	Bain	Interpreter III	07/01/08-06/30/09	\$27.00/hour
Debbie	Barber	Interpreter III	07/01/08-06/30/09	\$27.00/hour
Davena	Burns-Peters	Interpreter III	07/01/08-06/30/09	\$27.00/hour
Alpin	Gibbins	Interpreter III	07/01/08-06/30/09	\$27.00/hour
Daniel	Hetzel	Interpreter III	07/01/08-06/30/09	\$27.00/hour
Hiroko	Komori	Interpreter III	07/01/08-06/30/09	\$27.00/hour
Melinda	Miles	Interpreter III	07/01/08-06/30/09	\$27.00/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Joshua	Miller	Interpreter III	07/01/08-06/30/09	\$27.00/hour
Dinah	Minkler	Interpreter III	07/01/08-06/30/09	\$27.00/hour
Julie	Templin	Interpreter III	07/01/08-06/30/09	\$27.00/hour
Christopher	Hopkins	Lab Aide I	07/01/08-06/30/09	\$8.00/hour
Lonnie	Hale	Lab Aide I	07/01/08-06/30/09	\$8.00/hour
Jannica	Ahmu	Lab Aide II	07/01/08-06/30/09	\$10.00/hour
J	Baker	Lab Aide II	07/01/08-06/30/09	\$10.00/hour
Ibrahim	El-amin	Lab Aide II	07/01/08-06/30/09	\$10.00/hour
Tiffany	Gunnell	Lab Aide II	07/01/08-06/30/09	\$10.00/hour
Christopher	Jacobsmeier	Lab Aide II	07/01/08-06/30/09	\$10.00/hour
Arthur	Koertz	Lab Aide II	09/02/08-06/10/09	\$10.00/hour
Vanna	Le	Lab Aide II	07/01/08-06/10/09	\$10.00/hour
Bounroeun	Lor	Lab Aide II	07/01/08-06/30/09	\$10.00/hour
Shea	Lucas	Lab Aide II	07/01/08-06/30/09	\$10.00/hour
Lyneet	Morales	Lab Aide II	07/01/08-06/30/09	\$10.00/hour
Norma	Ostrander	Lab Aide II	07/01/08-06/10/09	\$10.00/hour
Simei	Pulu	Lab Aide II	07/01/08-06/30/09	\$10.00/hour
Caitlin	Reyes	Lab Aide II	07/01/08-06/30/09	\$10.00/hour
Dinorah	Reyes	Lab Aide II	07/01/08-06/30/09	\$10.00/hour
Jesse	Shelley	Lab Aide II	07/01/08-06/30/09	\$10.00/hour
Nancy	Straczek	Lab Aide II	07/01/08-06/30/09	\$10.00/hour
Bryson	Taylor	Lab Aide II	07/01/08-06/30/09	\$10.00/hour
Casey	Finfrock	Lifeguard (Advance)	07/01/08-08/07/08	\$9.00/hour
Tania	Acevedo	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Daniel	Bauerlein	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Amanda	Bloomfield	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Katherine	Carson	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Sonya	Ceja	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Cassandra	Cervantes	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Aaron	DesCombes	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Zoran	Dragomirovic	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Jessica	Garnica	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Jennifer	Grutz	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Erin	Hornbeck	Lifeguard IV	07/01/08-8/07/08	\$8.00/hour
Melanie	Kent	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Jennifer	Laumea	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Mary	McGreevy	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Anna Mae	Northcott	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Jayne	Pekarske	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Jasmine	Schnakenberg	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Sabrina	Schnakenberg	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Kelly	Smith	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Dayna	Van Gorder	Lifeguard IV	07/01/08-08/07/08	\$8.00/hour
Drew	Lang	Maintenance Assistant	07/01/08-06/30/09	\$16.00/hour
Marc	Carbajal	Maintenance Helper	07/01/08-06/30/09	\$16.00/hour
Brianna	Crone-Roberts	Matriculation Assistant I	07/01/08-06/30/09	\$9.00/hour
Shanell	Davis	Matriculation Assistant I	07/01/08-06/30/09	\$9.00/hour
Marisa	Deville	Matriculation Assistant I	07/01/08-06/30/09	\$9.00/hour
Coy	Glass	Matriculation Assistant I	07/01/08-06/30/09	\$9.00/hour
Kendra	Green	Matriculation Assistant I	07/01/08-06/30/09	\$9.00/hour
David	Haguewood	Matriculation Assistant I	07/01/08-06/30/09	\$9.00/hour
Holland	Heese	Matriculation Assistant I	07/01/08-06/30/09	\$9.00/hour
Daryl	Johnson	Matriculation Assistant I	07/01/08-06/30/09	\$9.00/hour
Margarita	Roman	Matriculation Assistant I	07/22/08-08/31/08	\$9.00/hour
Margarita	Roman	Matriculation Assistant I	07/01/08-06/30/09	\$9.00/hour
Ruben	Leyva	Matriculation Assistant II	07/01/08-06/30/09	\$9.50/hour
Glecy	Lua	Matriculation Assistant II	07/01/08-06/30/09	\$9.50/hour
Tamara	Allen	Matriculation Assistant III	07/01/08-06/30/09	\$10.00/hour
JoAnn	Banks	Matriculation Assistant III	07/01/08-06/30/09	\$10.00/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Diana	Carrillo	Matriculation Assistant III	07/01/08-06/30/09	\$10.00/hour
Julia	Delgadillo	Matriculation Assistant III	07/01/08-06/30/09	\$10.00/hour
Branden	Hanes	Matriculation Assistant III	07/01/08-06/30/09	\$10.00/hour
Maria	Hernandez	Matriculation Assistant III	07/01/08-06/30/09	\$10.00/hour
Gelcie	Hitchman	Matriculation Assistant III	07/01/08-06/30/09	\$10.00/hour
Morgan	Huskey	Matriculation Assistant III	07/01/08-06/30/09	\$10.00/hour
Antoinette	Rowley	Matriculation Assistant III	07/01/08-06/30/09	\$10.00/hour
Fatima	Sims	Matriculation Assistant III	07/01/08-06/30/09	\$10.00/hour
Jesus	Acosta	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Mariesa	Acosta	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Crystal	Alvarado	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Wyonne	Armstrong	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Christian	Barriga	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Thomas	Barrios	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Matthew	Bateman	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Cassie	Brewer	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Carlos	Bronsal	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Adam	Calderon	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Abraham	Castillo	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Adriana	Catalan	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Maria	Cervantes	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Sandra	Coleman	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Amber	Davis	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Jorge	Flores	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Michelle	Foss	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Stephanie	Gagliardi	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Vanessa	Gasso	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
LaTasha	Glenn	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Erica	Gomez-Rodriguez	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Erica	Gomez-Rodriguez	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Constantino	Gonzalez	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Andrew	Graham	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Marlene	Guillen	Office Assistant I	07/01/08-06/30/09	\$9.00/hour

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Luis Gutierrez	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Desiree Hanson	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Heather Hayes	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Hyunseok Jo	Office Assistant I	07/01/08-08/31/08	\$9.00/hour
Shamica Kelly	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Clara E. Labrada	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Elaine Leon	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Susan Lo	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Alma Lopez	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Erica Lopez	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Erica Lopez	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Roberto Martinez	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Ronald Martinez	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Nicole Masi	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Devin McLaughlin	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Twyla Miles	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Tenaya Moses	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Kanisha Neal	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Elsa Ortega	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Kashea Packard	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Olivia Pena	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Candida Perez	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Lorena Prieto	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Jerardo Reyes	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Cecilia Rodriguez	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
David Rojas	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Maria Ruiz	Office Assistant I	07/01/08-08/31/08	\$9.00/hour
Arturo Sanchez	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Dominique Sandoval	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Marcus Scott	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Arlene Serrato	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Nausheen Sheikh	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Sabrina Simmons	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Cody Snider	Office Assistant I	07/01/08-06/30/09	\$9.00/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Misti	Soper	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Zivorad	Stancic	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Christopher	Thompson	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Valerie	Weathersby	Office Assistant I	07/01/08-06/30/09	\$9.00/hour
Marti	Ballard	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Mirian	Beas	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Trina	Blair	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Bethany	Bonadiman	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Cassie	Brewer	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Ashley	Broussard	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Gregory	Brown	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Alexis	Brucks	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Alexis	Brucks	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Alexis	Brucks	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Kim	Bui	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Jennifer	Castro	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Dora Iliana	Cifuentes-de-Cuz	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
James	Coats	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
MaryBeth	Cortez	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Donee	Dattilo	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Maria	DeGrande	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Natalie	DeLaVega	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Linda	DiSalvio	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Linda	DiSalvio	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Kim	Eaton	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Thomas	Edison	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Andrea	Felix	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Amanda	Gallardo	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Amanda	Gallardo	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Holly	Gonzalez	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Stephanie	Goodwin	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Stephanie	Goodwin	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Brittney	Hoover	Office Assistant II	07/01/08-06/30/09	\$10.50/hour

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Mari Ishak-Gabra	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Ted Jackson III	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Kelli Kaiser	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Kathleen Kelley-Trunko	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Daniel Landin	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Lorraine LeFaivre	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Kristin Lehigh	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Jacob Leung	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Jimmy Martinez	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Liem Nguyen	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
April Painter	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
April Painter	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Rhonda Patterson	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Jacob Perkio	Office Assistant II	07/01/08-06/30/09	\$12.50/hour
Melissa Rampasan	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Bulon Randolph	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Shideh Rodriguez	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Daniel Schultz	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Sarah Shanahan	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Alicia Ashley Silva	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Natalie Strickland	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Joshua Tordai	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Cynthia Torres	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Jessica Urrutia	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Greg Valenzuela	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Francisco Vazquez	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Cecilia Vega	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Joy Wells	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Elsa Williamson	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Daniel Zappia	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
LeNiece Arevalo	Office Assistant II	07/01/08-06/30/09	\$10.50/hour
Vanessa Acosta	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Trina Blair	Office Assistant III	07/01/08-06/30/09	\$12.50/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Andrea	Borja	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Marsha	Brown	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Cristina	Cervantes	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Cristina	Cervantes	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Carla	Chasey	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Megan	Chasey	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Christina	Cochran	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
April	Coke	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Raquel	Davila	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Monica	DeLeon	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Elizabeth	Esparza	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Amanda	Fichtner	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Tammy	Gaboury	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Lori	Hames	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Christina	Heredia-Reuther	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Alexander	Huerta	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Kim	Jermain	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Andre	Jones	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Marci	Llanos	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Norma	Lopez	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Nishad	Marathe	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Gail	McCarthy	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Miguel	Michel	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Carol	Munore	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Anh-Dao	Nguyen	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Earl	O'Bannon	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Jeffrey	Partridge	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Christel	Perez	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
KoKo	Randolph	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Brandy	Robb	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Sandra	Rosas-Lopez	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Weslaynne	Silva	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Donita	Smith	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Kaladon	Stewart	Office Assistant III	07/01/08-06/30/09	\$12.50/hour

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Dana Tate	Office Assistant III	07/01/08-06/30/09	\$10.50/hour
Tristan Taylor	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Jacqueline Terriquez	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Joel Thinnes	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Anthony Thompson	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Salvador Topete	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Shannon Valenzuela	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Roxanna Vannatta	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Johanna Vargas	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Heidi Velarde	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Maria Vergara	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Lauren Whitlock	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Katherine Young	Office Assistant III	07/01/08-06/30/09	\$12.50/hour
Judith Alvord	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Christian Aviles	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Froke Blessum	Office Assistant IV	07/01/08-08/07/08	\$14.00/hour
Susan Bramlett	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Evelyn Gonzalez	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Steven Gonzalez	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Leslie Hart	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Towanda Jordan	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Jennifer Kesterson	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Erica Mendoza	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Doris Moran	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Linda Myers	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Tyanna Puckett	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Tyanna Puckett	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Darlene Ramirez	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Kathryn Rios	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Sandi Sandoval	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Sharlena Segura	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Kristina Six	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Mary Smith	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary</u> <u>Policy 4035</u>
Rodrigo	Sosa-Marquez	Office Assistant IV	07/01/08-08/29/08	\$14.00/hour
Linda	Spencer	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Sandra	Tapia	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Raekisha	Thornton	Office Assistant IV	07/01/08-08/31/08	\$14.00/hour
Ruth	Vaughn	Office Assistant IV	07/01/08-12/31/08	\$14.00/hour
Barbara	Williams	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Danyelle	Wilson	Office Assistant IV	07/01/08-06/30/09	\$14.00/hour
Michael	Cabral	Office Clerk	07/01/08-06/30/09	\$8.00/hour
Lisa	Horn	Office Clerk	07/01/08-06/30/09	\$8.00/hour
Gilbert	Lee	Office Clerk	07/01/08-06/30/09	\$8.00/hour
Jimmy	Martinez	Office Clerk	07/01/08-06/30/09	\$8.00/hour
Ian	McLaughlin	Office Clerk	07/01/08-06/30/09	\$8.00/hour
Ana Marie	Munoz	Office Clerk	07/01/08-06/30/09	\$8.00/hour
Israel	Peralta	Office Clerk	04/15/08-06/30/08	\$8.00/hour
Israel	Peralta	Office Clerk	07/01/08-06/30/09	\$8.00/hour
Sara	Villalta	Office Clerk	07/01/08-06/30/09	\$8.00/hour
Ian	Clemente	Operations Clerk	07/01/08-06/30/09	\$8.00/hour
Samer	Halabi	Operations Clerk	07/01/08-06/30/09	\$8.00/hour
Morgan	Parent	Operations Clerk	07/01/08-06/30/09	\$8.00/hour
Jamie	Ronchi	Operations Clerk	07/01/08-06/30/09	\$8.00/hour
Christalyn	Thomas	Operations Clerk	07/01/08-06/30/09	\$8.00/hour
Sarah	Tomlinson	Operations Clerk	07/01/08-06/30/09	\$8.00/hour
Armanda	Villanueva	Operations Clerk	07/01/08-06/30/09	\$8.00/hour
Robin	Arostegui	Photographer III	07/01/08-06/30/09	\$25.00/hour
Jody	DeLaRosa	Photographer III	07/01/08-06/30/09	\$25.00/hour
Debra	Almquist	Registered Nurse II	07/01/08-06/30/09	\$32.00/hour
Linda	Grffith	Registered Nurse II	07/01/08-06/30/09	\$32.00/hour
Jan	Horowitz-Flourney	Registered Nurse II	07/01/08-06/30/09	\$32.00/hour
Lynn Marie	Nottingham	Registered Nurse II	07/01/08-06/30/09	\$32.00/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Judith	Baxter	Registered Nurse III	07/01/08-06/30/09	\$35.00/hour
Melissa	Fassbinder	RN IV/Nurse Practitioner	07/01/08-06/30/09	\$45.00/hour
Joann	Thorsheim	RN IV/Nurse Practitioner	07/01/08-06/30/09	\$45.00/hour
Yxstian	Gutierrez	Research Intern	07/07/08-09/30/08	\$14.22/hour
Jose	Mancilla	Research Intern	07/01/08-09/30/08	\$14.22/hour
Curtis	Custard	Reserve Police Officer	07/01/08-06/30/09	\$15.65/hour
Jonathan	German	Reserve Police Officer	07/01/08-06/30/09	\$15.65/hour
Daniel	Hect	Reserve Police Officer	07/01/08-06/30/09	\$15.65/hour
Mark	Hoover	Reserve Police Officer	07/01/08-06/30/09	\$15.65/hour
James	Richards	Reserve Police Officer	07/01/08-06/30/09	\$15.65/hour
Lee	Trevino	Reserve Police Officer	07/01/08-06/30/09	\$15.65/hour
Bruce	Allen	Role Player	07/01/08-06/30/09	\$8.00/hour
Linda	Allen	Role Player	07/01/08-06/30/09	\$8.00/hour
Keith	Bennett	Role Player	07/01/08-06/30/09	\$8.00/hour
Deborah	Bonaiuto	Role Player	07/01/08-06/30/09	\$8.00/hour
Ricky	Bullock, Jr.	Role Player	07/01/08-06/30/09	\$8.00/hour
Matthew	Carter	Role Player	07/01/08-06/30/09	\$8.00/hour
Vicotr	Chang	Role Player	07/01/08-06/30/09	\$8.00/hour
Nancy	Enlow	Role Player	07/01/08-06/30/09	\$8.00/hour
Ronald	Foss	Role Player	07/01/08-06/30/09	\$8.00/hour
Matthew	Foster	Role Player	07/01/08-06/30/09	\$8.00/hour
Evelyn	Gonzalez	Role Player	07/01/08-06/30/09	\$8.00/hour
Yvonne	Herrera	Role Player	07/01/08-06/30/09	\$8.00/hour
Cheri	Kelley	Role Player	07/01/08-06/30/09	\$8.00/hour
Kenneth	Kelley	Role Player	07/01/08-06/30/09	\$8.00/hour
Julia	Maruyama	Role Player	07/01/08-06/30/09	\$8.00/hour
Manuel	Olivas	Role Player	07/01/08-06/30/09	\$8.00/hour
Michael	Piaseczny	Role Player	07/01/08-06/30/09	\$8.00/hour
Joel	Ramirez	Role Player	07/01/08-06/30/09	\$8.00/hour
Eric	Roys	Role Player	07/01/08-06/30/09	\$8.00/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Deena	Tasch	Role Player	07/01/08-06/30/09	\$8.00/hour
Francisco	Urrutia	Role Player	07/01/08-06/30/09	\$8.00/hour
Bryab	Van Gorder	Role Player	07/01/08-06/30/09	\$8.00/hour
Charles	Wolters	Role Player	07/01/08-06/30/09	\$8.00/hour
Joseph	Morgan	Senior Tool Room Attendant	07/01/08-06/30/09	\$18.68/hour
Alejandra	Arteaga	Stage Technician	07/01/08-06/30/09	\$8.50/hour
Molly	Griffin	Stage Technician	07/01/08-06/30/09	\$8.50/hour
John	Lalonde	Stage Technician	07/01/08-06/30/09	\$8.50/hour
Joan	Llaneza	Stage Technician	07/01/08-06/30/09	\$8.50/hour
Vanessa	Pacheco	Stage Technician	07/01/08-06/30/09	\$8.50/hour
Lisa	Teague	Stage Technician	07/01/08-06/30/09	\$8.50/hour
Robin	Anderson	Student Activities Advisor	07/01/08-06/30/09	\$13.45/hour
Tracey	Dennis	Student Activities Advisor	07/01/08-06/30/09	\$13.45/hour
Opalani	Vaipulu	Student Activities Advisor	07/01/08-06/30/09	\$13.45/hour
Jacqueline	Gray	Student Activities Assistant	07/07/08-06/30/09	\$10.50/hour
Victoria	Lopez	Student Activities Assistant	07/01/08-06/30/09	\$10.50/hour
Kevin	Smith	Student Activities Assistant	07/01/08-06/30/09	\$10.50/hour
Joseph	Adams	SI Leader	07/01/08-06/30/09	\$12.00/hour
Rachael	Bedolla	SI Leader	07/01/08-06/30/09	\$12.00/hour
Darrell	Chasteen	SI Leader	07/01/08-06/30/09	\$12.00/hour
Vanessa	Corona	SI Leader	07/01/08-06/30/09	\$12.00/hour
Stephanie	Culp	SI Leader	07/01/08-06/30/09	\$12.00/hour
An	Do	SI Leader	07/01/08-06/30/09	\$12.00/hour
Adele	Dobry	SI Leader	07/01/08-06/30/09	\$12.00/hour
Gilbert	Gardiner	SI Leader	07/01/08-06/30/09	\$12.00/hour
Salvador	Gonzalez	SI Leader	07/01/08-06/30/09	\$12.00/hour
Susna	Hendrickson	SI Leader	07/01/08-06/30/09	\$12.00/hour
Jana	McVay	SI Leader	07/01/08-06/30/09	\$12.00/hour
Rebecca	Moon-Stone	SI Leader	07/01/08-06/30/09	\$12.00/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary</u> <u>Policy 4035</u>
Shiloh	Price	SI Leader	07/01/08-06/30/09	\$12.00/hour
Lisa	Schultz	SI Leader	07/01/08-06/30/09	\$12.00/hour
Nausheen	Sheikh	SI Leader	07/01/08-06/30/09	\$12.00/hour
Irma	Silva	SI Leader	07/01/08-06/30/09	\$12.00/hour
Charissa	Six	SI Leader	07/01/08-06/30/09	\$12.00/hour
Trinidad	Tonines	SI Leader	07/01/08-06/30/09	\$12.00/hour
Gloria	Wells	SI Leader	07/01/08-06/30/09	\$12.00/hour
Cherry	Anabo	Teatre Carpenter	07/01/08-06/30/09	\$10.65/hour
Alejandra	Arteaga	Teatre Carpenter	07/01/08-06/30/09	\$10.65/hour
Paul	Abbondante	Technical Business Advisor	07/01/08-06/30/09	\$55.00/hour
Brookley	Cross	Technical Business Advisor	07/01/08-06/30/09	\$55.00/hour
Steven	Mednick	Technical Business Advisor	07/01/08-06/30/09	\$55.00/hour
Mark	Monaghan	Technical Business Advisor	07/01/08-06/30/09	\$55.00/hour
Edwin	Setzer	Technical Business Advisor	07/01/08-06/30/09	\$55.00/hour
William	Waldo	Technical Business Advisor	07/01/08-06/30/09	\$55.00/hour
Albert	Carlson	Technical Director	07/01/08-06/30/09	\$12.65/hour
Steven	Fiore	Technical Director	07/01/08-06/30/09	\$12.65/hour
Colby	George	Technical Director	07/01/08-06/30/09	\$12.65/hour
David	Hennager	Technical Director	07/01/08-06/30/09	\$12.65/hour
John	Nowak	Technical Director	07/01/08-06/30/09	\$12.65/hour
Jessica	Shelton	Technical Director	07/01/08-06/30/09	\$12.65/hour
Brandon	Tronsen	Technical Director	07/01/08-06/30/09	\$12.65/hour
Shannon	Everley	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
Gerardo	Garnica	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
Colby	George	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
Ethan	Hudgens	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
Lilia	Jimenez	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
John	Lalonde	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
Matthew	Lewellin	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
Timothy	Mahoney	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Dominic	Montes	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
Angela	Munoz	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
Christine	Neal	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
John	Nowak	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
Gregory	Pytlak	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
Brian	Smith	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
Brandon	Tronsen	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
Jacob	Willson	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
Michael	Woodruff	Theater Carpenter	07/01/08-06/30/09	\$10.65/hour
Albert	Carlson	Theater Master Electrician	07/01/08-06/30/09	\$17.00/hour
Jason	Rupe	Theater Master Electrician	07/01/08-06/30/09	\$17.00/hour
Victor	Hernandez	Theater Production Technician	07/01/08-06/30/09	\$9.25/hour
Marci	Olin	Theater Production Technician	07/01/08-06/30/09	\$9.25/hour
Jessica	Shelton	Theater Production Technician	07/01/08-06/30/09	\$9.25/hour
Angela	Munoz	Theater Props/Outreach	07/01/08-06/30/09	\$10.50/hour
Adrienne	McWilliams	Training Technician	07/01/08-06/30/09	\$15.00/hour
Maryum	Malika	Training Technician I	07/01/08-06/30/09	\$15.00/hour
Tim	Guy	Training Technician II	07/01/08-06/30/09	\$20.00/hour
Maria	Williams	Training Technician II	07/01/08-06/30/09	\$20.00/hour
Heidi	Henderson	Tutor II	07/01/08-06/30/09	\$8.50/hour
Brandi	Triplett	Tutor II	07/01/08-06/30/09	\$8.50/hour
Kevin	Turner	Tutor II	07/01/08-06/30/09	\$8.50/hour
Frank	Bell	Tutor III	07/01/08-06/30/09	\$9.25/hour
Mariel	Benoit	Tutor III	07/01/08-06/30/09	\$9.25/hour
Michael	Botts	Tutor III	07/01/08-06/30/09	\$9.25/hour

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

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Brianna	Huiet	Tutor III	07/01/08-06/30/09	\$9.25/hour
Annop	Kaur	Tutor III	07/01/08-06/30/09	\$9.25/hour
Rebecca	Lawhead	Tutor III	07/01/08-06/30/09	\$9.25/hour
Raymund	Papica	Tutor III	07/01/08-06/30/09	\$9.25/hour
Jan	Tadlock	Tutor III	07/01/08-06/30/09	\$9.25/hour
Brandon	Wales	Tutor III	07/01/08-06/30/09	\$9.25/hour
Joseph	Adams	Tutor IV	07/01/08-06/30/09	\$10.00/hour
Adam	Apperson	Tutor IV	07/01/08-06/30/09	\$10.00/hour
Jay	Barillaro	Tutor IV	07/01/08-06/30/09	\$10.00/hour
Joshua	Hatfield	Tutor IV	07/01/08-06/30/09	\$10.00/hour
Precious	Ighadaro	Tutor IV	07/01/08-06/30/09	\$10.00/hour
Henry	Krause	Tutor IV	07/01/08-06/30/09	\$10.00/hour
Scott	Lowder	Tutor IV	07/01/08-06/30/09	\$10.00/hour
Bethany	Myers	Tutor IV	07/01/08-06/30/09	\$10.00/hour
Carlos	Naranjo Jr.	Tutor IV	07/01/08-06/30/09	\$10.00/hour
Joseph	Pickett	Tutor IV	07/01/08-06/30/09	\$10.00/hour
Christopher	Robles	Tutor IV	07/01/08-06/30/09	\$10.00/hour
Rebekah	Silva	Tutor IV	07/01/08-06/30/09	\$10.00/hour
Tongzhou	Wang	Tutor IV	07/01/08-06/30/09	\$10.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR EXTRACURRICULAR ACTIVITIES

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Stipend</u>
Joseph	Huff	Assistant Basketball Coach	10/15/08-06/30/09	\$3,859.00
Michael	Richey	Assistant Football Coach	07/01/08-08/31/09	\$3,859.00
Vitolio	Vaipulu	Assistant Football Coach	07/01/08-08/31/09	\$3,859.00
Jose	Moreno	Assistant Soccer Coach	08/15/09/01/31/09	\$3,614.00
Whitney	Wilczynski	Assistant Softball Coach	01/15/09-06/30/09	\$1,929.50
Joel	Schweiger	Assistant Swimming Coach	01/15/09-06/30/09	\$3,614.00

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR EXTRACURRICULAR ACTIVITIES, CONT.

<u>Name</u>		<u>Position</u>	<u>Effective Date</u>	<u>Stipend</u>
Edward	Fuentes	Assistant Track Coach	07/15/09-06/30/09	\$3,614.00
Gregory	Magee	Assistant Track Coach	01/15/09-06/30/09	\$3,614.00
Abderrahmane	Morceli	Assistant Track Coach	01/15/09-06/30/09	\$3,614.00
Jason	Northcott	Assistant Water Polo Coach	08/18/08-06/30/09	\$3,554.00

District Funds

MORENO VALLEY CAMPUS

NAME	POSITION	DEPARTMENT	DATE	RATE
Abughoush, Hana	Tutor	Tutorial Services	07/16/08	\$ 8.75
Abughoush, Maha	Tutor	Tutorial Services	07/16/08	\$ 9.00
Acosta, Jesus	Student Worker	Counseling	07/08/08	\$ 8.00
Acuna, Roger	College Service Attendant	College Safety & Police	07/01/08	\$ 8.00
Alvarado, Geovanny	Tutor	Tutorial Services	07/16/08	\$ 8.25
Arceneaux, Debra	Instructional Assistant	Early Childhood Studies	07/01/08	\$ 8.25
Argueta, Eric	Tutor	Tutorial Services	07/28/08	\$ 8.00
Arzate, Yvonne	Instructional Assistant	Early Childhood Studies	07/01/08	\$ 8.25
Barillaro, Jay	Tutor	Tutorial Services	07/16/08	\$ 9.00
Belmonte, Manuel	Instructional Assistant	Early Childhood Studies	07/01/08	\$ 8.00
Carter, Jennifer	Lab Aide	Science & Technology	07/08/08	\$ 8.00
Cervantes, Cristina	Clerk	President's Office	07/10/08	\$ 10.50
Coats, David	Tutor	Tutorial Services	07/16/08	\$ 8.50
Cuanico, Jenny	Circulation Assistant	Library	07/01/08	\$ 8.00
Cuanico, Joanna	Circulation Assistant	Library	07/01/08	\$ 8.00
Davis, Barbara	Tutor	Tutorial Services	07/16/08	\$ 8.50
Evard, Sage	Delivery Technician	Instructional Media Center	07/10/08	\$ 8.00
Figueroa, Sobeyda	Office Assistant	Transfer/Career Center	07/01/08	\$ 8.50
Flores, Andrew	Tutor	Tutorial Services	07/16/08	\$ 8.50
Garcia Murillo, Teresa	Tutor	Tutorial Services	07/16/08	\$ 8.50
Gonzalez, Michelle	Instructional Assistant	Early Childhood Studies	07/01/08	\$ 8.25
Guevara, Jonathan	Student Ambassador	Outreach	07/10/08	\$ 8.00
Gutierrez, Louie	Student Ambassador	Outreach	07/10/08	\$ 8.00
Hayes, Heather	Student Worker	Counseling	08/07/08	\$ 8.00
Huertero, Praga	Instructional Assistant	Early Childhood Studies	07/01/08	\$ 8.25
Hussein, Mohamed	Student Ambassador	Outreach	07/10/08	\$ 8.00
Izarraras, Juana	Office Assistant	Transfer/Career Center	07/01/08	\$ 8.50
Jacobs, Bradley	Tutor	Tutorial Services	07/16/08	\$ 8.25
Kennedy-Ross, Margaret	Tutor	Tutorial Services	07/16/08	\$ 9.00
Kimbrough, Edward	Tutor	Tutorial Services	07/28/08	\$ 8.00
Li, Jinpeng	Tutor	Tutorial Services	07/16/08	\$ 8.50
Lopez, Adam	Tutor	Tutorial Services	07/16/08	\$ 8.50
Miller, Brittany	Instructional Assistant	Early Childhood Studies	07/08/08	\$ 8.25
Morales, Ana	Tutor	Tutorial Services	07/28/08	\$ 8.75
Morales, Cathleen	Instructional Assistant	Early Childhood Studies	07/01/08	\$ 8.25
Moreira, Juan	Tutor	Tutorial Services	07/16/08	\$ 8.75
Mularchuk, Rebecca	Tutor	Tutorial Services	07/16/08	\$ 8.50
Murata, Taichi	Tutor	Tutorial Services	07/16/08	\$ 9.00
Myers, Bethany	Student Worker	Admissions & Records	08/07/08	\$ 8.50
Myers, Justin	Lab Aide	Science & Technology	07/09/08	\$ 8.00
Neal, Megan	Instructional Assistant	Early Childhood Studies	07/08/08	\$ 8.25
Nguyen, Harvey	Tutor	Tutorial Services	07/28/08	\$ 8.00
Nugent, Ann	Tutor	Tutorial Services	07/16/08	\$ 8.25
Owraghi, Mielad	Student Worker	Counseling	07/08/08	\$ 8.00
Pena, Olivia	Student Worker	Counseling	08/04/08	\$ 8.00
Reid, Aisha	Instructional Assistant	Early Childhood Studies	07/01/08	\$ 8.25
Richardson, James	Tutor	Tutorial Services	07/16/08	\$ 9.00
Robinson, Benjamin	Instructional Assistant	Early Childhood Studies	07/01/08	\$ 8.00
Robinson, Markeisha	Instructional Assistant	Early Childhood Studies	07/01/08	\$ 8.00
Robinson, Rhonneica	Lab Aide	Science & Technology	07/08/08	\$ 8.00

Rolph, Rebecca	Tutor	Tutorial Services	07/16/08	\$ 8.75
----------------	-------	-------------------	----------	---------

District Funds (CONT'D)

MORENO VALLEY CAMPUS (Continued)

NAME	POSITION	DEPARTMENT	DATE	RATE
Ruby, Leah	Office Assistant	Transfer/Career Center	07/01/08	\$ 8.50
Salama, Imad	Tutor	Tutorial Services	07/16/08	\$ 8.50
Segura, Sharlena	Clerk	President's Office	07/10/08	\$ 10.50
Sibrian, Erika	Instructional Assistant	Early Childhood Studies	07/22/08	\$ 8.00
Smith, Johnathan	Student Ambassador	Outreach	07/10/08	\$ 8.00
Smith, Thomas	Tutor	Tutorial Services	07/16/08	\$ 8.75
Strydom, Danelze	Tutor	Tutorial Services	07/16/08	\$ 8.25
Turner, Keith	Student Worker	Admissions & Records	07/22/08	\$ 8.50
Vargas, Johanna	Tutor	Tutorial Services	07/16/08	\$ 9.75
Verges, Damarie	Instructional Assistant	Early Childhood Studies	07/01/08	\$ 8.25
Washington, Leneachuan	Circulation Assistant	Library	07/10/08	\$ 8.00
Weitemeyer, Deena	Lab Aide	Science & Technology	07/08/08	\$ 8.50

NORCO CAMPUS

NAME	POSITION	DEPARTMENT	DATE	RATE
Ahmed Garay, Sebastian	Tutor	Tutorial Services	07/01/08	\$ 8.25
Alatorre, Geneva	Student Assistant	Library	07/01/08	\$ 8.00
Alvarez, Lidia	Instructional Aide	Early Childhood Studies	07/28/08	\$ 8.00
Ambriz, Clark	Tutor	Tutorial Services	07/01/08	\$ 9.00
Anguiano, Sara	Instructional Aide	Early Childhood Studies	07/28/08	\$ 8.00
Arshad, Usmaan	Tutor	Tutorial Services	08/07/08	\$ 9.00
Becker, Brittny	Instructional Aide	Early Childhood Studies	07/28/08	\$ 8.00
Beckwith, Suzanne	Assistant Trainee	Instructional Media Center	07/01/08	\$ 8.00
Caliboso, Walter	Tutor	Tutorial Services	07/10/08	\$ 8.00
Carbajal, Juan	Tutor	Tutorial Services	07/01/08	\$ 8.00
Ching, Maung	Assistant Trainee	Instructional Media Center	07/01/08	\$ 8.25
Cozy, Detoia	Instructional Aide	Early Childhood Studies	07/28/08	\$ 8.00
Destefano, Anthony	Tutor	Tutorial Services	07/01/08	\$ 8.00
Fleming, Norma	Tutor	Tutorial Services	07/01/08	\$ 8.25
Folkerts, Michael	Tutor	Tutorial Services	07/01/08	\$ 9.50
Gasso, Vanessa	Student Assistant	Library	07/16/08	\$ 8.00
Gasu, Janis	Student Assistant	Library	07/03/08	\$ 8.00
Goss, Michelle	Tutor	Tutorial Services	07/01/08	\$ 9.25
Hidden, Lucas	Tutor	Tutorial Services	07/15/08	\$ 9.25
Jimenez, Rosario	Student Assistant	Library	07/03/08	\$ 8.00
Kisely, Steven	Tutor	Tutorial Services	07/01/08	\$ 9.00
Lee, Hsiao-Ting	Tutor	Tutorial Services	07/15/08	\$ 9.00
Leva, Karlo	Assistant Trainee	Instructional Media Center	07/01/08	\$ 8.00
Mejia, Ramon	Tutor	Tutorial Services	07/01/08	\$ 8.00
Nahon, Fernando	Tutor	Tutorial Services	07/01/08	\$ 9.25
Noeun, Vitiea	Tutor	Tutorial Services	07/01/08	\$ 9.00
Oh, Sharon	Tutor	Tutorial Services	07/01/08	\$ 8.75
Rodriguez, Rebecca	Instructional Aide	Early Childhood Studies	07/16/08	\$ 9.00
Rooker, Mary	Student Assistant	Library	07/01/08	\$ 8.00
Roos, Vivian	Instructional Aide	Early Childhood Studies	07/28/08	\$ 8.00
Santillan, Martin	Tutor	Tutorial Services	07/15/08	\$ 9.25
Tao, Qianting	Tutor	Tutorial Services	07/01/08	\$ 8.25
Tovar, Maria	Instructional Aide	Early Childhood Studies	07/28/08	\$ 8.00
Urzua, Marlyn	Student Assistant	Library	07/01/08	\$ 8.00

Vaifale, Lene	Student Assistant	Library	07/01/08	\$ 8.00
Vargas, Mireya	Student Assistant	Library	07/01/08	\$ 8.00

District Funds (CONT'D)

NORCO CAMPUS (Continued)

NAME	POSITION	DEPARTMENT	DATE	RATE
Villapando, Yvette	Student Assistant	Library	07/01/08	\$ 8.00
Williams, Brandon	Tutor	Tutorial Services	07/10/08	\$ 8.00

RIVERSIDE CITY COLLEGE

NAME	POSITION	DEPARTMENT	DATE	RATE
Aguilar, Greg	Circulation Assistant	Library	07/08/08	\$ 8.00
Arhin, Ama	Instructional Aide	Early Childhood Studies	07/09/08	\$ 8.00
Arriaza, Guillermo	Student Ambassador	Outreach	07/01/08	\$ 8.00
Barnes, Caprise	Lab Aide	Mathematics	07/01/08	\$ 8.00
Borgen, Orville	Lab Aide	English Writing Center	07/01/08	\$ 8.25
Britton, Marlon	College Service Attendant	College Safety & Police	07/10/08	\$ 8.00
Burns, Jaclyn	Instructional Aide	Early Childhood Studies	07/01/08	\$ 8.00
Calderon, Maribel	Student Worker	Outreach	07/29/08	\$ 8.00
Calfee, Heather	Student Ambassador	Outreach	07/10/08	\$ 8.00
Carter, James	College Service Attendant	College Safety & Police	07/10/08	\$ 8.00
Chamberlain, Kathryn	Instructional Aide	Early Childhood Studies	07/01/08	\$ 8.50
Coffey, Jacqueline	Lab Aide	English Writing Center	07/03/08	\$ 8.00
Coffman, Amanda	Student Ambassador	Outreach	07/10/08	\$ 8.00
Contreras, Lizette	Data Entry Assistant	Instructional Media Center	07/01/08	\$ 8.00
Damon, Lamont	Student Ambassador	Outreach	07/01/08	\$ 8.00
Davis, Michael	Tutor	Mathematics	07/10/08	\$ 9.00
Dellinger, Andrew	Instructional Aide	Early Childhood Studies	07/01/08	\$ 8.50
Do, An	Tutor	Mathematics	08/07/08	\$ 9.50
Do, Duy	Tutor	Tutorial Services	07/08/08	\$ 8.00
Dobbs, Angelina	Circulation Assistant	Library	07/16/08	\$ 8.00
Edwards, Emily	Instructional Aide	Early Childhood Studies	07/01/08	\$ 8.50
Espinoza-Palacin, Shirley	Circulation Assistant	Library	07/01/08	\$ 8.00
Fausett, Kassie	Instructional Aide	Early Childhood Studies	08/05/08	\$ 8.00
Fereshtehnejao, Roya	Pilates Lab Assistant	Fine & Performing Arts	07/14/08	\$ 8.75
Garcia, Carlos	Circulation Assistant	Library	07/01/08	\$ 8.00
Gill, Adam	Tutor	Mathematics	07/28/08	\$ 8.50
Gomez, Blanca	Student Ambassador	Outreach	07/01/08	\$ 8.00
Gomez, Christina	Student Clerk	Health Services	07/10/08	\$ 8.00
Gonzalez, Hilda	Student Ambassador	Outreach	07/01/08	\$ 8.00
Green, Mark	Music Librarian	Fine & Performing Arts	07/22/08	\$ 9.00
Guevara, Monica	Lab Aide	English Writing Center	08/05/08	\$ 8.00
Guillermo, Marjorie	Tutor	Tutorial Services	07/09/08	\$ 8.25
Gunnell, Tiffany	Instructional Aide	Early Childhood Studies	07/08/08	\$ 8.50
Hidalgo, Arturo	Delivery Assistant	Instructional Media Center	07/01/08	\$ 8.00
Ip, Jack	Lab Aide	English Writing Center	07/01/08	\$ 8.00
Ittig, Kimberly	Tutor	Tutorial Services	07/10/08	\$ 8.25
Kacarab, Michael	Tutor	Tutorial Services	07/09/08	\$ 8.25
Kahn, Andrew	Lab Aide	English Writing Center	07/03/08	\$ 8.00
Kennedy, Christ	Tutor	Tutorial Services	07/01/08	\$ 8.00
Kindong, Dieudonne	Tutor	Tutorial Services	08/05/08	\$ 8.50
Kingsley, Travis	Tutor	Tutorial Services	07/10/08	\$ 8.75
Le, Khai	E-Text Transcriber	Disabled Student Services	07/01/08	\$ 8.75
Le, Kim	Tutor	Mathematics	08/07/08	\$ 9.50

Lim Andrew	Delivery Assistant	Instructional Media Center	07/01/08	\$ 8.00
Lingo, John	Lab Aide	English Writing Center	07/08/08	\$ 9.00
Little Whirlwind, Mary	Instructional Aide	Early Childhood Studies	07/01/08	\$ 8.25

District Funds (CONT'D)

RIVERSIDE CITY COLLEGE (Continued)

NAME	POSITION	DEPARTMENT	DATE	RATE
Lopez, Victoria	Student Ambassador	Outreach	07/01/08	\$ 8.00
Lua, Glecly	Tutor	Tutorial Services	07/10/08	\$ 9.00
Lugo, Alison	Tech Assistant II	Library	07/01/08	\$ 8.00
Luna, Pamela	Student Ambassador	Outreach	07/09/08	\$ 8.00
Macias, Jessica	E-Text Transcriber	Disabled Student Services	07/01/08	\$ 8.75
Martinez-Jimenez, Mar	Circulation Assistant	Library	07/21/08	\$ 8.00
McCafferty, Debra	Lab Aide	Information Systems & Technology	07/03/08	\$ 8.50
McFadden, Brian	E-Text Transcriber	Disabled Student Services	07/01/08	\$ 8.75
Meador, Lauren	Instructional Aide	Early Childhood Studies	07/01/08	\$ 8.50
Meshkin, Mahsa	Instructional Aide	Early Childhood Studies	07/09/08	\$ 8.25
Morikone, Margeen	Tutor	Tutorial Services	07/08/08	\$ 8.25
Nakamura, Aika	Tutor	Tutorial Services	07/01/08	\$ 8.25
Nasim, Salma	Circulation Assistant	Library	07/16/08	\$ 8.00
Nguyen, Rebecca	Tutor	Tutorial Services	07/14/08	\$ 8.25
Oller, Guillermo	Tech Assistant	Library	07/01/08	\$ 8.00
Partida, Carrin	Lab Aide	English Writing Center	07/28/08	\$ 8.00
Patel, Dipiti	Circulation Assistant	Library	07/16/08	\$ 8.00
Patrick II, Paul	Student Ambassador	Outreach	07/01/08	\$ 8.00
Pena, Jonathan	Circulation Assistant	Library	07/14/08	\$ 8.00
Perez, Desiree	Assistant	Journalism	08/05/08	\$ 8.00
Pilar, Erika	Tutor	Tutorial Services	07/10/08	\$ 8.25
Pivac, Christopher	Tutor	Tutorial Services	07/09/08	\$ 8.00
Portugal, Guadalupe	Student Worker	Outreach	07/28/08	\$ 8.00
Quinones, Juliana	Music Librarian	Fine & Performing Arts	07/16/08	\$ 9.00
Reid, Fredrick	College Service Attendant	College Safety & Police	07/14/08	\$ 8.00
Rocha, Sophia	Data Entry Assistant	Instructional Media Center	07/01/08	\$ 8.00
Rodriguez, Maria	Lab Aide	Mathematics	07/28/08	\$ 8.00
Rollins, Michael	Instructional Aide	Early Childhood Studies	08/05/08	\$ 8.00
Salim, Kohenny	Tutor	Tutorial Services	07/10/08	\$ 8.50
Sandoval, Dominique	Instructional Aide	Early Childhood Studies	07/08/08	\$ 8.25
Sheikh, Maeraj	Circulation Assistant	Library	07/16/08	\$ 8.00
Sheikh, Maereen	Lab Aide	English Writing Center	07/01/08	\$ 8.00
Simmons, Sabrina	Circulation Assistant	Library	08/07/08	\$ 8.00
Sosa, Lorenzo	Delivery Assistant	Instructional Media Center	07/01/08	\$ 8.00
Southwick, Dawn	Tutor	Tutorial Services	07/21/08	\$ 8.25
Stieh, Chandler	Lab Aide	English Writing Center	07/29/08	\$ 8.00
Thomas, Ray	Student Ambassador	Outreach	07/09/08	\$ 8.00
Toghian, Elnaz	Peer Health Educator	Health Services	07/10/08	\$ 8.00
Tolbert, Dwjuan	Student Worker	Counseling	07/16/08	\$ 8.00
Tran, Thuy-Tien	Tutor	Tutorial Services	07/01/08	\$ 8.25
Turner, Dywayne	Lab Aide	Information Systems & Technology	07/01/08	\$ 8.50
Turner, Kevin	Tutor	Tutorial Services	07/10/08	\$ 8.25
Valerio, Jeanette	Student Clerk	Health Services	07/10/08	\$ 8.00
Van Fossen, Donald	Tutor	Tutorial Services	07/09/08	\$ 8.00
Varela, Kenneth	Lab Aide	Information Systems & Technology	07/01/08	\$ 8.50
Vu, Tuan	Lab Aide	English Writing Center	07/01/08	\$ 8.00
Wallien, Marta	Instructional Aide	Early Childhood Studies	07/01/08	\$ 8.50

Wolf, Chris	Lab Aide	English Writing Center	07/01/08	\$ 8.00
Wongsosaputro, Eric	Circulation Assistant	Library	08/07/08	\$ 8.00
Wymer, Christina	Instructional Aide	Early Childhood Studies	07/01/08	\$ 8.25
Zhu, Mo	Tutor	Tutorial Services	07/09/08	\$ 8.00

Categorical Funds

AMERICA READS PROGRAM

NAME	POSITION	DEPARTMENT	DATE	RATE
(None)				

AMERICA COUNTS PROGRAM

NAME	POSITION	DEPARTMENT	DATE	RATE
(None)				

COMMUNITY SERVICE PROGRAM

NAME	POSITION	DEPARTMENT	DATE	RATE
Aguirre, Susana	Student Worker	Riverside County Housing Authority	07/15/08	\$ 8.50
Alvarez, Lidia	Instructional Aide	Early Childhood Studies - Norco	07/28/08	\$ 8.00
Arnold, Reginess	Instructional Aide	Early Childhood Studies - Norco	07/22/08	\$ 8.00
Forniss, Michelle	Student Worker	Riverside County Housing Authority	07/22/08	\$ 8.50
McGrath, Sarah	Museum Assistant	UCR Museum of Photography	07/28/08	\$ 8.25
Williamson, Kellie	Museum Assistant	UCR Museum of Photography	08/01/08	\$ 8.25
Wright, Ashlei	Student Worker	Riverside County Housing Authority	07/01/08	\$ 8.50

MORENO VALLEY CAMPUS

NAME	POSITION	DEPARTMENT	DATE	RATE
Aguirre, Marisela	College Service Attendant	College Safety & Police	07/01/08	\$ 8.50
Brianna Crone-Roberts	Student Worker	Assessment Center	07/17/08	\$ 8.00
Castillo, Emmanuelle	Student Assistant	Student Activities	08/01/08	\$ 8.00
Davidson, Mister	Circulation Assistant	Library	07/02/08	\$ 9.00
Gomez, Raul	Delivery Technician	Instructional Media Center	07/17/08	\$ 8.00
Green, Kendra	Student Worker	Assessment Center	07/09/08	\$ 8.00
Haywood, Alissa	Clerk	EOPS	07/21/08	\$ 8.00
Jones-Walton, Cynthia	Circulation Assistant	Library	07/02/08	\$ 8.00
Leyva-Gomez, Veronica	Circulation Assistant	Library	07/03/08	\$ 8.00
Miles, Twyla	Circulation Assistant	Library	07/09/08	\$ 9.00
Moore, Demetria	Student Assistant	Student Activities	07/02/08	\$ 9.00
Sierra, Griselda	Office Assistant	Customized Solutions	08/01/08	\$ 8.00

NORCO CAMPUS

NAME	POSITION	DEPARTMENT	DATE	RATE
Torres, Leonardo	Assistant Trainee	Instructional Media Center	07/22/08	\$ 8.00
Bell, Wendy	Student Assistant	Library	07/22/08	\$ 8.00

RIVERSIDE CITY COLLEGE

NAME	POSITION	DEPARTMENT	DATE	RATE
Acevedo Duran, Yessica	Lab Aide II	Applied Technology / Telecom	07/09/08	\$ 10.00
Becker, Michael	Teacher Assistant	Applied Technology / Auto Tech	07/21/08	\$ 11.00
Black, Skyla	Field Manager	Physical Education / Track	07/28/08	\$ 8.00
Blake, Leslee	Student Worker	Food Services	07/02/08	\$ 8.50
Bocanegra, Miguel	Student Clerk	Administrative Support Center	07/29/08	\$ 8.00
Brown, Jennifer	Student Worker	Culinary Academy	07/22/08	\$ 8.50
Clinton, Brett	Clerk	EOPS	07/29/08	\$ 8.00
Cooper, Roberta	Office Assistant	Senior Citizen Education	07/30/08	\$ 8.00

Crawford, Kinisha	Student Worker	Counseling	07/22/08	\$ 8.00
Evans, Lorraine	Student Worker	Food Services	07/03/08	\$ 8.00
Fishel, Amy	Student Worker	Food Services	07/02/08	\$ 8.50
Flores, Roberto	Office Clerk	Diversity & Human Resources	07/01/08	\$ 8.50
Foster, Rawsheta	Student Assistant to Director	Culinary Academy	07/21/08	\$ 8.50

Categorical Funds (CONT'D)

RIVERSIDE CITY COLLEGE (Continued)

NAME	POSITION	DEPARTMENT	DATE	RATE
Giron, Nohemy	Student Clerk	Administrative Support Center	08/01/08	\$ 8.00
Holland, Corie	Student Worker	Food Services	08/04/08	\$ 8.00
LaGarde, Antonette	Field Manager	Physical Education / Track	07/15/08	\$ 8.00
Leal, Yolanda	Student Worker	Community Education	07/16/08	\$ 8.00
Leimel, Derek	Lab Aide II	Applied Technology / Telecom	07/02/08	\$ 10.00
Lopez, Jose	Track & Field Support Manager	Physical Education / Track	07/28/08	\$ 8.75
Mendoza, Ana	Office/Field Assistant	Physical Education / Track	07/28/08	\$ 8.00
Moon, Christina	Student Clerk	Administrative Support Center	07/22/08	\$ 9.00
Morgan, Ashley	Student Worker	Transfer/Career Center	07/09/08	\$ 8.00
Nguyen, Liem	Clerk	EOPS	07/21/08	\$ 8.00
Nielson, Sara	Field Manager	Physical Education / Track	08/01/08	\$ 8.00
Overholt, Sara	Office Assistant	Physical Education / Track	07/02/08	\$ 8.50
Parfitt, Joshua	Student Worker	Counseling	08/05/08	\$ 8.00
Peggese, Jasmine	Office/Field Assistant	Physical Education / Track	07/28/08	\$ 8.00
Petris, Shannon	Student Assistant	Business Administration / Ujima	08/06/08	\$ 9.00
Reyes, Jerardo	Student Clerk	Administrative Support Center	08/07/08	\$ 9.00
Rodriguez, Rosalva	Student Assistant	Counseling	07/29/08	\$ 8.00
Ruiz Robles, Ivett	Field Manager	Physical Education / Track	07/17/08	\$ 8.00
Shiekh, Nausheen	Office Assistant	Academic Support	08/07/08	\$ 9.00
Silva, Jorge	Student Worker	Transfer/Career Center	07/02/08	\$ 9.00
Smith III, Charles	Track & Field Support Manager	Physical Education / Track	07/17/08	\$ 8.75
Thomas, Stephanie	Student Worker	Food Services	07/22/08	\$ 8.25
Tippie, Jennifer	Student Worker	Counseling	07/17/08	\$ 8.00
Tomlinson, Sarah	Student Worker	Counseling	07/01/08	\$ 8.00
Tuson, Felicia	Student Clerical Worker	Foundation	07/29/08	\$ 8.00
Vargas, Jaime	Student Worker	Food Services	07/17/08	\$ 8.00
Villeda, Henry	Student Clerk	Physical Education / Track	07/01/08	\$ 8.50
Washington, Allison	Field Manager	Physical Education / Track	07/21/08	\$ 8.50
Weathersby, Valerie	Clerk	EOPS	07/17/08	\$ 8.00
Wilkerson, Rollin	Student Assistant	Business Administration / Ujima	07/30/08	\$ 9.00
Wills, Tiana	Field Manager	Physical Education / Track	07/21/08	\$ 8.00

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-2

Date: August 19, 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 \$18,061,609 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 119824-123583) totaling \$17,616,206 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 \$18,061,609 and District Warrant Claims totaling \$17,616,206.

Irving G. Hendrick
Interim Chancellor

Prepared by: Doretta Sowell
Purchasing Manager

Report of Purchases-All District Funds
 Purchases over \$72,400
 6/1/08 thru 6/30/08

PO #	Department	Fund	Vendor	Description of Services	Amount
C0001920	Administration & Finance	12	Hayward Unified School District	CA Career Technical Ed Initiative	84,000
C0001924	Administration & Finance	12	Berkeley Unified School District	CA Career Technical Ed Initiative	84,000
C0001926	Administration & Finance	12	Coachella Valley Unified School District	CA Career Technical Ed Initiative	84,000
C0001928	Administration & Finance	12	Elk Grove Unified School District	CA Career Technical Ed Initiative	84,000
C0001934	Administration & Finance	12	Los Angeles Unified School District	CA Career Technical Ed Initiative	84,000
C0001935	Administration & Finance	12	Los Angeles Unified School District	CA Career Technical Ed Initiative	84,000
C0001940	Administration & Finance	12	Oakland Unified School District	CA Career Technical Ed Initiative	84,000
C0001943	Administration & Finance	12	Sacramento City Unified School District	CA Career Technical Ed Initiative	84,000
C0001945	Administration & Finance	12	San Diego Unified School District	CA Career Technical Ed Initiative	84,000
C0001946	Administration & Finance	12	San Lorenzo Unified School District	CA Career Technical Ed Initiative	84,000
C0001950	Administration & Finance	12	West Contra Costa Unified School District	CA Career Technical Ed Initiative	84,000
C0001960	Administration & Finance	12	East Side Union School District	CA Career Technical Ed Initiative	100,000
C0001961	Administration & Finance	12	ABC Unified School District	CA Career Technical Ed Initiative	100,000
C0001962	Administration & Finance	12	Antioch Unified School District	CA Career Technical Ed Initiative	100,000
C0001963	Administration & Finance	12	Kern High School District	CA Career Technical Ed Initiative	100,000
C0001964	Administration & Finance	12	El Dorado Union High School District	CA Career Technical Ed Initiative	100,000
C0001966	Administration & Finance	12	Manteca Unified School District	CA Career Technical Ed Initiative	100,000
C0001967	Administration & Finance	12	OJAI Unified School District	CA Career Technical Ed Initiative	100,000
C0001968	Administration & Finance	12	North Orange County Rop	CA Career Technical Ed Initiative	100,000
C0001969	Administration & Finance	12	Roseville Joint Union High School District	CA Career Technical Ed Initiative	100,000
C0001970	Administration & Finance	12	Anaheim Unified School District	CA Career Technical Ed Initiative	100,000
C0001971	Administration & Finance	12	Snowline Joint Unified School District	CA Career Technical Ed Initiative	100,000
C0001972	Administration & Finance	12	Sierra Sands Unified School District	CA Career Technical Ed Initiative	100,000
C0001973	Administration & Finance	12	Central Union High School District	CA Career Technical Ed Initiative	100,000
C0001974	Administration & Finance	12	Kern High School District	CA Career Technical Ed Initiative	100,000
C0001975	Administration & Finance	12	Hesperia Unified School District	CA Career Technical Ed Initiative	100,000
C0001976	Administration & Finance	12	Upland Unified School District	CA Career Technical Ed Initiative	100,000
C0001977	Administration & Finance	12	Moreno Valley Unified School Dist.	CA Career Technical Ed Initiative	100,000
C0001978	Administration & Finance	12	Washington Union High School Dist	CA Career Technical Ed Initiative	100,000
C0001947	Administration & Finance	12	Sweetwater Union High School District	CA Career Technical Ed Initiative	126,000
C0001919	Administration & Finance	12	UC Regents	CA Career Technical Ed Initiative	145,631
C0001987	Information Services	11	Hershey Systems, Inc	Comp Equip Additional \$5000 >	148,405
C0001933	Administration & Finance	12	Los Angeles Unified School District	CA Career Technical Ed Initiative	168,000
C0001941	Administration & Finance	12	Oxnard Union High School District	CA Career Technical Ed Initiative	168,000
C0001959	Fac, Plan, Design & Construction	41	Hinkley and Associates, Inc	Riverside Food Services Remodel	424,000
C0001989	Food Services	41	Commercial Custom Seating & Upholstery	Fixtures & Fixed Equip	452,433

Report of Purchases-All District Funds
Purchases over \$72,400
6/1/08 thru 6/30/08

PO #	Department	Fund	Vendor	Description of Services	Amount
C0001918	Administration & Finance	12	Butte County Superintendent of Schools	CA Career Technical Ed Initiative	485,437
C0001965	Administration & Finance	12	Kern Union High School District	CA Career Technical Ed Initiative	625,000
B0003455	Administration & Finance	11	Union Bank of California-Trustee	Other Benefits, Other CE Employees	916,229
					<u>\$6,383,135</u>
All Purchase Orders, Contracts and Additions under \$72,400 for the period of 6/1/08 - 6/30/08					
Contracts C1913 - C1992					\$ 946,642
Contract Additions - C1002 - C1819					
Purchase Orders P14501 - P14817					821,367
Purchase Order Additions P10143 - P14468					
Blanket Purchase Orders B3432 - B3479					874,556
Blanket Purchase Order Additions - B3328 - B3415					
Total					<u>\$ 2,642,565</u>
Grand Total					<u><u>\$9,025,700</u></u>

Report of Purchases-All District Funds

Purchases over \$72,400

7/1/08 thru 7/31/08

PO #	Department	Fund	Vendor	Description of Services	Amount
B0003791	Applied Technology	11	Riverside County Economic Dev Agency	Rents & Leases	125,300
B0003835	Food Services	32	US Food Service	Protein	75,474
B0003850	Food Services	32	Pepsi-Cola	Beverage Contract	84,840
B0004322	Administrative Support Cent	11	United States Postal Service	Postage	100,000
C0002000	Administration & Finance	11	Magnon Property Management	Property Management	147,527
C0002002	Facilities - NOR	41	M-E Engineers, Inc	Design Services Norco Support Center	118,000
C0002006	Administration & Finance	41	Webster, C. Michael	Consultant	130,600
C0002037	Economic Development	11	March Joint Powers Authority	Rental Fees MEC	79,006
C0002038	Chancellor Office	12	Capital Alliance Consulting LLC	Consulting Services	77,000
C0002039	Board of Trustees	11	Best, Best & Krieger	Legal Services	100,000
C0002043	Administrative Support Cent	11	OCE Financial Services / Leases	Copy Machine Lease	97,000
C0002070	Facilities - RIV	41	Austin Veum Robbins Partners	Design Services Aquatics Center	1,025,300
C0002071	Facilities - RIV	41	Tilden-Coil Constructors, Inc	Construction Management Aquatics Center	1,153,934
P0014953	Information Services	11	SK Telecon, Inc.	Repair Parts	120,952
P0015052	Information Services	11	Nexus IS, Inc	Computer Software Maintenance/License	163,157
P0015147	Risk Management	61	Schools Excess Liability Fund	Liability Insurance	312,445
					\$ 3,910,535
All Purchase Orders, Contracts and Additions under \$72,400 for the period of 7/1/08 - 7/31/08					
			Contracts C1993 - C2081		\$ 564,985
			Contract Additions - NONE		
			Purchase Orders P14819 - P15307		1,699,196
			Purchase Order Additions - NONE		
			Blanket Purchase Orders B3630 - B4448		2,861,193
			Blanket Purchase Order Additions - NONE		
			Total		\$ 5,125,374
			Grand Total		\$ 9,035,909

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: August 19, 2008

Subject: Award of Bid – Norco Soccer Field Project

Background: On July 22, 2008, the District received five (5) pre-qualified bids for the Norco Soccer Field Project in response to an Invitation for Bid solicitation. The results were as follows:

<u>Contractor</u>	<u>Total Bid</u>	<u>Business Location</u>
Byrom-Davey, Inc.	887,000	San Diego
PCN3, Inc.	1,685,000	Long Beach
Ohno, Inc.	997,000	Fontana
American Contracting	996,833	Temecula
Dalke & Sons, Inc	1,084,800	Riverside

Staff recommends awarding the bid to Byrom-Davey, Inc. for the total bid amount of \$887,000. References for Byrom-Davey were checked by Facilities, Planning, Design and Construction 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 for the Norco Soccer Field Project to Byrom-Davey in the amount of \$887,000 and authorize the Vice Chancellor, Administration and Finance to sign the associated agreement.

Irving G. Hendrick
Interim Chancellor

Prepared by: Doretta Sowell
Purchasing Manager

Norm Godin
Vice President-Business Services,
Norco

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: August 19, 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. David Avalos, instructor, culinary arts, Riverside, to travel to Kansas City, Missouri, June 21-28, 2008, to attend the National SkillsUSA Leadership Conference. Estimated cost: \$1,925.00. Funding source: Vocational Technical Education Act grant funds.
- 2) Mr. Steve Brewster, assistant professor, library services, Riverside City College, to travel to Rosemont, Illinois, May 23-25, 2008, to attend the Designing Courses for Significant Learning Conference. Estimated cost: \$1,620.00. Funding source: Title V funds.
- 3) Mr. Richard Finner, associate professor, graphics technology, Riverside City College, to travel to Kansas City, Missouri, June 21-28, 2008, to attend the National SkillsUSA Leadership Conference. Estimated cost: \$2,005.00. Funding source: Vocational Technical Education Act grant funds.
- 4) Dr. Mary Legner, associate professor, mathematics, Riverside City College, to travel to Great Barrington, Massachusetts, August 16-20, 2008, to attend an Early College Teaching Seminar. Estimated cost: \$1,762.74. Funding source: Bank of America grant funds.
- 5) Mr. Everett Long, production printing specialist, printing and graphics center, Riverside City College, to travel to Pittsburgh, Pennsylvania, July 21 – 25, 2008, to attend the Graphic Arts Show Company/Printing Industries of America/Graphic Arts Technical Foundation Workshops. Estimated cost: \$707.00. Funding sources: \$207.00 from the general fund, and \$500.00 from staff development funds.
- 6) Ms. Jill Marks, dean/principal, Gateway to College, Riverside City College, to travel to Great Barrington, Massachusetts, August 16-20, 2008, to attend an Early College Teaching Seminar. Estimated cost: \$1,762.74. Funding source: Bank of America grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: August 19, 2008

Subject: Out-of-State Travel (continued)

- 7) Mr. Paul Moores, assistant professor, library services, Riverside City College, to travel to Washington, D.C., April 28-30, 2008, to attend the 16th Annual Innovative Users Group Conference. Estimated cost: \$1,251.35. Funding source: the general fund.
- 8) Dr. Bonavita Quinto-MacCallum, instructor, Spanish, Riverside City College, to travel to Great Barrington, Massachusetts, August 17-20, 2008, to attend the 2008 Institute for Early College Pedagogy Summer Institute. Estimated cost: \$1,805.85. Funding sources: \$954.00 from Rubidoux Early High School grant funds, and \$851.85 from the general fund.
- 9) Ms. Heather Smith, assistant professor, life sciences, Riverside City College, to travel to Madison, Wisconsin, July 6-12, 2008, accompanied by one student, to attend the National Organization of Professional Hispanic Natural Resources Conservation Service Employees National Training Conference. There is no cost to the District.

Current:

Moreno Valley Campus:

- 1) Dr. Fabian Biancardi, assistant professor, political science, to travel to Florence, Italy, September 7-November 29, 2008, to participate in the Study Abroad – Florence, Italy – Fall Semester 2008. There is no cost to the District.
- 2) Dr. Lisa Conyers, vice president, educational services, to travel to Nuevo Leon, Mexico, October 7-12, 2008, to attend the North American Higher Education Conference: Higher Education Collaboration: Local Responses in a Global Context Conference. Estimated cost: \$2,190.30. Funding source: the general fund.
- 3) Ms. Delores Middleton, associate professor, physician assistant program, to travel to Nuevo Leon, Mexico, October 7-12, 2008, to attend the North American Higher Education Conference: Higher Education Collaboration, Local Responses in a Global Context Conference. Estimated cost: \$1,500.00. Funding source: the general fund.

Norco Campus:

None.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: August 19, 2008

Subject: Out-of-State Travel (continued)

Riverside City College:

- 1) Ms. Julie Crippin, analyst/programmer, information services, to travel to Reston, Virginia, September 28-October 2, 2008, to attend Datatel 2008 Technical Training Week. Estimated cost: \$3,645.00. Funding source: the general fund.
- 2) Mr. P.J. Cruz, systems administrator, information services, to travel to Reston, Virginia, September 28-October 2, 2008, to attend Datatel 2008 Technical Training Week. Estimated cost: \$3,668.40. Funding source: the general fund.
- 3) Ms. Elizabeth Gomez, occupational education specialist, career and technical education, to travel to Columbus, Ohio, September 28-October 4, 2008, to attend the Systematic Curriculum and Instructional Development Workshop. Estimated cost: \$3,449.00. Funding source: Vocational Technical Education Act.
- 4) Dr. Daruish Haghghat, associate professor, political science, to travel to Xian and Beijing, China, November 22-31, 2008, to accompany 10 students participating in the National Model United Nations Competition. Estimated cost: \$6,397.00. Funding source: the general fund.
- 5) Mr. Richard Kile, analyst/programmer, information services, to travel to Reston, Virginia, September 28-October 2, 2008, to attend Datatel 2008 Technical Training Week. Estimated cost: \$3,680.01. Funding source: the general fund.
- 6) Ms. Anita Kinser, associate professor, school of nursing, to travel to San Antonio, Texas, September 16-21, 2008, to attend the National League for Nursing Education Summit 2008. There is no cost to the District.
- 7) Mr. Ju-Sung Lee, analyst/programmer, information services, to travel to Reston, Virginia, September 28-October 2, 2008, to attend Datatel 2008 Technical Training Week. Estimated cost: \$3,668.40. Funding source: the general fund.
- 8) Dr. Mary Legner, associate professor, mathematics. to travel to Washington, D.C., September 10-12, 2008, to attend the Summit on Education Reform and Hispanic Education Attainment. Estimated cost: \$1,566.00. Funding source: the general fund.
- 9) Mr. Jose Natal, analyst/programmer, information services, to travel to Reston, Virginia, September 28-October 2, 2008, to attend Datatel 2008 Technical Training Week. Estimated cost: \$3,668.40. Funding source: the general fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: August 19, 2008

Subject: Out-of-State Travel (continued)

- 10) Dr. Bonnie Pavlis, associate professor, humanities, to travel to Florence, Italy, September 7-November 29, 2008, to participate in the Study Abroad – Florence, Italy - Fall Semester 2008. There is no cost to the District.
- 11) Dr. Ward Schinke, associate professor, political science, to travel to Xian and Beijing, China, November 22-31, 2008, to accompany 10 students participating in the National Model United Nations Competition. Estimated cost: \$31,747.00. Funding source: the general fund.

Riverside Community College District:

- 1) Dr. Shelagh Camak, executive dean, workforce development, to travel to Chicago, Illinois, August 26-29, 2008, to attend the Community Action Partnership 2008 Annual Convention. Estimated cost: \$44.43 for mileage (no other costs to the District). Funding source: the general fund.
- 2) Ms. Amy Cardullo, director, RCCD Foundation and Alumni Affairs, to travel to Washington, D.C., November 4-8, 2008, to attend the Council for Resource Development 42nd Annual Conference. Estimated cost: \$1,626.80. Funding source: the general fund.
- 3) Ms. Renee Kimberling, director, health services, to travel to Bethesda, Maryland, November 11-16, 2008, to attend the National Foundation for Infectious Diseases Clinical Vaccinology Course. Estimated cost: \$1,793.32. Funding source: Health Services funds.
- 4) Ms. Nancy Melendez, interim assistant director, RCCD Foundation, to travel to Washington, D.C., November 4-8, 2008, to attend the Council for Resource Development 42nd Annual Conference. Estimated cost: \$2,378.80. Funding source: the general fund.

Irving G. Hendrick
Interim Chancellor

Prepared by: Michelle Haeckel
Administrative Secretary III

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-6-a

Date: August 19, 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 2008-2009. 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 \$1,501,627.

Irving G. Hendrick
Interim Chancellor

Prepared by: Doretta Sowell
Purchasing Manager

Contracts and Agreements Report-All District Funds
 \$72,400 and under
 6/1/08 thru 6/30/08

Department	Vendor	Business Location	Description of Services	Amount
Mathematics, Science & Physical Education	24 Hour Fitness USA, Inc	Moreno Valley, CA	Rents and Leases	1,000
Institutional Effectiveness	Acorn Technology Corporation	Riverside, CA	Datacenter Collocation	9,585
Health Sciences Programs - MV	Adame, James	Yucaipa, CA	Consultant	3,500
Administration & Finance	Alhambra Unified School District	Alhambra, CA	CA Career Technical Ed Initiative	42,000
Administration & Finance	Antelope Valley Union High School District	Lancaster, CA	CA Career Technical Ed Initiative	42,000
Administration & Finance	Barstow Unified School District	Barstow, CA	CA Career Technical Ed Initiative	42,000
Customized Solutions	Behavioral Momentum Associates, LLC	Corona, CA	Training	375
Athletics	Brunswick Classic	Norco, CA	Facility Use	No Cost
Food Services	Carl Karcher Enterprises, Inc	Ontario, CA	Food Services	45,375
Administration & Finance	Chico Unified School District	Chico, CA	CA Career Technical Ed Initiative	42,000
Board of Trustees	Community College League	Sacramento, CA	Consulting Services	10,000
Community Ed & Senior Citizen Education	Computrax, Inc	Alta Loma, CA	Presenter	1,500
Community Ed & Senior Citizen Education	David Entertainment	San Diego, CA	Professional Services	120
Nursing	Dove Professional Apparel	San Diego, CA	Uniform Patches	No Cost
Community Ed & Senior Citizen Education	Dunagan, Shanen	Menifee, CA	Professional Services	700
Community Ed & Senior Citizen Education	Education to Go	Temecula, CA	Presenter	6,642
Administration & Finance	El Monte Union High School District	El Monte, CA	CA Career Technical Ed Initiative	42,000
Disabled Student Services	EZ Captioning	Corona Hills, CA	Real Time Captioning	1,318
Administration & Finance	Folsom Cordova Unified School District	Folsom, CA	CA Career Technical Ed Initiative	42,000
Administration & Finance	Fremont Unified School District	Fremont, CA	CA Career Technical Ed Initiative	42,000
Fac. Plan, Design & Construction	Guerra, Patricia	Rialto, CA	District Modular Projects, Labor Compliance	3,338
Workforce Preparation	Home Security Solutions, Inc	Riverside, CA	Reimbursement	300
Institutional Effectiveness	Ivascu Consulting, LLC	Corona, CA	Programming Services	12,000
International Students	Jang, Dr. John	Walnut, CA	Consulting Services	7,000
Mathematics	Konica Minolta Business Solutions	San Bernardino, CA	Maintenance Agreement	636
Human Resources	Liebert Cassidy Whitmore	Los Angeles, CA	Legal	2,500
Administration & Finance	Long Beach Unified School District	Long Beach, CA	CA Career Technical Ed Initiative	42,000
Administration & Finance	Los Angeles Unified School District	Commerce, CA	CA Career Technical Ed Initiative	42,000
Administration & Finance	Los Angeles Unified School District	Los Angeles, CA	CA Career Technical Ed Initiative	42,000
Community Ed & Senior Citizen Education	Mays, James	Riverside, CA	Presenter	1,464
Business Operations-Riverside	MIG Inc.	Pasadena, CA	Professional Services	6,045
President	Mission Inn	Riverside, CA	Strategic Planning Retreat	3,587
Administration & Finance	Moreno Valley Unified School Dist.	Moreno Valley, CA	CA Career Technical Ed Initiative	42,000
Workforce Preparation	Mt. San Jacinto Community	San Jacinto, CA	Reimbursement for Svs for ILP Youth	8,517
Administration & Finance	Mt. Diablo Unified School District	Concord, CA	CA Career Technical Ed Initiative	42,000
Performance Riverside	Musik Theatre International	New York, NY	Rents and Leases	1,651
Administration & Finance	Newport-Mesa Unified School District	Costa Mesa, CA	CA Career Technical Ed Initiative	42,000
Campus Police	Nieves Consulting Services	Riverside, CA	Consulting-Disaster Preparedness	6,900
Administration & Finance	Pajaro Valley Unified School District	Watsonville, CA	CA Career Technical Ed Initiative	42,000
VTEA	Palo Verde Community College	Blythe, CA	County Tech Prep Consortium	3,000

Contracts and Agreements Report-All District Funds
 \$72,400 and under
 6/1/08 thru 6/30/08

Department	Vendor	Business Location	Description of Services	Amount
Customized Solutions	Reid Products	Apple Valley, CA	Training	No Cost
Workforce Preparation	Riverside County	Riverside, CA	Emancipation Agreement	No Cost
Workforce Preparation	Riverside Gateway to College	Riverside, CA	Average Daily Attendance Reimbursement	No Cost
VTEA	Riverside Marriott	Riverside, CA	Faculty Development Seminar	2,797
Workforce Preparation	Riverside Marriott	Riverside, CA	Regional IX Foster Youth Initiative Meeting	9,093
Administration & Finance	Salinas Union High School District	Salinas, CA	CA Career Technical Ed Initiative	42,000
Grants & Contract Services	Sharp Electronics Corp.	Mahwah, NJ	Maintenance Tax	65
Workforce Preparation	Sounds Familiar Entertainment Group	Pasadena, CA	DJ Services	500
Life Sciences	Steris Corporation	Erie, PA	Maintenance	4,630
Community Ed & Senior Citizen Education	Stockamp, Cassandra Marie	Riverside, CA	Professional Services	598
Administration & Finance	The Liquidation Company	Fontana, CA	Sale of Surplus Equipment	No Cost
Administration & Finance	Tracy Unified School District	Tracy, CA	CA Career Technical Ed Initiative	42,000
Community & Economic Development	Umanageit & Associates	Riverside, CA	Training	3,000
Administration & Finance	Vallejo Unified School District	Vallejo, CA	CA Career Technical Ed Initiative	42,000
Fac. Plan, Design & Construction	WCS/CA	Citrus Heights, CA	District Modular Projects, Labor Compliance	30,044
Additions to Approved/Ratify Purchase Orders of \$72,400 and under				
DSPS	Department of Rehabilitation	Riverside, CA	Amend Increase Contract	34,293
Nursing	Kaiser Foundation Hospitals	Pasadena, CA	Amend Add MV Community Hospital	No Cost
Fac. Plan, Design & Construction	KCT Consultants, Inc	Riverside, CA	Amend Dates to June 30, 2009	No Cost
Administration & Finance	Magnon Property Management	Riverside, CA	Mgmt of District Offices	100
Performance Riverside	O D Music, Inc.	Woodland Hills, CA	Actor Equity Services	469
Fac. Plan, Design & Construction	Patricia Guerra	Rialto, CA	Amend Dates to December 31, 2008	No Cost
Food Services	Pepsi	Riverside, CA	Amend Commissions Calculation Method	No Cost
Workforce Preparation	Riverside County Office of Education	Riverside, CA	Amend Add Two Emancipation Coaches	No Cost
Total \$				936,642

Contracts and Agreements Report--All District Funds
 \$72,400 and under
 7/1/08 thru 7/31/08

Department	Vendor	Business Location	Description of Services	Amount
Library - RIV	3M Customer Service	St. Paul, Mn	Repair Parts	2,325
Facilities - MV	Ability Counts Inc	Corona, Ca	Landscape Service	15,000
Health Sciences Programs - MV	Adame, James	Yucaipa, Ca	Consultant	42,000
Community Education	Adney, Curtis M.	Lemoore, Ca	Presenter	1,500
Community Education	Advanced Weldtec, Inc.	Murrieta, Ca	Professional Services	2,250
Dean of Instruction - RIV	American Alarm Systems, Inc.	Santa Anna, Ca	Alarm Monitoring	540
Workforce Preparation	American Eagle Wine Making Co	Riverside, Ca	Employer Reimbursement CalWorks Student	2,080
Customized Solutions	Andersen Consulting Group	Corona, Ca	Training	400
Customized Solutions	Andersen Consulting Group	Corona, Ca	Training	1,200
Board of Trustees	Atkinson, Andelson, Loya, Ruud	Cerritos, Ca	Employment Related Investigation Services	25,000
Community Education	Balloons by Alice Lyons	Diamond Bar, Ca	Presenter	2,000
Customized Solutions	Behavioral Momentum Associates, LLC	Corona, Ca	Training	2,350
Community Education	Bookva	Anza, Ca	Presenter	500
Community Education	Boulos, Jenesis	Cerritos, Ca	Presenter	5,000
Community Education	Bowman, Gary	Corona, Ca	Presenter	3,000
Performance Riverside	BRB Hayden Loop LLC	Costa Mesa, Ca	Storage Unit Lease	22,620
Library - RIV	Brodart	Williamsport, Pa	Rents & Leases	1,954
Athletics	Brunswick Classic Lanes	Norco, Ca	Facilities Usage	No Cost
Workforce Preparation	Bywater, Kathleen	Riverside, Ca	Instructional Material	4,000
Academic Affairs	CAPA	Boston, Ma	Clerical Services	1,000
Administration & Finance	Capitol Alliance Consulting, LLC	Newport Beach, Ca	Consultants	7,700
Administration & Finance	Capitol Alliance Consulting, LLC	Newport Beach, Ca	Consultants	69,300
Community Education	Christensen, Bobbie	Sacramento, Ca	Presenter	1,500
Grants & Contract Services	Clarke & Associates	Santa Rosa, Ca	Consultants	9,761
Workforce Preparation	Classic Touch Car Wash	Riverside, Ca	Employer Reimbursement CalWorks Student	1,280
Workforce Preparation	Cold Stone Creamery	Moreno Valley, Ca	Employer Reimbursement CalWorks Student	4,125
Workforce Preparation	Collopy Investigations	Riverside, Ca	Employer Reimbursement CalWorks Student	4,125
Board of Trustees	Community College League of California	Riverside, Ca	Employment Related Investigation Services	20,000
Library - RIV	Community College League of California	Sacramento, Ca	Instructional Media Material	935
VTEA	Community College League of California	Sacramento, Ca	Periodicals/Magazines	3,146
Library - RIV	Community College League of California	Sacramento, Ca	Instructional Media Material	22,590
Community Education	Computrax, Inc	Alta Loma, Ca	Presenter	10,000
Community Education	D & D's Dance Center	Riverside, Ca	Presenter	10,000
Fac, Plan, Design & Construction	DCJ Consultants	Temecula, Ca	Construction Management	48,000
Community Education	De-Ivy Management	Redlands, Ca	Professional Services	1,000
Community Education	Destination Science	Orange, Ca	Presenter	10,000
Community Education	Drew & Associates	Laguna Niguel, Ca	Presenter	1,000
Community Education	Dun & Bradstreet Corporation	Los Angeles, Ca	Online Database	4,945
VTEA	Ecivis, LLC	Pasadena, Ca	License & Service Agreement	5,000
Grants & Contract Services	Education to Go	Temecula, Ca	Presenter	10,000

Contracts and Agreements Report-All District Funds
 \$72,400 and under
 7/1/08 thru 7/31/08

Department	Vendor	Business Location	Description of Services	Amount
Community Education	Edwards, Nancy F.	Riverside, Ca	Presenter	5,000
Fac, Plan, Design & Construction	Facilities Planning & Consulting Service	Exeter, Ca	Consultant	25,000
Applied Technology	Ford Motor Company	Allen Park, Mi	Training Agreement	No Cost
Customized Solutions	Gereau, Servando	Redlands, Ca	Training	4,875
Economic Development	Gereau, Servando	Redlands, Ca	Training & Development	6,800
Customized Solutions	Global Learning Partners, Inc.	Corona, Ca	Training	1,500
Workforce Preparation	Home Security Solutions, Inc	Riverside, Ca	Employer Reimbursement Cal Works Student	2,000
Library - RIV	Infobase Publishing	New York, Ny	Periodicals/Magazines	1,139
Institutional Effectiveness	Ivascu Consulting, LLC	Corona, Ca	Maintenance Services	15,000
Occupational Education	Jurupa Unified School Dist	Riverside, Ca	Jurupa Program MOU	3,809
Economic Development	KML Enterprises, Inc	Anaheim, Ca	Training	19,600
Customized Solutions	Law Offices of Inez Tinoro-Vaca	Riverside, Ca	Training	400
Workforce Preparation	Leading Edge Learning Center	Riverside, Ca	Employer Reimbursement Cal Works Student	480
Human Resources	Liebert Cassidy Whitmore	Los Angeles, Ca	Consultants	2,500
Human Resources	Liebert Cassidy Whitmore	Los Angeles, Ca	Legal	10,000
Institutional Effectiveness	Lifesigns, Inc.	Los Angeles, Ca	Professional Services	1,500
Community Education	LTM Associates	Montclair, Ca	Presenter	1,000
Community Education	Mays, James	Riverside, Ca	Presenter	40,000
Workforce Preparation	Mt San Jacinto Community College	San Jacinto, Ca	Reimbursement for LLP Youth	173
Administration & Finance	Murdoch, Walrath & Holmes	Sacramento, Ca	Travel Expenses	500
Administration & Finance	Murdoch, Walrath & Holmes	Sacramento, Ca	Consultants & Expenses	31,700
Performing Arts - RIV	Music Theatre International	New York, Ny	Rents & Leases	1,347
Economic Development	Network International Exports	Irvine, Ca	Project Management	64,075
Community Education	Nicholson, Kellie R	Sherman Oaks, Ca	Presenter	5,000
Community Education	Noriega, Marshall	Riverside, Ca	Presenter	5,000
Community Education	Notary Public Seminars, Inc	Los Angeles, Ca	Presenter	30,000
Performance Riverside	O D Music, Inc.	Woodland Hills, Ca	Actor Equity Fees	55,000
President's Office - NOR	OCE Financial Services / Leases	Chicago, Il	High Volume Copier Lease	8,500
President's Office - NOR	OCE Financial Services / Leases	Chicago, Il	High Volume Copier Lease	15,000
Administrative Support Center	OCE Financial Services / Leases	Chicago, Il	High Volume Copier Lease	65,880
Customized Solutions	Ortman, Carolyn	Riverside, Ca	Training	800
Information Services	PHSI-Pure Water Finance	Atlanta, Ga	Drinking Water System	164
President's Office - RIV	PHSI-Pure Water Finance	Atlanta, Ga	Drinking Water System	763
Health Sciences MV	Riverside County Super of Schools	Riverside, Ca	Mentoring Services for Zenith Program	33,120
Workforce Prep	Riverside Gateway to College ECHS	Riverside, Ca	Average Daily Attendance-Reimbursement	No Cost
Community Education	Rounds, Miller And Associates	Rancho Palos Verdes, Ca	Presenter	5,000
Community Education	Soft-Train	Laguna Beach, Ca	Presenter	10,000
Physical Science - RIV	Spitz, Inc.	Chadds Ford, Pa	Planetarium Maintenance Services	7,725
Community Education	Stacy's Interior Redesign	Corona, Ca	Presenter	1,000
Community Education	Stage Presence Studio of the Arts	Rancho Cucamonga, Ca	Presenter	10,000

Contracts and Agreements Report-All District Funds
 \$72,400 and under
 7/1/08 thru 7/31/08

Department	Vendor	Business Location	Description of Services	Amount
Math, Science & PE - MV	Steris Corporation	Eric, Pa	Preventive Maintenance	5,315
Community Education	Stockamp, Cassandra Marie	Riverside, Ca	Presenter	1,000
Library	Televend Services, Inc.	Redding, Ca	Public Fax Kiosk	No Cost
Administration & Finance	The Liquidation Company	Fontana, Ca	Sale of Surplus Equipment	No Cost
Board of Trustees	Thompson & Colegate L.L.P	Riverside, Ca	Employment Related Investigation Services	25,000
Life Sciences - RIV	UC Regents	Riverside, Ca	Water Quality Research Grant	29,396
Economic Development	Umanageit & Associates	Riverside, Ca	Training	6,800
Health, Human & Public Services	Vaezazizi, Reza	Temecula, Ca	Consultant	17,000
Board of Trustees	Vavrinek, Trine, Day & Co.	Rancho Cucamonga, Ca	District Audit Services	51,200
Board of Trustees	Vicenti, Lloyd & Stutzman, I.L.P	Glendora, Ca	Measure C Audit Services	10,700
Community Education	Voices for All, LLC	Mechanicville, Ny	Presenter	5,000
Community Education	Wha Companies	Upland, Ca	Presenter	10,000
Foundation	Xerox Corporation	Rochester, NJ	Rents & Leases	4,104
Additions to approved/Ratify Purchase Orders of \$72,400 and under				
Fac, Plan, Design & Construction	Patricia A. Guerra	Rialto, Ca	Amend Extension of Dates to 12/31/08	No Cost
Administration & Finance	Magnon Property Management	Riverside, Ca	Property Management	7,723
Food Services	Pepsi	Riverside, Ca	Amend Calculation Method Vending Commissions	No Cost
Fac, Plan, Design & Construction	Security By Design	Pacheco, Ca	Amend Extension of Dates to 6/30/09	No Cost
Workforce Prep	Riverside County DPSS	Riverside, Ca	Amend Contract Language	No Cost

Total \$ 564,985

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-6-b

Date: August 19, 2008

Subject: Agreement with the Riverside County Superintendent of Schools

Background: Attached for the Board's review and consideration is a continuing agreement between Riverside Community College District and the Riverside County Superintendent of Schools (RCSS) to provide the District with information technology support services related to RCSS's Galaxy System. The District uses the Galaxy System to process purchase orders, payroll, accounts payable, and accounts receivable transactions, risk management transactions; to maintain the position control system; and to prepare and monitor the District's budget. The term of the agreement is from July 1, 2008 through June 30, 2009. The fee for this service will be based on the District's Full-Time Equivalent Students (FTES) count. In addition, fees for payroll direct deposit transactions and per page costs for report printing will apply. The only rate difference between this agreement and the prior year agreement is a \$.03 postage rate increase. The cost for FY 2008-2009 will be approximately \$131,000. Funding Source: General Operating - Unrestricted (Fund 11, Resource 1000).

Recommended Action: It is recommended that the Board of Trustees approve the agreement between Riverside Community College District and the Riverside County Superintendent of Schools for the period July 1, 2008 through June 30, 2009 and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Irving G. Hendrick
Interim Chancellor

Prepared by: Aaron S. Brown
Associate Vice Chancellor, Finance

Agreement Number IN-3076
Fiscal Year 2008-09

RIVERSIDE COUNTY OFFICE OF EDUCATION
3939 Thirteenth Street/P.O. Box 868
Riverside, California 92502

AGREEMENT FOR INFORMATION SYSTEMS SUPPORT

This Agreement made and entered into on this 23rd day of June, 2008, by and between **Riverside County Superintendent of Schools**, hereinafter referred to as the "SUPERINTENDENT," and the **Riverside Community College**, hereinafter referred to as the "DISTRICT";

WITNESSETH:

The SUPERINTENDENT agrees to provide **Information Systems Support** services for the DISTRICT as follows:

Standard Galaxy Support

- Helpesk Support
 - Adding, changes and deleting screens and users: Certification of special process to authorize Board Approved users the Approval for Claims Payment and Approve Final Payroll screens.
 - Software Installation Support
 - Special request processing:
 - Mass updates requests
 - Special DB query requests
 - Special request reports
 - Ongoing production reports support:
 - Notification of new reports and changes/enhancements to existing reports
 - Responsible for the distribution of the district's daily, weekly, payroll, monthly, quarterly, yearly and year end reports based on established schedules.
 - Create and distribute PDF and/or Excel report files for any requested financial reports and the scheduled Monthly Ledgers and Electronic versions of Payroll Reports.
 - Support Crystal & Actuate Reports, scheduled reports, district report requests and phone support to districts.
 - Requests for New Report Development.
 - Deployment of New Reports
 - Requests for replacement W2, pay stub and direct deposits.
 - Request for the Retro Pay Calculation Reports, coordinate with the Crystal reports developer.
 - Request for the Pay Frequency/Mismatch Payroll Periods query, coordinate with the Development Staff.
 - Request for the Accrual Reconciliation & Accrual Exception Reports, coordinate with the Crystal reports developer.

Agreement Number IN-3076
Fiscal Year 2008-09

➤ Request for the Classified Service Seniority List

- Special File Transfer Processing:
 - Process Batch Claim Files
 - Payroll direct deposit file processing
 - Credit Union File Transfer Processing
- Galaxy Maintenance, standard bug fixes, and minor enhancements.
- Galaxy Support website and User Group Meetings

- Galaxy, OneSource and Zangle Training
- Specialized training upon request
 - Executive style
 - One-on-one End User training
- Provide End User Documentation for Galaxy, OneSource and Zangle
 - System Manuals
 - System Enhancement Training Documents
- Deployment of new Galaxy Modules
- Office Automation training

Standard Retirement Reporting and Support

- STRS Monthly
 - PERS Monthly
1. In no event shall the total amount paid under the support section of this contract exceed 10% of the current projected cost stated below without further authorization by the district's chief executive officer.
 2. The SUPERINTENDENT further agrees to assign a proper staff member or members to render the services, and such staff member(s) shall hold the proper credentials authorizing such services.
 3. The DISTRICT agrees to pay the SUPERINTENDENT the amount of \$4.32 times the District's most recent October CBEDS enrollment for Galaxy System Support. Said amount being not less than the cost of providing said services.
 4. The DISTRICT agrees to pay the SUPERINTENDENT the amount of \$480.00 for Standard Retirement Reporting and Support.
 5. Additional services and/or products may be purchased at the discretion of the DISTRICT on a time and material basis according to this chart to be invoiced separately:

Custom / Advanced Reports Development	\$69.72/Hour
Report Card Forms (Discount Included)	\$0.05/Form
Period Attendance Forms (Discount Included)	\$0.06/Form

Agreement Number IN-3076
 Fiscal Year 2008-09

Report Card Processing (Including Printing, Folding, Stuffing)	\$0.12/Form
Postage (Performed as a service at the USPS Rate as of Mailing + Han)	\$0.42/Piece
Custom Advanced Data Extracts (Time Duration more than one hour)	\$69.72/Hour
Custom Advanced Mass Data Updates (Time Duration more than one hour)	\$69.72/Hour
Office Automation Training without Certification	\$85.00/participant
Training Only (Galaxy, Purchasing, Zangle)	Included
Training and Certification (All Offerings)	\$125.00/participant
Direct Deposit Transactions	\$.04 per Transaction
Page Printing	\$.04 per Page
OneSource Additional Power User License Support	\$432.82/License
OneSource Liaison User License Support	\$284.82/License
OneSource Web User Requisitioner License Support	\$65.16/Named User
AFDC Extract	\$134.07/Extract

6. GALAXY DEVELOPMENT: Request for Change/Enhancement Request(s) should be submitted to the helpdesk. The Prioritization Committee is to review all suggested requests and will place in order for the Development Team. Galaxy modifications and enhancements cost estimates and release schedules will be proposed by the Software Development Advisory Committee. Maintenance allocation will be presented annually by March 31st to the Galaxy Development Council. The budget and the assessment for each release shall be voted upon by the membership. By majority rule the members shall be bound by the outcome of the vote. The DISTRICT agrees to pay the cost as determined by Galaxy Development Council.
7. The term of this agreement shall be from **the July 1, 2008** to and including **June 30, 2009**. The SUPERINTENDENT will provide a proposal for a successor agreement in February of 2009. The DISTRICT shall notify the SUPERINTENDENT by May 1, 2009 in writing if the DISTRICT does not intend to participate in the 2009-10 fiscal year.
8. The SUPERINTENDENT at his discretion may reduce the rate should increased participation warrant a reduction. The SUPERINTENDENT shall invoice the DISTRICT in February of each year, and the DISTRICT agrees to make payment within 30 days.
9. INDEPENDENT CONTRACTOR: The SUPERINTENDENT, while engaged in the performance of this contract, is an independent contractor, and is not an officer, agent or employee of the DISTRICT.
10. ASSIGNMENT OF CONTRACT: The SUPERINTENDENT shall not assign the whole or any part of this agreement or any payment due or to become due hereunder, without the written consent of the DISTRICT and all sureties who have executed bonds on behalf of the SUPERINTENDENT in connection with this contract.
11. HOLD HARMLESS: The parties hereto, and each of them, do hereby mutually agree to indemnify, defend, save and hold harmless each other, and their respective officers, agents, servants and employees, of and from any and all liability, claims demands, debts, suits, actions and causes of action, including wrongful death and reasonable attorneys fees for the

defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this Agreement by such indemnifying party, or its officers, agents, servants and employees.

12. **CHANGES:** This agreement may only be amended in writing by the mutual consent of the parties hereto, except that the SUPERINTENDENT may amend the contract to accomplish the below-listed changes:
- a. Administrative changes.
 - b. Changes as required by law.
 - c. Reduction of rates authorized by the SUPERINTENDENT.

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

**Riverside County
Superintendent of Schools**

**Riverside Community College
4800 Magnolia Avenue
Riverside, Ca 92506**

Signed 
Authorized Signature

Signed _____

Date 7-8-08

Date _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RIVERSIDE CITY COLLEGE

Report No.: V-A-6-c

Date: August 19, 2008

Subject: Resolution to Certify Contract Approval for Tech Prep Regional Coordination Grant

Background: The Riverside Community College District has applied for a Tech Prep Regional Coordination Grant through the California Department of Education. The intent of the grant is to support Tech Prep pathways through regional collaboration and more effective coordination and communication between education and workforce systems with business and industry. This resolution must be adopted to certify the approval of the Riverside Community College District to approve a contract with the California Department of Education once the grant application has been approved for funding.

Recommended Action: It is recommended that the Board of Trustees approve the certification, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution.

Irving G. Hendrick
Interim Chancellor

Prepared by: Ron Vito
Vice President, Career and Technical Programs

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOLUTION TO CERTIFY CONTRACT APPROVAL

RESOLUTION No. 01-08/09

Tech Prep Regional Coordination Project

WHEREAS, this resolution must be adopted to certify the approval of the Riverside Community College District to approve a contract with the California Department of Education for the Tech Prep Regional Coordination Project.

NOW, THEREFORE, BE IT RESOLVED, that the governing board of the Riverside Community College District does hereby order that James L. Buysse, Vice Chancellor of Administration and Finance, be authorized as representative to sign said agreement on behalf of the governing board.

In witness whereof, the foregoing resolution was passed and adopted by the Board of Trustees of the Riverside Community College District this 19th day of August, 2008.

This is an exact copy of the resolution
adopted by the governing board at
a regular meeting on August 19, 2008

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RIVERSIDE CITY COLLEGE

Report No.: V-A-6-d

Date: August 19, 2008

Subject: Agreement with Foundation for California Community Colleges

Background: Attached for the Board's review and consideration is Grant Agreement #0810-35 between Riverside Community College District (RCCD) and Foundation for California Community Colleges (FCCC), for the Temporary Assistance for Needy Families (TANF) – Child Development Careers (CDC) Program. The grant provides funding, fiscal management and accountability for the District's TANF-CDC Program. The TANF-CDC program works directly with the Early Childhood Studies providing an opportunity for TANF eligible students to become pre-school teachers. The focus of the program is to assist the student in obtaining a pre-school teacher permit. The term for this grant agreement is July 1, 2008 through June 30, 2010. Total funds provided by are \$ 242,720.00. Funding source: Foundation for California Community Colleges.

Recommended Action: It is recommended that the Board of Trustees ratify this agreement, for the period July 1, 2008 through June 30, 2010, in the amount of \$242,720.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Irving G. Hendrick
Interim Chancellor

Prepared by: Shelagh Camak
Executive Dean, Workforce Development
Michael Wright
Director, Workforce Preparation Grants and Contracts

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES -
CHILD DEVELOPMENT CAREERS (TANF-CDC) PROGRAM

GRANT AGREEMENT 0810-35

BY AND BETWEEN THE
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND THE
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC)

This Agreement (Agreement) between the RIVERSIDE Community College District (the District/College) and the Foundation for California Community Colleges (FCCC) is entered into this first day of July 2008 for the purposes of providing grant funding, fiscal management, and accountability for the Temporary Assistance For Needy Families - Child Development Careers (TANF-CDC) Program operated by the District's Riverside Community College.

The Agreement includes the following Attachments:

- Attachment A: Participating College's Core Roles and Responsibilities
- Attachment B: TANF-CDC Program Budget
- Attachment C: Travel Reimbursement Rates and Conditions
- Attachment D: TANF-CDC Program Allowable Cost Guidelines

- GRANT FUNDING

The Foundation for California Community Colleges (FCCC) provides centralized fiscal and administrative services to community college districts for the TANF-CDC Program funding as set forth in this Grant Agreement. FCCC is the official auxiliary foundation for the California Community Colleges system, recognized by the Board of Governors under the provisions of the California Education Code section 72670.5.

The District/College agrees to perform all its duties as a grantee and to comply with all state and federal laws and regulations applicable to its TANF-CDC Program grant, including those identified in this grant agreement.

- DUTIES OF THE DISTRICT AS GRANTEE

The District/College shall:

- 2.01 Complete the tasks and requirements described in this Agreement.

- 2.02 Use the Foundation's Participant Tracking System (PTS) to report and track participant information including, but not limited to, participant enrollment levels, progress toward goals, units attempted/completed, GPA, Associate Teacher and Teacher Permits awarded, post-training employment and wages.
- 2.03 Ensure the appropriate stewardship of federal funds and adherence to State and Federal guidelines and regulations for maintaining financial management expectations and procedures.
- 2.04 Monitor the day-to-day operations of grant-supported activities to assure compliance with applicable federal and state requirements and achievement of TANF-CDC Program guidelines, policies, procedures and objectives.
- 2.05 Ensure that program staff maintain up-to-date case files for every participant. A case file should contain, but is not limited to:
 - TANF-CDC Training-Education Plan (Associate and/or Teacher Permit)
 - Participant Authorization Form
 - A copy of the CalWORKs Verification Form
 - Current Transcripts (evaluated every semester)
 - Fingerprint & Background Check Verification
 - Copy of approved CalWORKs Plan
 - Participant case notes
- 2.06 Adhere to established grievance procedures for the resolution of any disputes by a student participating in the TANF-CDC Program.
- 2.07 Maintain Internet access, e-mail and phone capability.
- 2.08 Comply with all provisions of the TANF-CDC Program design, program operation, monitoring and evaluation contained in the grant between FCCC and the California Department of Education. A copy of this grant can be obtained by contacting FCCC's TANF-CDC Program Director.
- 2.09 Comply with Titles VI and VII, Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.); Sections 503 and 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 793 794); Title IX, Education Amendments of 1972 (20 U.S.C. 1618 et seq.); Chapter 4 (beginning with Section 30), Division 1, Title 5, California Code of Regulations; and Section 613(a), Individuals with Disabilities Education Act of 1975, as amended.
- 2.10 Maintain a minimum participant enrollment of 60% with a Teacher Permit exit goal and maximum participant enrollment of 40% with an Associate Teacher Permit exit goal.

- TERMS OF GRANT

3.01 The term of this grant shall be for a period of two program years; beginning July 1, 2008 and through June 30, 2010. All performance under this grant shall be

completed no later than the final day of each program year (June 30, 2009 and June 30, 2010). In order to receive completed reimbursement under this agreement, District shall ensure Participant Tracking System Data is current and ensure receipt of Final Monthly Reimbursement Invoice no later than July 15, 2009 and July 15, 2010, respectively.

- GRANT AMOUNT AND PAYMENTS

- 4.01 In consideration of satisfactory performance of services described in this Agreement and Attachments, the FCCC agrees to pay the District/College a total amount not to exceed \$121,710 for year one, and \$121,010 for year two.
- 4.02 Grant funds shall be expended only for the items and amounts identified and in accordance with the Allowable Cost Guidelines (See Attachment D) and in support of the TANF-CDC Program activities described in this Agreement.
- 4.03 Payments shall be made as set forth below.
 - a. Payments shall be made monthly in arrears on a cost reimbursement basis upon FCCC's receipt of the Monthly Reimbursement Invoice from the District/College no later than the 15th day of the month following the invoiced month. The TANF-CDC Program Facilitator and CalWORKs Liaison Stipends are calculated, and the campus receives funding, based on the number of "Active" TANF-CDC Program Participants during the report month (See Attachment D: Allowable Cost Guidelines for detailed information on the allowable uses/expenditure of funds). Late invoices will be held over for payment in the following month.
 - b. Payments shall be made to the District/College on a monthly basis upon receipt of a TANF-CDC Program Monthly Invoice and Monthly Narrative via PTS. Based upon the California Department of Education's (CDE) contract's policies and procedures, the Foundation may retain out of each payment an amount equal to ten percent (10%) thereof. The Foundation shall make final payment of the ten percent to the District upon completion and acceptance of work and payment by the CDE.
 - c. Payments to be made to the District/College as specified herein shall include all taxes of any description, federal, state and municipal, assessed against the District/College by reason of this grant.
 - d. Funds available under this contract that are not expended and invoiced by the District /College within the corresponding performance period (2008-2009 Program year & 2009-2010 Program year) shall revert back to the FCCC. Program funds will not be carried over from one Program year to the next.

- GRANT REVISIONS AND LEVEL OF TANF SLOT ALLOCATION

- 5.01 Changes to this Grant Agreement, the District/College's performance objectives, work plan, budget, and participant slot allocation levels must receive prior written approval by FCCC's TANF-CDC Program Director.

- REPORTS

The District (participating colleges within the District) shall prepare the following reports (forms will be provided by FCCC's TANF-CDC Program Director) which must be received by FCCC by the specified dates. Failure by the District to meet report deadlines may jeopardize funding.

District Reporting Responsibilities:

- 6.01 Monthly Narrative Reports: Submit a monthly progress report to FCCC through the Program's Participant Tracking System (PTS), no later than the fifteenth day of the following report month.
- 6.02 Monthly Reimbursement Invoices: Submitted to FCCC no later than the fifteenth day following the month in which the expenditures were incurred on FCCC prescribed forms. Monthly Reimbursement Invoices shall not be processed without the corresponding submission of a Monthly Narrative Report (via the PTS) and the Active Participant Form for the corresponding month to support the amount claimed on the invoice.
- 6.03 Final Monthly Reimbursement Invoice, Travel Reimbursement Invoices and Year End Report: Submitted to FCCC on FCCC prescribed report forms, no later than July 30, 2009 and July 30, 2010 for corresponding Program years.

- PROGRAM EVALUATION AND DATA COLLECTION

- 7.01 The TANF-CDC Program Facilitator and/or CalWORKs Liaison shall provide all data and reports which may be requested by FCCC, the California Department of Education (CDE), and/or third party evaluators.

- GRANT AUDIT

- 8.01 The parties entering into this Grant Agreement will be subject to the examination and audit of the State Auditor for a period of five (5) years after final payment for each program year under the grant.
- 8.02 The District/College agrees to obtain a timely audit where required in accordance with applicable audit guidelines. In the case of grants supported with federal funds, this shall include audit requirements of the applicable federal Office of Management and Budget (OMB) Circular.
- 8.03 All subcontracts or sub-grants entered into pursuant to this grant shall be subject to the examination and audit by the State Auditor for a period of five (5) years after the final payment for each program year under the grant.

- TRAVEL

9.01 Travel expenses necessary to the performance of this grant, must adhere to State regulations as described in Attachment C: Travel Reimbursement Rates and Conditions. Reimbursement shall be limited to the amount of the most cost-effective mode of travel.

- AVAILABILITY OF TANF-CDC PROGRAM FUNDS

10.01 Grants which are funded in whole or in part by the federal government contain a thirty day cancellation clause and the following provisions:

- a. It is mutually understood between the parties that this grant 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 grant were executed after that determination was made.
- b. This grant is valid and enforceable only if sufficient funds are made available to the FCCC by the United States Federal Government for the current fiscal year for the purposes of this program. In addition, this grant is subject to any additional restrictions, limitation or conditions enacted by the California Department of Education or Congress that may affect the provisions, term or funding of this grant in any manner.
- c. It is mutually agreed that if the Congress and/or annual State Budget does not appropriate sufficient funds for the program, this grant shall be amended to reflect any reduction in funds.

- INTELLECTUAL PROPERTY, INVENTIONS, AND NEW TECHNOLOGIES

11.01 Any ideas, concepts, know-how or techniques relating to intellectual property and applied technologies, developed during the course of this grant by the District/College, or jointly by the District and the State, can be used by either party in any way it may deem appropriate unless specified in writing.

11.02 All inventions, discoveries or improvements of the intellectual property and applied technologies developed pursuant to this grant, shall be the property of the State. The State agrees to grant a nonexclusive royalty-free license for any such invention, discovery, or improvement to the District/College or any person and further agrees that the District/College or any other such person may sub-license additional persons on the same royalty-free basis unless limitations are clearly negotiated prior to development.

11.03 This grant shall not preclude the District/College from developing materials outside this grant that are competitive, irrespective of their similarity to materials which might be delivered to the State pursuant to this grant.

11.04 If this grant involves private sector participants, patent rights for subject inventions (if any) shall be defined in a private sector agreement between the

District/College institution and the private sector participants. FCCC shall retain for state purposes limited intellectual property rights. This limited right is a royalty-free, nonexclusive, non-transferable, irrevocable license, for governmental use of any knowledge, data, know-how, and materials (including devices and prototypes) conceived and first actually reduced to practice during the term of the grant.

- 11.05 The District/College shall obtain these same rights for the State from all subcontractors and others who produce copyrightable material, intellectual property and applied technologies under this grant. The District/College shall incorporate these paragraphs, modified appropriately, into its agreements with subcontractors.
- 11.06 No subcontract shall be entered into without these rights being assured to the State from the subcontractor.

- PERSONAL AND REAL PROPERTY

Personal and real property procured with these funds will be used for the purpose of the grant and will remain the property of the State. The District/College will adhere to all property management procedures and property accountability requirements as published by the State.

- STANDARDS OF CONDUCT

The District/College hereby assures that, in administering this grant, it will comply with the standards of conduct hereinafter set out, for maintaining the integrity of the grant and avoiding any conflict of interest in its administration.

- 13.01 General Assurance: Every reasonable course of action will be taken by the District/College in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. The grant will be administered in an impartial manner, free from personal, financial, or political gain. The District/College, its executive staff, and employees, in administering the grant, will avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.
- 13.02 Conducting Business: No relative by blood, adoption, or marriage of any executive or employee of the District/College will receive favorable treatment for enrollment in services provided by, or employment with, the District/College.

Executives and employees of the District/College must be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the grant, will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.

When it is in the public interest for the District/College to conduct business with a friend or associate of an executive or employee of the District/College, an elected official in the area, or a member of the district governing board, a permanent record of the transaction will be retained.

- 13.03 Avoidance of Conflict of Economic Interest: An executive or employee of the District/College, an elected official in the area, or a member of the district governing board, may not solicit or accept money or any other consideration from a third person for the performance of any act reimbursed, in whole or in part, by the District/College or the State. Supplies, materials, equipment, or services purchased with grant funds will be used solely for purposes allowed under the agreement.

No member of the district governing board may cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide direct financial benefit to that member or any business or organization which the member directly represents.

- GENERAL TERMS AND CONDITIONS

- 14.01 Termination: Either party may terminate this Agreement by providing 30-day written notice to the other, specifying the final date ("Termination Date") for services to be performed. Any termination of this Agreement will not relieve the District/College from its obligation to pay FCCC (i) any amounts owing from any current or prior invoices and (ii) the amounts for any Services performed or out-of-pocket expenses incurred by FCCC on behalf of the District/College for the time period up to and including the Termination Date, any and all such amounts will be immediately due and payable to FCCC on such Termination Date. In addition, the District/College shall reimburse FCCC for any and all out of pocket expenses incurred during this time period. The Agreement shall become effective on the date first shown below and will continue in effect until the Termination Date.
- 14.02 General Terms and Disputes: This Agreement shall be binding on the parties hereto and upon their respective executors, administrators, legal representatives, successors and assigns. There will be no assignment or transfer of this Agreement, or of any interest in this Agreement, unless both parties agree in writing. This Agreement shall be governed for all purposes by the laws of the State of California. This Agreement supersedes all prior agreement, oral or written, between the parties and is intended as a complete and exclusive agreement between the parties. If any provision of this Agreement is declared void, such provision shall be deemed severed from this Agreement, which shall otherwise remain in full force and effect. Any disputes may be resolved by a neutral third party mediator mutually agreed upon by both parties, if possible. In the event of an unresolved dispute, either party may file a "Notice of Dispute" with FCCC within ten working days of discovery of the problem. Within ten working days, the FCCC President or

his/her designee shall meet with the parties for purposes of resolving the dispute.
The decision of FCCC shall be final.

▪ DISTRICT/COLLEGE CONTACTS

15.01 Responsible Administrator (*Appropriate Program Area*):

Name: _____ Title: _____

Email: _____ Phone: _____ Fax: _____

15.02 TANF-CDC Program Facilitator:

Name: _____ Title: _____

Email: _____ Phone: _____ Fax: _____

15.03 CalWORKs Program Liaison:

Name: _____ Title: _____

Email: _____ Phone: _____ Fax: _____

15.04 District Chief Business Officer

Name: _____ Title: _____

Email: _____ Phone: _____ Fax: _____

▪ Signatures

The individuals signing below have the authority to enter into and agree to all of the terms, requirements, and conditions set forth in this Grant Agreement and commit their respective organizations to comply with them.

On behalf of the District:

Signature: _____ Date: _____

Name: _____

Title: _____

On behalf of FCCC:

Signature of Hillery Gladden:
(Director of TANF-CDC Program)

Date: _____

Signature of Lynda Gregory:
(FCCC Chief Operating Officer)

Date: _____

Signature of Kimberly Hewel:
(FCCC Corporate Secretary)

Date: _____

Please return two (2) of the three (3) Grant Agreements with original signatures to:

HILLERY GLADDEN, PROGRAM DIRECTOR
TANF-CHILD DEVELOPMENT CAREERS (CDC) PROGRAM
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES
1102 Q STREET, 3RD FLOOR
SACRAMENTO, CA 95811

For information or assistance, please contact Hillery Gladden at 916.325.8563 or via e-mail at:
hgladden@foundationccc.org.

ATTACHMENT A

PARTICIPATING COLLEGE'S CORE ROLES AND RESPONSIBILITIES

RIVERSIDE Community College District and Riverside College agree to provide the following services:

1. Maintain a Program Facilitator at each participating college campus to assume responsibility for overall campus Program direction and coordination of Program requirements. The Program Facilitator shall be a faculty or staff person within the Child Development Department or an individual with similar skill sets and knowledge of the field of early care and education.
2. Provide notification to the FCCC's TANF-CDC Program Specialist of the name and contact information of the current Program Facilitator and relevant program staff.

The Program Facilitator may also serve as a CDTC or Mentor Program Coordinator provided the programmatic requirements of each role are clearly delineated and payment of stipends for each role is based on the clearly documented accomplishment of the duties of each program.

If the individual assigned the role of Program Facilitator does not also serve in the position of the Mentor Program Coordinator or the CDTC Coordinator, Program Facilitator will work closely and collaborate with the Mentor Program and the CDTC Coordinators to ensure TANF-CDC Program Participant's maximum access to both program services.

Selection guidelines for the Program Facilitator shall include:

- Comprehensive knowledge of, and experience with the campus Early Care and Education (ECE) program, Child Development Permit Matrix requirements and application process, local ECE employer community, and the CalWORKs program requirements.
 - Ability to effectively collaborate and coordinate multiple Program requirements, services, objectives and outcomes.
3. Maintain a CalWORKs Liaison at each campus with priority given to the current CalWORKs Coordinator. The campus CalWORKs Liaison will support the campus TANF-CDC Program Facilitator with recruitment efforts, counseling, and accessing resources for students.
 4. Provide notification to the FCCC's TANF-CDC Program Specialist of the name and contact information of the current CalWORKs Liaison.

Selection guidelines for the CalWORKs Liaison shall include:

- Knowledge of the campus and county CalWORKs Program design and requirements.
- Experience on assessing, monitoring and identifying resources to meet on-going participant educational and support service needs.

- Ability to effectively collaborate and coordinate multiple Program requirements, services, objectives and outcomes.
5. Recruit, train, and assist participants in designing career plans specific to their Associate Teacher permit or Teacher permit career goal.
 6. Assist eligible participants to enroll in appropriate classes required to obtain Associate Teacher or Teacher permits.
 7. Administer the campus Program budget as required and authorize payments for program expenses as itemized in the approved budgets.
 8. Advocate and oversee participant placements with mentors.
 9. Track and report TANF-CDC Program mentor/mentee placements via FCCC's PTS on a semester basis.
 10. Place participants on a campus lab school site or local mentor site to satisfy their practicum and/or work experience Program requirements.
 11. Establish and maintain a "Wait List" to replace participants who drop from the Program with other qualified participants.
 12. Insure the Program Facilitator and CalWORKs Liaison evaluate and approve replacement candidates and draft completion plans.
 13. Submit monthly Program Narrative Reports and invoices to FCCC no later than the 15th day of the following month.
 14. Promote the TANF-CDC Program on campus and in the community.
 15. Participate in external Quality Improvement Programs (QIP) evaluation initiatives, as identified and directed by FCCC.
 16. Develop and host a work group that will consist of the Program Facilitator, CalWORKs Liaison, CDTC Coordinator, and Campus Mentor Program Coordinator to meet at least two times per semester and focus on issues related to maximizing TANF-CDC Program Participant's utilization of Mentor and CDTC Program services.
 17. Work with the local ECE Advisory Committee to solicit input on the college's local service area needs, the ECE coursework, participant opportunities for work and practicum experience, and employment.
 18. Coordinate with the campus job developers to maximize participants' opportunities in applying and interviewing with the best paid, publicly funded employers.
 19. A minimum of one campus representative must attend all TANF-CDC Program trainings, and conferences for which they are funded.

20. Document the academic instruction provided each Program participant, the County Welfare Departments (CWD) (or Alternative Payment's where applicable) certification of the CalWORKs eligibility of participants and approval of the ECE specific training program, and the Resource and Referral (R&R) agency assistance in the paid job placement of participants.
21. Maintain comprehensive records on the progress of each participant via the PTS and other campus tracking systems as needed, and complete monthly and annual Program Narrative Reports, as well as participate in Program evaluation to be conducted by the CDE, FCCC, or their designee.
22. Insure that the Program Facilitator and/or CalWORKs Liaison track participants in their child development careers after completion of the Program for one year.
23. Insure that the Program Facilitator and /or CalWORKs Liaison assists FCCC in the collection of demographic and program related data, including data available from the established Chancellor's Office and/or FCCC's TANF-CDC Program Participant Tracking System (PTS) and from other program records, for the purpose of self-evaluation of the program.
24. Insure that the Program Facilitator and/or CalWORKs Liaison assesses participant eligibility - using the following criteria:
 - The student is on CalWORKs cash aid at the time of enrollment and has an approved welfare-to-work plan, which specifically includes approval to participate in the Program, on file with the County Welfare Department. Once a student is active in the program they may remain in the program regardless of their cash aid status. However, if a participant has been exited and is no longer on cash aid, they may not be reinstated.
 - The student expresses a genuine interest in child care and development as a vocation, rather than participating in the Program to secure short-term employment.
 - The student confirms their commitment to pursue a goal of obtaining an Associate Teacher and/or Teacher Permit.
 - The student completes screening and assessment to determine potential to succeed in the academic program and possesses the interpersonal skills necessary to work successfully with families and children.
25. Once a participant is selected, the Program Facilitator and/or CalWORKs Liaison insures that the participant:
 - Is oriented to the Program structure, expectations, training schedule, and courses and topics to be covered.
 - Participates in the development of a customized TANF-CDC educational plan (to obtain an Associate Teacher or Teacher permit) describing how each participant will meet all unit requirements, practicum, and permit certification and, which may include, a description of remedial courses needed before enrolling in courses required for Associate Teacher or Teacher permit. Each participant's educational plan will establish a target date of completion within the Program's two-year design.

- Obtains referral to the campus Financial Aid Office to receive financial aid eligibility information.
- Is aware of the Board of Governor's (BOG) Fee Waiver.
- Submits for processing a criminal and fingerprint background clearance application necessary for all individuals who work in a licensed child care center.
- Continues participation based on a semester-by-semester evaluation conducted by the Program Facilitator and CalWORKs Liaison of the participant's satisfactory progress towards the goals contained in their education plan.

ATTACHMENT B

RIVERSIDE BUDGET YEAR ONE:
 JULY 1, 2008 - JUNE 30, 2009

The budget amounts identified below are based on the total number of active slots, as requested on your Slot Allocation Request form. If your campus enrolls fewer participants than needed to fulfill your active slot allocation, your budget will be reduced proportionately.

CATEGORY	AMOUNT
Campus TANF-CDC Program Facilitator Stipend: ▪ 55 Active Slots x \$ 100.00 / Month x 12 Months =	\$66000
Campus TANF-CDC Program CalWORKs Liaison Stipend: ▪ 55 Active Slots x \$ 50.00 / Month x 12 Months =	\$33000
Operating Expenses: ▪ Office Space ▪ Office Telephone ▪ Office Supplies Note: Due to a decrease in participation for the 2008-2009 program year there will be a one time budget augmentation of \$700.00 to the operating expenses line item.	\$ 5500
Fingerprint & Background Fees: ▪ 55 Participants x \$60.00 =	\$3300
Travel Expenses to Regional Training Institute (RTI):	\$ 300
Travel Expenses to Annual TANF-CDC Program Conference:	\$ 2000
Travel Expenses to Quality Improvement Program (QIP) Training:	\$ 500
Participant Supportive Services: ▪ 55 Participants x \$ 202.00 =	\$11110
TOTAL 2008-09 GRANT AMOUNT:	\$121710

RIVERSIDE BUDGET YEAR TWO:
 JULY 1, 2009 - JUNE 30, 2010

The budget amounts identified below are based on the total number of active slots, as requested on your Slot Allocation Request form. If your campus enrolls fewer participants than needed to fulfill your active slot allocation, your budget will be reduced proportionately.

CATEGORY	AMOUNT
Campus TANF-CDC Program Facilitator Stipend: <ul style="list-style-type: none"> ▪ 55 Active Slots x \$ 100.00 / Month x 12 Months = 	\$66000
Campus TANF-CDC Program CalWORKs Liaison Stipend: <ul style="list-style-type: none"> ▪ 55 Active Slots x \$ 50.00 / Month x 12 Months = 	\$33000
Operating Expenses: <ul style="list-style-type: none"> ▪ Office Space ▪ Office Telephone ▪ Office Supplies 	\$ 4800
Fingerprint & Background Fees: <ul style="list-style-type: none"> ▪ 55 Participants x \$60.00 = 	\$3300
Travel Expenses to Regional Training Institute (RTI):	\$ 300
Travel Expenses to Annual TANF-CDC Program Conference:	\$ 2000
Travel Expenses to Quality Improvement Program (QIP) Training:	\$ 500
Participant Supportive Services: <ul style="list-style-type: none"> ▪ 55 Participants x \$ 202.00 = 	\$11110
TOTAL 2009-10 GRANT AMOUNT:	\$121010

ATTACHMENT C

TRAVEL REIMBURSEMENT RATES AND CONDITIONS

MEALS AND INCIDENTALS (IN-STATE/OUT-OF-STATE TRAVEL):

The following reimbursement rates are maximums, not allowances. Employees may claim only their actual expense and must have receipts substantiating the amount claimed. Employees may not claim meals provided by the State, meals included in hotel expenses or conference fees.

Lodging, meals and incidental reimbursements shall not be made for expenses incurred within 50-miles of home or headquarters.

For each full 24-hour period of travel, employee may claim the following:

BREAKFAST	ACTUAL EXPENSE UP TO \$6
LUNCH	ACTUAL EXPENSE UP TO \$10
DINNER	ACTUAL EXPENSE UP TO \$18
INCIDENTALS	ACTUAL EXPENSE UP TO \$6

TRIPS OF 24 HOURS OR MORE:

For travel lasting 24 hours or more, employees may claim meals (as noted above), based on the following timeframes:

TRIP BEGINS AT OR BEFORE 6 AM	BREAKFAST MAY BE CLAIMED
TRIP BEGINS AT OR BEFORE 11 AM	LUNCH MAY BE CLAIMED
TRIP BEGINS AT OR BEFORE 5 PM	DINNER MAY BE CLAIMED
TRIP ENDS AT OR AFTER 8 AM	BREAKFAST MAY BE CLAIMED
TRIP ENDS AT OR AFTER 2 PM	LUNCH MAY BE CLAIMED
TRIP ENDS AT OR AFTER 7 PM	DINNER MAY BE CLAIMED

TRIPS OF LESS THAN 24 HOURS:

For travel lasting less than 24 hours, employees may claim breakfast and/or dinner (as noted above), based on the following timeframes:

TRIP BEGINS AT OR BEFORE 6 AM AND ENDS AT OR AFTER 9 AM BREAKFAST MAY BE CLAIMED

TRIP BEGINS AT OR BEFORE 4 PM AND ENDS AT OR AFTER 7 PM DINNER MAY BE CLAIMED

EMPLOYEES MAY NOT CLAIM LUNCH OR INCIDENTALS ON ONE-DAY TRIPS. WHEN TRIPS ARE LESS THAN 24 HOURS AND THERE'S NO OVERNIGHT STAY, MEALS CLAIMED ARE TAXABLE.

MILEAGE REIMBURSEMENT RATE:

All privately owned vehicle mileage driven on State business is subject to advance approval by the appointing authority. The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

AUTOMOBILE	50.5 CENTS PER MILE
BICYCLE UP TO	4 CENTS PER MILE

LODGING REIMBURSEMENT - SHORT-TERM TRAVEL:

Employees who incur overnight lodging expenses at a commercial lodging establishment catering to short-term travelers, such as a hotel, motel, bed and breakfast, public campground, etc. must provide a receipt to claim reimbursement. No reimbursement will be paid without a receipt. The rate of reimbursement is as follows:

ALL CALIFORNIA COUNTIES NOT LISTED BELOW	ACTUAL EXPENSE UP TO \$84 PER NIGHT, PLUS TAX
LOS ANGELES AND SAN DIEGO COUNTIES	ACTUAL EXPENSE UP TO \$110 PER NIGHT, PLUS TAX
ALAMEDA, SAN FRANCISCO, SANTA CLARA, AND SAN MATEO COUNTIES	ACTUAL EXPENSE UP TO \$140 PER NIGHT, PLUS TAX

OUT-OF-STATE LODGING/OUT-OF-STATE MEAL ALLOWANCE:

Payment is for actual lodging expenses, supported by a receipt. Without receipts, payment will be the in-state lodging rate. Meal allowance is paid at the same rate as the in-state rate.

ATTACHMENT D

TANF-CDC PROGRAM ALLOWABLE COST GUIDELINES

A. BUDGET LINE ITEMS AS CONTAINED IN DISTRICT/COLLEGE GRANT AGREEMENTS

BUDGET LINE ITEMS:

- PROGRAM FACILITATOR STIPEND
- CALWORKS LIAISON STIPEND

Allowable Activities/Services

Program Facilitator and CalWORKs Liaison Stipends can be used in one or any combination of the following three activities/services:

1. Use to reimburse campus TANF-CDC Program Facilitator/CalWORKs Liaison for providing services to participating TANF-CDC Program participants.*
2. Pay the salary of other support staff who provide direct services to the TANF-CDC Program.
3. Use earned funds to provide Participant Supportive Services. (See Allowable Activities/Services as listed in Budget Line Item: Participant Supportive Services)

*Note: The Program Facilitator and/or CalWORKs Liaison Stipends can be used to either supplement and/or replace their current salary. Stipends are earned based on the number of participants in active status during the report month. Once the campus receives Stipend funds, the campus may apply/use these funds for the purposes identified in the Budget Line Item: Participant Supportive Services.

A participant is in *Active status* ONLY while they are enrolled in coursework that is REQUIRED by the Commission on Teacher Credentialing (CTC) to achieve their designated Exit Goal at the Associate Teacher (12 ECE Units) or Teacher Permit (16 GE units and 24 ECE units) level; AND remedial and/or prerequisite courses needed to successfully complete the CTC required coursework. Once a participant completes all CTC required coursework they can remain in Active Status for one additional semester to receive case management services that support their successful transition to work experience and the permit application process.

BUDGET LINE ITEM:

- OPERATING EXPENSES

Allowable Activities/Services

Operating Expenses include office space, telephone and office supplies, including printed materials such as brochures and flyers that directly relate to the TANF-CDC Program.

For audit purposes, if the TANF-CDC Program's direct costs for office space and telephone cannot be readily identified, it is recommended that the District/College establish an auditable formula driven "Cost Allocation Plan" (i.e. prorated portion of costs).

BUDGET LINE ITEMS:

- BACKGROUND AND FINGERPRINT FEES

Allowable Activities/Services

Use funds to cover costs for:

1. Practicum and/or work experience background clearance fingerprint fees for each participant.
2. Fingerprint fees as required by the Commission on Teacher Credentialing when processing participants' Associate Teacher and/or Teacher Permit applications.

BUDGET LINE ITEMS:

- TRAVEL EXPENSES TO CAMPUS BEST PRACTICES CLINIC (JUNE 2006 ONLY)
- TRAVEL EXPENSES TO REGIONAL TRAINING INSTITUTE (RTI)
- TRAVEL EXPENSES TO ANNUAL TANF-CDC PROGRAM CONFERENCE
- TRAVEL EXPENSES TO QUALITY IMPROVEMENT PROGRAM (QIP) IMPROVEMENT TRAINING

Allowable Activities/Services

Use funds for TANF-CDC Program Facilitator, CalWORKs Liaison, Program participant(s) and other campus Early Care and Education (ECE) and CalWORKs staff who are directly coordinating services with the TANF-CDC Program to attend TANF-CDC Program sponsored trainings, regional institutes, and conferences.

Use funds for TANF-CDC Program staff or Program participants to attend local, regional, or state functions (trainings, meetings, conferences, etc.) concerning ECE or CalWORKs that will benefit the TANF-CDC Program's administrative and academic services.*

*Travel funds used for non TANF-CDC sponsored trainings and meetings must receive written approval from the Foundation for California Community Colleges.

BUDGET LINE ITEMS:

▪ PARTICIPANT SUPPORTIVE SERVICES

Allowable Activities/Services

Participant supportive Services funds can be used in one or any combination of the following four categories:

1. Participant Book and Instructional Materials Grants – Ensures that costs associated with the purchase of books, supplies and supplemental instructional materials (e.g. professional development literature, children’s books, or required reading in a second language) are covered in the event that a participant faces sudden and/or unexpected changes in TANF and/or financial aid eligibility, hence diminishing the possibility of a participant’s withdrawal from the Program due to such changes.
2. Participant Transportation Grants – Provide transportation assistance needed to attend school or work, should a student become ineligible for CalWORKs and/or other financial assistance that previously covered these program related expenses. This line item is included to ensure that a participant does not drop out of the program because of a sudden and/or unexpected change in TANF and/or financial aid eligibility.
3. Participant Tutoring Services – Provide specialized tutoring services that may not be available through regular on-campus learning/tutoring resources and services. This line item is included to ensure that a participant does not drop out of the Program because of a lack and/or unavailability of specialized educational tutoring services.
4. Special Services, Workshops and Cohort Classes – Provide supplemental instructional and general participant support services in the form of workshops, classes and services that address specific TANF-CDC participant barriers/issues to successful completion of the ECE academic coursework, permit requirements, job search, and job retention.

These services may include:

- Speakers brought onto campus to provide information and training related to ECE.
- Participants attending local professional or training meeting related to ECE.
- Cohort class expenses (teacher, etc.).
- Expenses related to providing additional classes attended by TANF-CDC Program participants which would otherwise not be offered without funds from the TANF-CDC Program.
- Provide Work-Study wages for TANF-CDC Program participants while the individuals are in a practicum, or work experience assignment.
- Clothes for interviewing for job placement.
- Awards (gift certificates, vouchers for educational purposes) for the completion of the program (per semester, limits assigned by FCCC) and gatherings, including permit completion ceremonies/events for purpose of follow-up and retention.
- Counseling as recommended by college staff (either group or individual).

C. BUDGET LINE ITEM TRANSFERS

With prior written approval from the Foundation, surplus funds from a given line item of the budget may be transferred to defray/increase allowable direct costs within another budget line-item. Before any transfer of funds can occur, a Budget Line-Item Transfer Request Form must be submitted by the college and approved by the Foundation. Funds may not be transferred in or out of the Program Facilitator Stipend and/or CalWORKs Liaison Stipend line-item.

D. PROHIBITIONS

TANF-CDC Program Funds CANNOT be used to:

1. Purchase office equipment; such as personal computers, computer parts, DSL modems or routers, lap tops, fax machines, printers, scanners, or copiers.
2. Purchase food items.
3. Pay for medical related costs or services.
4. Pay for living expenses (rent, utilities, etc.).
5. Pay for fines, tickets, late fees, penalties, child support payments, or other costs incurred because of negligent behavior.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

Report No.: V-A-6-e

Date: August 19, 2008

Subject: Subcontract with California State University Fullerton Auxiliary Services Corporation

Background: Attached for the Board's review and consideration is renewal agreement between Riverside Community College District and California State University Fullerton Auxiliary Services Corporation (CSUF ASC). This subcontract allows for the continuing operation of Riverside Community College District's TriTech Small Business Development Center that provides business counseling and training services to grow the high technology business sector within Riverside, San Bernardino and Orange Counties. The term of the subcontract is January 1, 2008 through December 31, 2008. Funding source: United States Small Business Administration /California State University Fullerton Auxiliary Services Corporation.

Recommended Action: It is recommended that the Board of Trustees ratify the subcontract, for the term of January 1, 2008 through December 31, 2008, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the subcontract.

Irving G. Hendrick
Interim Chancellor

Prepared by: John Tillquist
Dean, Technology and Economic Development

**SUBCONTRACT
BETWEEN
CSU FULLERTON AUXILIARY SERVICES CORPORATION
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT**

This Subcontract is entered into by and between Riverside Community College District, (hereinafter "CONTRACTOR"), a community college district and host administrative agent for Tri-Tech Small Business Development Center, (hereafter "Tri-Tech SBDC") organization located in Riverside, California and CSU Fullerton Auxiliary Services Corporation (hereinafter "ASC") a non-profit auxiliary corporation and fiscal agent of California State University, Fullerton located in Fullerton, California to provide funding for the project entitled, "Small Business Development Center."

RECITALS

- A. **WHEREAS**, ASC as the prime awardee of Grant Number 8-603001-Z0066-06 issued by the U.S. Small Business Administration for the project "Small Business Development Center," CONTRACTOR and any additional Subcontractors retained by CONTRACTOR agree to abide by all of the terms and conditions of the Prime Award, incorporated as Exhibit C.
- B. **WHEREAS**, ASC desires to retain a contractor to perform services specified in Exhibit A (Scope of Work) and Exhibit B (Budget Justification), as incorporated by reference here with; and,
- C. **WHEREAS**, in undertaking the performance of this Subcontract, CONTRACTOR represents that it is knowledgeable in its field and that any services performed by CONTRACTOR under this Subcontract will be performed in compliance with such standards as may reasonably be expected; and,

NOW, THEREFORE, in consideration of the mutual and representative promises and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

1. **Principal Contacts.**

- 1.1 The Principal Investigator for ASC is considered the principal contact responsible for directing the project and budget expenditures under this Subcontract. Dr. Michael D. Ames, California State University, Fullerton (CSUF) will serve as the Principal Investigator and may be reached at (714) 278-3464 or sbiames@fullerton.edu.
- 1.2 Ms. Tanya Thompson, CSUF ASC, shall serve as administrative contact and may be contacted at the following:

CSU Fullerton Auxiliary Services Corporation ("ASC")
2600 East Nutwood Ave., Suite 275

Fullerton, CA 92831
Phone: 714-278-4113
tthompson@fullerton.edu

- 1.3 Mark Mitchell, Director, Riverside Community College District, shall serve as the principal administrative contact on behalf of CONTRACTOR, and may be contacted at the following:

Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506-1299
Phone: 951-571-6477
Email: mark.j.mitchell@rcc.edu

- 1.4 Changes in Principal Contacts must be prior approved in writing by William M. Dickerson, Executive Director of the CSU Fullerton Auxiliary Services Corporation and by Dr. Jim Buysse, Vice Chancellor, Administration and Finance of Riverside Community College District or their respective designees.

2. **Scope of Work.** CONTRACTOR shall be responsible for the specific tasks described in the "Scope of Work" which is attached as Exhibit "A," and is incorporated by reference hereto.
3. **Term of Contract.** The period of performance of this contract shall be from 1/1/2008 to 12/31/2008 subject to extension by mutual agreement.
4. **Compensation.** In consideration of the work to be conducted by CONTRACTOR per Section 2, ASC shall pay CONTRACTOR an amount not to exceed Two Hundred Ninety Two Thousand, Seven Hundred Eighty Seven (\$ 292,787) dollars.
5. **Matching Funds Requirement.** CONTRACTOR shall provide total Matching Funds of \$314,404 as provided in Exhibit B. At least 50% of the Matching Funds must be Cash Match. The remaining 50% may be provided through any allowable combination of additional cash or in-kind contributions.
- 5.1 The minimum Cash Match required of CONTRACTOR pursuant to this Subcontract is One Hundred Fifty Thousand (\$ 150,000) dollars.
- 5.2 The minimum In-Kind Contributions required of CONTRACTOR pursuant to this Subcontract is One Hundred Sixty Four Thousand, Four Hundred and Four (\$ 164,404) dollars.
6. **Delivery.** All materials and services called for under this Subcontract shall be completed and delivered to ASC on or before 12/31/2008, unless extended by a prior mutual written authorization.

7. **Allowable Costs and Fees.** Allowable costs and fees eligible for reimbursement to the CONTRACTOR for performance of this Subcontract shall be determined in accordance with the terms of this Subcontract, including attached Exhibits and the requirements of the Prime Sponsor.
8. **Invoicing.** CONTRACTOR shall invoice ASC for actual expenses incurred in accordance with the attached Budget provided as Exhibit B.
 - 8.1 CONTRACTOR will submit itemized invoices to ASC not more often than quarterly. Each invoice shall include an itemized list of the tasks completed consistent with the scope of work provided as Exhibit A, dates of task completion, and an original signature of an authorized agent of CONTRACTOR.
 - 8.2 ASC may return invoices to CONTRACTOR for correction and resubmission prior to payment. ASC agrees to pay all invoices within thirty (30) days upon receipt.
 - 8.3 Invoices shall be sent to:
Vi Pham, Director
Santa Ana Regional Lead SBDC
800 N. State College Blvd., LH 640
Fullerton, CA 92834
9. **Termination of Subcontract.** Either party may terminate this Subcontract upon thirty (30) days advance written notice to the other party. Upon termination of this Subcontract, ASC agrees to compensate CONTRACTOR all non-avoidable expenses reasonably incurred by CONTRACTOR in the performance of its work under this Subcontract by the date of termination, and CONTRACTOR agrees to provide the deliverables through the date of termination as provided in Section 5.
10. **Modification or Waiver.** No part of this Subcontract shall be modified without the express written consent of both parties. The waiver by one party of any breach of any term or condition of this Subcontract shall not be construed as a waiver of any similar or other breach of any term or condition of this Subcontract. Nor shall said waiver be construed as a continuing waiver of the original breach.
11. **Independent Contractor.** CONTRACTOR shall, during the entire term of this Subcontract, be construed to be an independent contractor and not an employee of ASC. This Subcontract is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow ASC to exercise discretion or control over the professional manner in which CONTRACTOR performs the services that are the subject matter of this Subcontract. The services, however, to be provided by SUBCONTRACTOR shall be provided in a manner consistent with all applicable standards and regulations governing such services. CONTRACTOR shall pay all salaries and wages employees' social security, taxes unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes.

12. **Assignment.** No part of this Subcontract may be assigned by either party without the prior written consent of the parties.
13. **Indemnification.** CONTRACTOR shall defend, indemnify and hold ASC, CSUF, the California State University System, their officers, employees and agents harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury are caused by or result from the negligent or intentional acts or omissions of CONTRACTOR, its officers, agents or employees.
- ASC shall defend, indemnify and hold CONTRACTOR, its officers, employees and agents harmless from and against any and all liability, loss, expense attorneys' fees, or claims for injury or damages arising out of the performance of this agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of ASC, its officers, agents or employees.
14. **Insurance.** Without limiting the parties indemnification, CONTRACTOR warrants that it has and will maintain Workers' compensation insurance coverage of not less than one million dollars (\$1,000,000) per accident; General Liability insurance of not less than one million dollars (\$1,000,000), and Automobile Liability insurance of not less than one million dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned, and hired vehicles.
15. **Force Majeure.** If by reason of force majeure (as defined below) the CONTRACTOR'S performance hereunder is delayed, hampered or prevented, then the performance by the CONTRACTOR shall be extended for the amount of time of such delay or prevention. The term "Force Majeure" shall mean any fire, flood, earthquake, or public disaster, strike, labor dispute or unrest; embargo, riot, war, insurrection or civil unrest; any act of God, any act of legally constituted authority; or any other cause beyond CONTRACTOR'S control which would excuse the party's performance as a matter of law.
16. **Notice of Force Majeure.** Subcontractor agrees to give written notice of an event of force majeure under this Paragraph within ten (10) days of the commencement of such event and within ten (10) days after the termination of such event. However, inadvertent failure to give notice shall not bar a party from giving such notice within a reasonable time thereafter.
17. **Nondiscrimination.** CONTRACTOR shall comply with all applicable federal and state laws and statutes related to nondiscrimination, including those Acts and amendments prohibiting discrimination on the basis of race, color, natural origin, gender, handicap or disability, sexual preference, drug addiction and alcoholism.

18. **Certifications and Assurances**

A. Certificate Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - The CONTRACTOR certifies by signature to this Agreement that it is not suspended, debarred, or otherwise ineligible from entering into funding agreements with any department or other agency of the Federal Government, or in receipt of a notice of proposed debarment or suspension. In the event of being suspended, debarred or otherwise declared ineligible by any other department of agency of the Federal Government, or upon notice of a proposed debarment of suspension, the SUBCONTRACTOR shall provide immediate written notice to ASC. If, during the performance period of this Subcontract, the status of the SUBCONTRACTOR changes relative to any of these certifications, it shall immediately notify ASC in writing and include an explanation of the changes.

B. Certification Regarding Lobbying - In the event funds allotted under this Agreement are expected to exceed \$100,000, by signature to this Agreement, CONTRACTOR certifies that it is in compliance with the requirements of Section 1352, Title 31, U.S. Code which limits the use of appropriated funds to influence certain federal contracting and financial transactions.

C. Drug Free Workplace - By signature to this Agreement, CONTRACTOR certifies that it will comply with the Drug Free Workplace Act of 1988 and its implementing regulations as amended.

D. Misconduct in Science Assurance - The CONTRACTOR hereby gives assurance that an administrative review process has been established regarding procedures for dealing with and reporting possible misconduct in science and reporting requirements of the published scientific misconduct regulations will be followed.

E. Americans With Disabilities Act - By signature of this Agreement, CONTRACTOR certifies that it complies with the Americans with Disabilities Act of 1990 (42 USC 12101, et. seq.) and all implementing regulations. CONTRACTOR agrees to insert the provision of this Article in all subcontracts and purchase orders hereunder.

F. Davis-Bacon and Related Acts – If applicable, by signing this Agreement, CONTRACTOR certifies that it complies with the Davis-Bacon act and warrants proper wages are applied to federally-funded or assisted construction projects.

19. **Retention of Records.** CONTRACTOR agrees to maintain and preserve all records relative to this Subcontract, for three (3) years after termination. CONTRACTOR agrees to permit ASC's duly authorized representatives to have access to and to examine and audit, any pertinent books, documents, papers, and records related to this Subcontract. Furthermore, all records related to this Subcontract shall be reasonably available for inspection by the State of California pursuant to Government Code § 8546.7 which states in pertinent part: "...every

contract involving the expenditure of public funds in excess of ten thousand dollars (\$10,000) entered into by any state agency, ... or by any other public entity, including a city, county..., shall be subject to the examination and audit of the State Auditor, at the request of the public entity or as part of any audit of the public entity, for a period of three years after final payment under the contract.”

20. **Audit.** The books and accounts, files, and other records of the CONTRACTOR which are applicable to this Subcontract at all times shall be available for inspection, review, and audit by the ASC and the U.S. Government and its representatives to determine the proper application and use of all funds paid to or for the account or benefit of the CONTRACTOR.

The CONTRACTOR assumes sole responsibility for reimbursement to the agency funding the prime award a sum of money equivalent to the amount of any expenditures disallowed should the funding agency or an authorized agency rule through audit exception or some other appropriate means, that expenditures from funds allocated to the CONTRACTOR for direct and/or indirect costs were not made in compliance with the applicable cost principles, regulations of the funding agency, or the provisions of this Subcontract.

CONTRACTOR agrees to comply with the requirements of OMB Circular A-133. CONTRACTOR further agrees to provide ASC with a copy of the independent auditors' report within thirty (30) days of its issuance. If the report contains instances of non-compliance with federal laws and regulations which bear directly on the performance or administration of this Subcontract, the CONTRACTOR shall provide ASC copies of responses to auditors' reports, a plan for corrective action, and auditors' response that the noncompliance has been resolved. All reports prepared in accord with the requirements of OMB Circular A-133 shall be available for inspection by representatives of ASC or the government during normal business hours.

21. **Severability.** Should any part, term, or provision of this Subcontract, be declared or determined by any court or other tribunal or appropriate jurisdiction to be invalid or unenforceable, any such invalid or unenforceable part, term, or provision shall be deemed stricken and severed from this Subcontract; any and all of the other terms of this Subcontract shall remain in full force and effect.
22. **Applicable Law.** This Subcontract and any disputes concerning it shall be interpreted under the laws of the State of California.
23. **Interpretation.** For purposes of construction and interpretation, this Subcontract shall be deemed to have been mutually drafted by the parties hereto. Thus, the parties to this Subcontract shall determine and resolve any issues of ambiguity related to the interpretation of the provisions herewith.
24. **Federal Identification Number.** CONTRACTOR'S Federal Taxpayer Identification Number is 33-0831357.

25. Contents and Order of Precedence

Included in this Subcontract are the following exhibits:

- Exhibit A Statement of Work
- Exhibit B Budget Justification
- Exhibit C Agreement # 8-603001-Z0066-06

The contents of each instrument below are incorporated within this Subcontract as fully as though set forth herein in their entirety. In the event of a conflict between the provisions of each instrument, the following order of precedence shall govern the rights and obligations of the parties.

1. Subcontract Schedule
2. Prime Grant Terms and Conditions

26. **Entire Agreement.** This Subcontract, including any referenced attachments, appendices and references, constitutes the entire Subcontract and supersedes any other written or oral representations, statements negotiations, or agreements.

IN WITNESS THEREOF, the parties have executed this subcontract on the day and year first written above.

FOR:
Riverside Community College District

FOR:
CSU Fullerton Auxiliary Services Corporation

James Buysse
Vice Chancellor,
Administration and Finance

Date

William M. Dickerson
Executive Director

Date

EXHIBIT A SCOPE OF WORK

1. DEFINITION OF TERMS

- A. Capitalized terms as used in this Agreement have the following definitions:
- B. "8(a) Program" means the SBA 8(a) Business Development Program - An SBA Program that offers a broad scope of assistance to socially and economically disadvantaged firms.
- C. "Agreement" refers to this Agreement, number 03CBE006.
- D. "Budget Category" means the major budget subject headings designated in Exhibit B. They are: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Consultants, Other and Indirect Costs.
- E. "Budget Line Item" means any specific budget item designated within each Budget Category in Exhibit B.
- F. "Business counseling services" means one-on-one or small group meetings with current and/or prospective small business owners in person, by telephone, video conferencing, or computer, to coach, mentor or provide information to help the small business owner move towards intended results.
- G. "Cash Match" means that term as defined in 13 CFR Parts 130, 143, 145 and 146 and OMB Circulars A-21, A-87, A-102, A-110, A-122 and A-133, as applicable and as amended or superceded.
- H. "CATS" means the SoftShare WinCATS OR WebCATS Client Activity Tracking System used by the Lead Center Program.
- I. "CDBG" means the United States Department of Housing and Urban Development, Community Development Block Grant.
- J. "CFR" means the Code of Federal Regulations.
- K. "COCCC" means the Chancellor's Office of the California Community Colleges.
- L. "CONTRACTOR" means Riverside Community College District.
- M. "Cooperative Partners" means those partners identified in the annual Notice of Award (Cooperative Agreement) issued by SBA. The 2008 Notice of Award specifies the Cooperative Partners as CSU Fullerton Auxiliary Services Corporation ("ASC") and SBA.
- N. "Santa Ana Regional SBDC Network" means the Lead Center, the Inland Empire SBDC,

Orange County SBDC and TriTech SBDC.

- O. "Empowerment Zones" means a community designated by the federal Department of Housing and Urban Development (HUD) as an area that suffered significant economic distress and may receive targeted funding from federal agencies.
- P. "Funds" means any Funds listed in any column of Exhibit B.
- Q. "Expiration" means the expiration, termination or cancellation of this Agreement.
- R. "In-Kind Match" means that term as defined in 13 CFR Parts 130, 143, 145 and 146 and OMB Circulars A-21, A-87, A-102, A-110, A-122 and A-133, as applicable and as amended or superceded.
- S. "Host Institution" means Riverside Community College District.
- T. "HUBZone" means a Historically Under-utilized Business Zone designated by SBA as an area located within one or more qualified census tracts, qualified non-metropolitan counties or lands within the external boundaries of an Indian Reservation.
- U. "Lead Center" means the Santa Ana Regional Lead SBDC, hosted by California State University Fullerton.
- V. "Lead Center Director" refers to the individual, or designee, on behalf of the Lead Center who has the overall responsibility to administer and evaluate the work of the CONTRACTOR during the term of this Agreement.
- W. "Notice" means a notice of probation.
- X. "OMB" means the federal Office of Management and Budget.
- Y. "OSBDC" means the SBA's Office of Small Business Development Centers
- Z. "Program Announcement" means the annual document released by OSBDC regarding the Small Business Development Center Program, provided as Exhibit C.
- AA. "Program Income" means all monies earned or received from Service Center clients and others in payment for Lead Center Program activities and/or products other than counseling services.
- BB. "PQL" means the SBA Prequalification Loan Program.

CC. "SBA" means the United States Small Business Administration.

DD. "SBDC" means Small Business Development Center.

EE. "SCORE" means the Service Corps of Retired Executives.

FF. "Service Center" means the Inland Empire Small Business Development Center.

GG. "Special Emphasis Groups" refer to underrepresented populations of business owners compared to their representation in the overall population. Depending upon the service territory demographics of the Service Center, Special Emphasis Groups may include: disabled individuals, Native Americans or Alaska Natives, Black or African Americans, Asian Americans, Native Hawaiians or other Pacific Islanders, Hispanics, women, veterans, service-connected disabled veterans, individuals in rural areas and HUBZones and those in low to moderate income urban areas as determined by Census Bureau information.

EXHIBIT A
ATTACHMENT 1
CONTRACTORS RESPONSIBILITIES AND MILESTONES

The CONTRACTOR agrees the following responsibilities and milestones shall be met by its Service Center:

1. **Principal Place of Business.** The Service Center, with a principal office located at 2 Park Plaza, Irvine, CA, shall provide services to existing and potential small business owners in the following service territory: Riverside, San Bernardino and Orange County. The Service Center may also provide services consisting of scheduled business counseling and training at outreach centers. As used in this Attachment, "outreach center" means a location where SBDC counseling and training services may be provided on an "as needed basis," outside of the normal Service Center setting. The Service Center and its satellite office(s) shall be open a minimum of eight (8) hours each business day with services provided during the evening or on weekends. The Service Center and its satellite office(s) shall have prominent display of the SBA/SBDC co-branding at the front of the office at each satellite office and shall have separate and clearly identifiable operations, programs and phones from the CONTRACTOR. The CONTRACTOR shall obtain prior written approval from the Lead Center to relocate or change the address of the Service Center and satellite office(s). The facilities and staff of the Service Center and its satellite office(s) shall be located in such places as to provide maximum accessibility and benefits to the existing and potential small businesses for which the Service Center is intended to serve.
2. **Service Delivery Mechanisms.** The Service Center shall increase the contribution of the small business sector to the economic development of its service territory, as specified in paragraph 1 of this Attachment. The Service Center shall accomplish this by using a variety of service delivery mechanisms, including satellite locations, traveling counselors or electronic capabilities, when appropriate and by providing in-depth, high quality, one-on-one business consulting, training services, information and referral services, outreach and marketing services, and specialized services to existing and prospective small business owners. These services must result in business growth, expansion, innovation, increased productivity; improved management of small businesses; lead to positive economic impact; and meet the milestones of this Agreement for calendar year 2008.
3. **Policies and Procedures Manual.** This Agreement is subject to the terms and conditions incorporated by reference to the Santa Ana Regional SBDC Network Policies and Procedures Manual, as amended, and the Santa Ana Regional SBDC Network Policy on Logo Use. In the event of conflicting or otherwise inconsistent policies, this Agreement shall prevail.
4. **Cooperative Agreements.** The Service Center shall establish and maintain active cooperative agreements with other service providers (e.g., colleges, universities, economic development corporations, local government agencies) to further the objectives detailed in the annual Notice of Award (Cooperative Agreement, to be provided to the CONTRACTOR by the Lead Center upon request) issued by SBA.

5. **Participation Agreements.** The Service Center shall establish and maintain annual participation agreements with private-sector persons or firms to provide professional consulting services (e.g., accounting, engineering, and law) at an agreed-upon rate (e.g., pro bono, market or below market rate). The objective of a participation agreement is to provide services not available from the Service Center's staff. Participation agreements shall be reviewed annually by the Lead Center.
6. **Advisory Boards.** The Service Center shall establish and maintain an advisory board in accordance with 15 U.S. Code, Title 15, Chapter 14.A. § 648(j).
7. **Special Emphasis Groups.** The Service Center shall identify and foster relationships with entities representing Special Emphasis Groups in order to increase the number of clients served in those populations. Additionally, the Service Center shall endeavor to raise the level of awareness of its audiences at small business seminars, conferences and outreach program announcements about the needs of veterans and service-connected disabled veterans.
8. **Annual Business Plan.** The Service Center shall submit to the Lead Center an updated 2008 SBDC Business Plan no later than May 1, 2008.
9. **Service Center Director.** The CONTRACTOR shall notify the Lead Center immediately upon Service Center Director resignation/termination.

The CONTRACTOR shall appoint a new Service Center Director within ninety (90) days of a Service Center Director vacancy. An Acting Director may be appointed until a permanent Service Center Director is selected.

The CONTRACTOR shall expand its search for a new Service Center Director to obtain the most qualified candidate. Recruitment to replace the Service Center Director (due to separation of employment or reassignment within the Host Institution) shall be conducted in conjunction with the Lead Center Director. Resumes of all final candidates shall be submitted to be reviewed and approved in writing by the Lead Center Director to ensure appropriate experience and qualifications of the candidates. The Lead Center Director, or designee, shall participate in reviewing and interviewing potential candidates. Final selection of the Service Center Director candidate shall be approved in writing by the Lead Center Director prior to hiring decision.

Attendance of network meetings and participation in network events by Service Center Director scheduled by the Lead Center is required and shall be a significant evaluation factor for Service Center Agreement renewal annually. The Lead Center shall be notified quarterly of Service Center Director's scheduled vacations.

Service Center Staff – SBDC Director shall provide a list of SBDC staff funded by the SBDC program funds (including match funds) to the Lead Center upon execution of the agreement. SBDC Director shall include name, title and function of each SBDC staff person on the list, and notify the Lead Center immediately upon any change in SBDC staff. SBDC Staff

includes part or full-time contractors retained as client counselors/consultants.

The Service Center Director shall be a full-time (100%), senior manager who shall direct and monitor Program activities and financial affairs of the Service Center to deliver effective services to the small business community, ensure Service Center compliance with applicable laws, regulations, OMB circulars and Executive Orders, as well as implement this Agreement. The Service Center Director shall be responsible for providing information to the Lead Center Director, or designee, for negotiating the annual Agreement with the Lead Center, ensuring that local needs are addressed. The Service Center Director has authority to control expenditures under the Service Centers budget. The Service Center Director shall serve as the principal contact point for all matters involving the SBDC Network. To the extent that CSUF ASC and/or the Lead Center Director wish to communicate with the Host Institution relative to matters concerning this Agreement, CSUF ASC and the Lead Center may do so through the Service Center Director.

10. **Core Services.** The Service Center shall develop and implement a client intake process to determine the best utilization of resources in providing service to each inquiry or client. Services provided shall fall under one of the following five (5) core service categories: 1) business counseling; 2) training services; 3) information and referral services; 4) outreach and marketing; and, 5) specialized services.

10.1. Business Counseling

The Service Center shall provide confidential, quality business counseling services, including counseling provided electronically, to improve the business skills of existing and prospective small business owners, specifically to owners of high technology, high growth companies. Business counseling services shall consist of advice, guidance or instruction concerning the formation, management, financing and operation of small business enterprises.

In addition to the milestones for business counseling, the Service Center shall document businesses progressing from the “start up” stage to the “in business” stage.

The Service Center shall document capital infusion, which includes all forms of capital debt, investments from all sources (i.e., lines of credit, consumer debt products used specifically for the business, angel investors, owner’s capital contributions, etc.). Credit lines and other revolving debt facilities/instruments are to be recognized for the full amount of the line of credit when established and not to be based on individual draw-downs.

The Service Center shall work with its Lead Center Director in developing strategies to accomplish the business counseling milestones. Upon conclusion of the third quarter period ending September 30, 2008, the Lead Center Director shall review and may initiate amendments as necessary to the Service Center's milestones identified in paragraph 11 of this Attachment.

In the course of delivering business counseling services, the Service Center shall:

- Provide in-depth counseling services to small businesses in the Service Center's service territory.
- Provide specialized services to high-growth/high-impact clients.
- Establish a strategy to provide consistent consulting services at the Service Center's local outreach locations.
- Provide pre- and post-funding technical assistance
- Provide counseling to assist small business entrepreneurs to gain access to federal and state contracts and/or grants through programs such as SBIR/STTR.

10.2. Training Services

The Service Center shall conduct training activities or events in which the Service Center shall actively deliver a structured program of knowledge, information, or experience on a business-related subject to groups of six (6) or more existing and prospective small businesspersons that address specific small business needs.

The Service Center is encouraged to charge reasonable fees to cover SBDC Program costs associated with training services.

Training services shall be scheduled to accommodate the varied schedules of entrepreneurs and vary from daytime to evenings and weekends.

Training services shall be coordinated with the SBA and other service providers to avoid duplication.

Training services shall be co-sponsored with other organizations, including, but not limited to, Tech Coast Venture Network, OCTANe, Tech Coast Angels, and private companies.

- Coordinate training activities with local economic development organizations to avoid duplication of services.
- Provide a list of scheduled training workshops and seminars, including dates, locations, instructor and background, and course content to the Lead Center no later than the first day of the quarter in which the training is provided. Include a Program Income Expenditure Plan to include projected use of existing program income and projected training fees.

10.3. Information and Referral Services

The Service Center shall establish and maintain an on-site resource library that contains current resource materials, publications, information and statistical data needed by existing and prospective small business owners. The library shall include at least one (1) computer workstation dedicated for use by clients to access the Internet for business research purposes.

The Service Center shall maintain a listing of appropriate services and resource providers to which clients may be referred for services not offered by the Service Center, including, but not limited to, SCORE and local community colleges.

10.4. Outreach and Marketing

The Service Center shall promote access to capital and improve finance opportunities for small businesses through support of the SBA Loan Fairs, improved and expanded relationships with bankers, and direct promotion and branding of the Santa Ana Regional SBDC Network to small businesses at their place of business.

The Service Center shall implement the targeted approach established to increase Women and Minority-owned small businesses into the Service Center's client portfolio and establish Memorandums of Understanding with economic development organizations to focus on small business and community development activities of Women and Minority-owned small businesses.

The Service Center shall assist the SBDC Network/Marketing Committee with activities to brand the SBDC Network and promote specialized services and initiatives.

10.5. Specialized Services

The Service Center shall offer specialized services and emphasis in areas designed to meet needs of small business clients including Special Emphasis Groups. Activities shall support and compliment business counseling and training services, including:

- Foster relationships with Special Emphasis Groups.
- Actively participate in activities related to SBA Small Business Week and support all SBA and Lead Center small business activities.
- Submit one (1) Small Business Week Award client packages to SBA.
- Actively participate in the coordination of the Santa Ana SBA District's Small Business Week Luncheon.
- Continue to collaborate with the local Center for International Trade Development on international trade training and service delivery and refer clients to the US Export Assistance Center as needed.
- Continue to collaborate with the local Procurement Technical Assistance Center on SBIR/STTR training, service deliver and referrals as needed.
- Collaborate with SBA to assist companies to secure SBA 8(a) Certification and provide specialized training as appropriate.
- Improve feedback on the quality of Service Center services by mailing monthly client surveys to clients who received over three (3) hours of counseling.
- Coordinate with the SBA program and resource partners such as Business Information Center's (BIC), SCORE, Tribal BIC's, and US Export Assistant Centers.
- Assist the Lead Center with activities related to program development for SBDC Network staff and consultants.
- Enhance regional SBDC services by coordinating specialized services and

- activities with the SBA Santa Ana District Office and the SBDC Network.
- Collaborate with the Lead Center to achieve Agreement milestones.

11. Minimum Performance Milestones. The Service Center shall use its best efforts to meet or exceed performance milestones determined annually by the Lead Center during the Term of this Agreement. Without limiting the generality of the forgoing, the following performance milestones achieved by the Service at regular intervals (*i.e.* spread evenly) throughout the term must equal or exceed the following goals. **The Service Center’s ability to achieve or exceed Performance Milestone Count set annually in each category specified by the Lead Center shall be a significant evaluation factor for Subcontract Agreement renewal with CONTRACTOR annually. Definition of the following is set forth in the Program Announcement (attached hereto as Exhibit C) and by OSBDC.**

<i>Critical Goals*</i>	<i>Performance Target</i>	* S e r v i c e c e n t e r
<i>Extended Engagement Clients (EEC)</i> <i>(5 hrs or more counseling contact time as of Jan 1, 2008)</i>	40	
<i>Long-Term Counseling Clients (LTC)</i> <i>(5 hrs or more counseling contact & prep time in same calendar year)</i>	54	
<i>Business Start-ups</i>	8	
<i>Capital Infusion</i>	\$5,000,000	

s not meeting critical goals performance targets shall be put on probation in the following year should CSUF ASC exercise the option to extend contract term.

<i>Enabling Goals</i>	<i>Performance Target</i>
<i>Total Counseling Hours</i>	1608
<i>Total Clients Counseled</i>	134
<i>Attendees Trained</i>	230
<i>Training Events</i>	23

Without limiting the generality of the foregoing, the productivity of each service center measured by economic impact from services delivered to client via one-on-one counseling is a significant evaluation factor for agreement renewal annually.

12. Advertisement of Services Available from CONTRACTOR's Service Center.

CONTRACTOR shall participate in community outreach, marketing and advertising efforts and projects at the network level conducted by the Lead Center, and use reasonable community outreach, marketing and advertising efforts to inform current and prospective Clients of the services available from CONTRACTOR through its Service Center.

**EXHIBIT A
ATTACHMENT 2
BUDGET DETAIL AND PAYMENT PROVISIONS**

1. BUDGET CONTINGENCY CLAUSE

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

2. AGREEMENTS FUNDED IN WHOLE OR IN PART BY THE FEDERAL GOVERNMENT

- A. The CONTRACTOR shall comply with applicable federal government provisions.
- B. This Agreement is valid and enforceable only if sufficient funds are made available to the ASC by the United States Government for the current federal fiscal year and/or any subsequent years covered for the purposes of this Agreement. In addition, this Agreement 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 Agreement in any manner.
- C. The CONTRACTOR shall provide Cash Match and/or In-Kind Match as identified in Exhibit B. The CONTRACTOR certifies that Cash Match and In-Kind Match as identified in Exhibit B, shall only be used for the purpose of this Agreement and shall be expended proportionately with Lead Center and SBA funds. The CONTRACTOR further certifies Program Income shall be spent solely to accomplish Lead Center and SBA Program objectives. The Service Center director shall monitor and be responsible for Cash Match, In-Kind Match, and Program Income contributions and expenditures. Neither Program Income nor other federal funds (except CDBG funds) shall be used to meet the Cash Match requirement.

Program Income, including any interest earned, must be used to expand the quantity or quality of services, resources or outreach provided by the Service Center. Any unused Program Income shall be carried over to a subsequent budget period.

- D. The CONTRACTOR shall maintain complete and accurate records and supporting documentation to facilitate financial and/or program audits by CSUF ASC and/or the

SBA. The CONTRACTOR shall furnish at its own expense (to the location specified by CSUF ASC) such records, including current financial statements, indirect cost rate agreements and documentation for matching funds, for examinations and review by CSUF ASC upon request. The CONTRACTOR shall provide CSUF ASC with the latest copy of Host Institution A-133 Single Audit report and other financial audit/review/examination findings reports or documentation provided by SBDC funding partners (including the SBA) or funding sources managed by the SBDC program. Without limiting the generality of this paragraph, the CONTRACTOR shall maintain time and effort records of part-time and salaried employees for determination of time charged to this Agreement, as specified in and to the extent required by the U.S. Office of Management and Budget ("OMB") Circulars A-21, A-87, A-110, and A-122, as applicable. The CONTRACTOR may transfer records to computer storage in accordance with the Cooperative Agreement. The CONTRACTOR shall otherwise comply with the Cooperative Agreement and with the regulations, Program Announcement, and OMB Circulars identified therein, to the extent applicable to the CONTRACTOR's record retention. The CONTRACTOR must maintain an updated list of funding sources and amounts for each source of funds it receives, including without limitation grants, contracts and other contributions. Additionally, for each source of funds, the CONTRACTOR shall keep a record of the name and phone number of the person or entity from whom the funds were received, the amount of funding, the intended purpose, and any requirements, stipulations or limitations on the use of the funds imposed by the person or entity as a condition of that funding. All financial records and reports shall be certified and signed by the Service Center Director, and an authorized representative or designee of the Host Institution. In order to facilitate any audit conducted pursuant to Government Code § 8546.7, the CONTRACTOR shall retain all records pertaining to this Agreement for not less than three (3) years after the date on which CSUF ASC makes the final report to the SBA under this Agreement. If any dispute or audit is ongoing, the CONTRACTOR shall continue retain those records until the dispute is resolved or the audit is completed. Notwithstanding the foregoing, Financial Records and Reporting requirements may be modified per annual OSBDC program announcement.

- E. The Service Center shall maintain a separate budget distinguishable from that of its Host Institution. The Service Center budget must be under the direct control of the Service Center Director employed by and designated by the Host Institution to manage and operate the Service Center. No less than forty (40) percent of the Service Center budget (SBA and cash match) must be allocated to counseling activities. The CONTRACTOR shall demonstrate to CSUF ASC's satisfaction, upon CSUF ASC's request, that the Service Center can and does oversee and manage its budget and maintain separate accounts and tracking as appropriate for reporting purposes and auditing requirements, and that the Service Center has systems in place to ensure sound fiscal and contractual management of the programs and activities conducted by the Service Center hereunder. The Service Center shall immediately notify CSUF ASC, and provide CSUF ASC with copies of, any internal audits, reports or other documents prepared by the CONTRACTOR which may affect the Service Center's budget, change in use of funds, or which conflict with budgetary information

previously given by the CONTRACTOR to CSUF ASC.

- F. Should the Service Center receive any additional Cash Match or In-Kind funds not identified in Exhibit B for any SBDC purpose, the Service Center shall submit a revised budget to the Lead Center within thirty (30) days of receiving the funds. The Service Center shall utilize all funds for the SBDC program and report the fund expenditures accordingly.
- G. The consideration to be paid to the CONTRACTOR, as specified in Exhibit B, shall be compensation for all of the Service Center's reimbursable expenses pursuant to this Agreement, including, but not limited to labor, employee fringe benefits, operating expenses, equipment, overhead, employer taxes and insurance, subcontracting services, out-of-pocket expenses for travel and subsistence, and taxes due on equipment.
- H. The CONTRACTOR is hereby notified and agrees that payment of invoices, partial or in-full, by CSUF ASC does not imply eligibility or allowability of expenditures included in the invoices. Final eligibility and allowability of expenditures per SBA and SBDC program requirements is determined via an official review of network financial documentation by the designated SBA Examiner for the applicable program year. The CONTRACTOR shall be financially responsible for any and all expenses deemed unallowable by the SBA Examiner for the Service Center.
- I. The CONTRACTOR hereby agrees to expend all allocated funds in the performance of its obligations under this Agreement by December 31, 2008. The Service Center shall notify the Lead Center no later than October 15, 2008 of any projected or estimated funds not expected to be expended by the performance period.
- J. Without limiting the generality of the forgoing, the CONTRACTOR is hereby notified that budget allocation is at the sole discretion of the Lead Center, based on evaluation factors contained within the agreement, including Service Center performance, operations efficiency and effectiveness, and allocated funds expended in the previous year.
- K. The CONTRACTOR shall not receive additional compensation for reimbursement of costs not identified in Exhibit B, and shall not decrease the work to compensate therefore.
 - 1) Variations to Exhibit B are allowable as per the terms of the Santa Ana Regional SBDC Network Policies and Procedures Manual.
- L. No requests for variations shall be submitted to the Lead Center after November 1, 2008. Requests for variations submitted after this date are automatically disapproved.

3. INVOICING AND PAYMENT

- A. In no event shall the CONTRACTOR request reimbursement from the ASC for obligations entered into or for costs incurred prior to the commencement date or after the Expiration of this Agreement.
- B. The invoice containing the final costs to be paid by the ASC shall be identified as the "FINAL INVOICE" and shall be submitted pursuant to Article 8 of the Subcontract. Final invoice expenditures shall reflect costs incurred but not previously submitted for the period ending December 31, 2007. The final invoice must be received by the Lead Center by January 31, 2008, or within (30) days of Expiration of this Agreement and shall not include expenditures stated in previous invoices.
- C. The final invoice shall be paid upon completion of the following:
 - 1) Satisfactory completion of this Agreement; and,
 - 2) Submittal of the following:
 - a) All reports required in this Agreement to the Lead Center Director as described in the Subcontract and this Exhibit and in the current Santa Ana District SBDC Network Policies and Procedures Manual;
 - b) A complete and accurate final invoice with required documentation to the Lead Center Director;
 - c) The SBA 2113 / Program Income;
 - d) A current equipment inventory list
- D. "Satisfactory completion" as used in this Agreement means that the CONTRACTOR has complied with all terms, conditions, and performance requirements of this Agreement.
- E. ASC agrees to make payment as promptly as fiscal procedures permit, upon receipt of the invoice, subject to approval of the Lead Center Director, or his or her designee, and contingent upon satisfactory completion of the terms of this Agreement.
- F. All Funds shall be used solely for the purpose of performing the work set forth in Attachment 1 of Exhibit A. Equipment, furniture, and supplies purchased with Funds are for the use of the Service Center staff in furtherance of the SBDC Program. The Lead Center shall have final determination of allowable and reimbursable costs under this Agreement.

4. MISCELLANEOUS PAYMENT PROVISIONS

- A. Funds allocated under this Agreement for travel, subsistence and per diem rates shall not exceed those amounts specified in Exhibit B. No reimbursement for travel outside the Santa Ana Region (Orange, Riverside and San Bernardino Counties) shall be allowed without prior written approval of the Lead Center Director or designee.

- B. The CONTRACTOR shall not use funds allocated under this Agreement for any of the following purposes:
 - 1) Entertainment expenses;
 - 2) Professional dues and/or subscriptions for use by any person other than those identified as Service Center professional staff in Exhibit B;
 - 3) Purchase, construction, renovation, alteration, improvement, or repair of capital assets, such as real estate and vehicles;
 - 4) Influencing or attempting to influence public officials;
 - 5) Partisan or nonpartisan political activity;
 - 6) To further the election or defeat of any candidate for public office; or,
 - 7) To provide voters or prospective voters with transportation to the polls or similar assistance in connection with any election or in any voter registration activity.

- C. The CONTRACTOR is the fiduciary under this Agreement and therefore is responsible for the administration and oversight of the Service Center.

EXHIBIT B
 BUDGET JUSTIFICATION

CENTER: TRITECH SBDC YEAR: 2008 (rev. March 17, 2008)

DESCRIPTION	ESTIMATED COSTS			TOTAL
	SBA	CASH MATCH	IN-KIND	
A. PERSONNEL				
Key personnel costs	51,000	48,000	20,000	119,000
Part-Time Professional staff	130,611	47,500	9,000	187,111
Clerical staff	23,244	23,244	0	46,488
Total Salaries & Wages	\$204,855	\$118,744	\$29,000	\$352,599
B. FRINGE BENEFITS				
Fringe Benefits (42%)	34,853	31,256	8,400	74,509
Total Fringe Benefits	\$34,853	\$31,256	\$8,400	\$74,509
C. TRAVEL				
In-State:	3,820			3,820
Mileage @\$.485 / mile	3,000			3,000
ASBDC Meeting	700			700
Unplanned Out-of-State (Out-of-Region)				0
Total Travel	\$7,520	\$0	\$0	\$7,520
D. EQUIPMENT				
Total Equipment	\$0	\$0	\$0	\$0
E. SUPPLIES				
General office, operational and computer supplies	3,250			3,250
Total Supplies	\$3,250	\$0	\$0	\$3,250
F. CONTRACTUAL				
Total Contractual	\$0	\$0	\$0	\$0
G. CONSULTANTS				
Specialized Consulting				0
Total Consultants	\$0	\$0	\$0	\$0
H. OTHER				
Accounting Services				0
Advertising/Comm. Outreach	2,829			2,829
Conference Fees				0
Communications	3,100			3,100
Copying	500			500
Data Processing/Computer Software				0
Facility Operations	21,600		16,807	38,407
Insurance				0
Library Purchases	800			800
Minor Equipment	1,000			1,000
Office Equipment Repair	550			550
Postage	600			600
Printing	900			900
Total Other	\$31,879	\$0	\$16,807	\$48,686
I. TOTAL DIRECT COSTS	\$282,357	\$150,000	\$54,207	\$486,564
Total Modified Direct (On-Campus)	\$126,476	\$101,165		227,641
Total Modified Direct (Off-Campus)	\$134,281	\$48,835		183,116
Total Eligible Base	\$260,757	\$150,000	\$0	
J. Indirect Rate (4%)				
Waived Indirect - On-Campus (36.5%)	10,430		78,030	10,430
Waived Indirect - Off-Campus (20.5%)			32,168	32,168
Total Indirect Costs	10,430	0	110,197	120,628
TOTAL BUDGET	\$292,787	\$150,000	\$164,404	\$607,192

RIVERSIDE COMMUNITY COLLEGE DISTRICT
STUDENT SERVICES AND OPERATIONS

Report No.: V-A-6-f

Date: August 19, 2008

Subject: Agreement with City of Inglewood

Background: Attached for the Board's review and consideration is a renewal agreement between Riverside Community College District and the City of Inglewood for the processing of parking citations, including postage and handling for mailing parking notices; credit card payments; and expenses for handheld citation writers. The term of the agreement is from September 1, 2008 through May 30, 2011. Funding source: Parking Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from September 1, 2008 through May 30, 2011, for an amount not to exceed approximately \$45,000.00, annually, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Irving G. Hendrick
Interim Chancellor

Prepared by: Jim Miyashiro
Director/Chief, Department of Safety and Police

AGREEMENT NO. 08 - _____

THIS AGREEMENT is made and entered into this 20th day of August, 2008, by and between the City of Inglewood ("City"), a charter city and municipal corporation, with its principal offices located at One Manchester Boulevard, Inglewood, California 90301 and Riverside Community College District("Client Agency"), with its principal place of business at 4800 Magnolia Ave Riverside CA 92506.

WHEREAS, Client Agency is desirous of continuing its contractual relationship with Inglewood wherein Riverside Community College District and affiliated public agencies parking citation services are automated;

WHEREAS, Inglewood, pursuant to California Vehicle Code (CVC) § 40200.5, is desirous of continuing its contractual relationship with Client Agency wherein Inglewood assists Riverside Community College with computerized parking citation services; and

NOW, THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto agree as follows:

ARTICLE 1 - INGLEWOOD DUTIES

A. Inglewood Citation Management Services (ICMS)

The City of Inglewood provides citation management services through the organization called "Inglewood Citation Management Services (ICMS)". Staff provides contract management services to plan and direct all contract service providers' performance and provide coordination of all services to client agencies. The ICMS staff also provides technical direction for each contractor's services and takes corrective action for any problems or issues that develop.

B. ICMS Program Management Services

The services provided by ICMS under this agreement include the following program management services:

1. Contract services for citation processing, parking permit system and related services
2. Direction of day-to-day operations between contract service providers and client agencies
3. Coordinate client group meetings and conferences

4. Management consulting services
5. Expedited purchasing of services and equipment

ARTICLE 2 – CLIENT AGENCY’S DUTIES

The Client Agency agrees to the following obligations:

- A. To fully cooperate with Inglewood and its contract service providers.
- B. To provide Inglewood with all information deemed necessary for the performance of its services under this agreement.
- C. To attend Inglewood sponsored Parking Citation training, conferences and seminars as appropriate to learn the functions of the citation management system, operating policies and procedures and regulations related to parking ticket processing and collections.
- D. To obtain and maintain an Internet Service Provider (ISP) connection, at its sole expense, for access to the ICMS Citation Management System.

ARTICLE 3 – SERVICES AND COMPENSATION

A. Citation Services

1. Citation Processing Fees

The Client Agency agrees to pay Inglewood for its citation handling services the fees described in Exhibit “A” for all services they select to purchase. Inglewood’s current rates, as set forth in Exhibit “A”, are subject to an annual adjustment. The citation processing fees, including but not limited to those set forth in Exhibits “A”, shall be adjusted July 1st of each year based on the annual percentage change in the Los Angeles\Long Beach Consumer Price Index (CPI), as identified each June 1. The annual adjustment shall not exceed (three and one half percent) 3.5% in any one year. The annual adjustment to the citation processing fees shall commence July 1, 2009 and shall be applicable for each year thereafter during the term of this agreement.

2. Notice Processing and Mailing Fees

The Client Agency agrees to pay Inglewood the fees set forth in Exhibits “A” for optional printing and mailing of notice letters and postcards. These rates include the then current U.S. first class postage rate charge for each letter or postcard.

3. Internet Payment Service

Inglewood and its contract service provider shall provide an optional Internet Payment System for online payment inquiry and payment processing service for the public to use. Client Agencies which select this service agree to pay Inglewood the fees set forth in Exhibits "A".

4. Integrated Voice Response Payment System (IVR)

Inglewood and its contract service provider shall provide an optional Telephone Integrated Voice Response (IVR) Payment System for telephone payment inquiry and payment processing service for the public to use. Client Agencies which select this service agree to pay Inglewood the fees set forth in Exhibits "A".

5. Other Citation Processing Services

Client Agencies may select other optional services listed in Exhibit "A" of this agreement. Ticket data entry, customer service, administrative services and lock box payment processing. Client Agencies have been provided with description of these services in "ICMS Program Overview" documents.

6. Equipment, Services and Supplies

Exhibit "B" provides optional equipment, supplies and services that can also be purchased by Client Agencies by issuing a separate confirming purchase order. The pricing is based on agreement with Professional Account Management, LLC (Duncan Solutions) and is subject to periodic adjustments for new or replacement equipment and pricing.

7. Delinquent Citation Collection Services

Inglewood provides optional secondary collection services, including tax offset lien filing services with the State of California Franchise Tax Board (FTB), for collection of delinquent citations. The cost of this service is dependent on volume and scope of services. The process that will be used to collect the outstanding and delinquent citations will be mutual agreed upon by Inglewood, the client agency and the contract collection company selected by Inglewood. Policies and procedures to optimize collections in a cost effective manner will be prepared by Inglewood and its contract collection company and approved by the client agency if this optional service is selected. The categories of service and fees are included in Exhibit "C" of this agreement.

8. Invoicing and payment of Fees for Services

Fees for services will be billed to client on a monthly basis or deducted from citation revenues collected based on mutual agreement between client agency and Inglewood. Documentation of the revenue collected and fees incurred will be prepared by Inglewood and submitted to the Client Agency on a monthly basis. Invoices shall be paid by Client Agencies within (30) thirty days of receipt.

ARTICLE 4 - CONFIDENTIALITY OF DOCUMENTS

All of the Client Agency's citation data is and shall remain the property of the client. All the data prepared, assembled, or maintained by Inglewood pursuant to this agreement is confidential and Inglewood agrees that they shall not be made available to any individual or organization without the prior written approval of the client agency, or upon proper court order, except as provided by the California Public Records Act.

ARTICLE 5 - SECURITY OF DMV DATA

Inglewood and the Client Agency agree that either prior to or as soon as is practical following the execution of this, both parties shall execute a Memorandum of Understanding with the California Department of Motor Vehicles. Inglewood and the Client Agency agree that all the terms and conditions contained in the Memorandum of Understanding which they separately execute with California Department of Motor Vehicles shall be binding on the parties hereto. The parties hereto agree that the terms and conditions of security of DMV data include, but are not limited to the following:

A. Information Use

1. The Client Agency requesting Department of Motor Vehicles information ("Requester") shall not use such records and information for any purpose except that which has been approved by the California Department of Motor Vehicles ("DMV").

2. When a non-law enforcement agency receives information from DMV records that indicates a vehicle or vessel has a Department of Justice (DOJ) stop, Requester shall immediately notify local law enforcement of its location, if known.

B. General Security Requirements

1. Requester shall maintain the security and integrity of the information it receives from DMV. A violation of any provision of the agreement, whether by omission or commission, shall be grounds for action by the DMV and may result in suspension or termination of service to requester.

2. Requester shall ensure compliance with all the security provisions of this agreement. If fraud or abuse is suspected or confirmed, Requester shall notify the DMV's Information Services Branch-Policy Development Unit, by telephone, at (916) 657-5583 within (1) one business day. A written notification containing all facts known to the Requester shall be prepared by the Requester within three (3) business days and mailed to the Department at the following address:

Department of Motor Vehicles

Information Services Branch Policy Development Unit- H225

P.O. Box 924890

Sacramento, CA 94290-0001

3. Requester shall require the system administrator and every employee having direct or incidental access to Department records to sign a copy of the Employee Security Statement (INF 1128), upon initial authorization for access to Department records and annually thereafter. A copy of the Requester's signed statement shall be maintained on file for at least two (2) years following the deactivation or termination of the authorization and shall be available to the DMV upon demand.

4. Requester shall restrict the use and knowledge of requester codes and operational manuals to persons who have signed an Employee Security Statement.

5. Requester shall maintain a current list of names of persons authorized to access DMV records. This list shall be available to the DMV upon demand.

6. Access terminals and modems shall not be unattended while in active session unless secured by a locking device that prevents entry or receipt of information, or are placed in a locked room that is not accessible to unauthorized persons.

7. Video terminals, printers, hardcopy printouts, or any other form of duplication of DMV approved records that are located in public access areas shall be placed so that the records shall not be viewed by the public or other unauthorized persons.

8. All information received from the DMV's files must be destroyed once its legitimate use has ended. The method of destruction for DMV records will be conducive to the type of record requested and shall be done in a manner which eliminates the reproduction or identification of the destroyed records in any physical or electronic form.

9. Other than to a DMV approved vendor or agent, Requester shall not disclose its DMV assigned requester code, either orally or in writing, to anyone who is not in the direct employ of Requester or who has not signed the Employee Security Statement.

10. Requester shall not sell, retain, distribute, provide or transfer any record information or portion record information acquired under this agreement except as authorized by the DMV.

ARTICLE 6 – NOTICES

Any notices given pursuant to this agreement shall be deemed received and effective when properly addressed, posted, and deposited in the United States mail to the respective parties as follows:

A. City of Inglewood

City of Inglewood

City Clerk

One Manchester Boulevard

Inglewood, CA 90301-1750

With a copy to:

Dean Viereck, Enterprise Services Manager

City of Inglewood

One Manchester Boulevard

Inglewood, CA 90301-1750

B. Client Agency

Riverside Community College

Richard Henry, Sergeant

4800 Magnolia Ave.

Riverside CA 92506

ARTICLE 7 – TERM

This agreement to remain in effect September 1, 2008 through May 30, 2011 (Three year term), with an option for two (2) additional one year extensions. Either party may terminate this agreement by providing one hundred twenty (120) day written notification. Upon termination, Inglewood agrees to provide the Client Agency with their citation history data files necessary to service its citations in a computer readable form.

ARTICLE 8 – INDEMNIFICATION

A. Neither Client Agency nor any officer or employee of the Client Agency shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by Inglewood under or in connection with any work, authority or jurisdiction delegated to Inglewood under this agreement. It is also understood and agreed that, pursuant to California Government Code Sections 895 through 895.8, Inglewood shall fully indemnify, defend and hold harmless Client Agency from any liability imposed for injury, as defined by California Government Code Section 810.8, occurring by reason of anything done or omitted to be done by Inglewood under or in connection with any work, authority or jurisdiction delegated to Inglewood under this agreement.

B. Neither Inglewood nor any officer or employee of Inglewood shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by the Client Agency under or in connection with any work, authority or jurisdiction delegated to Inglewood under this agreement. It is also understood and agreed that, pursuant to California Government Code Sections 895 through 895.8, the Client Agency shall fully indemnify, defend and hold harmless Inglewood from any liability imposed for injury, as defined by California Government Code Section 810.8, occurring by reason of anything done or omitted to be done by the Client

Agency under or in connection with any work, authority or jurisdiction delegated to Inglewood under this agreement.

ARTICLE 9- LIMITATION OF LIABILITY

In no event shall Inglewood be liable for special, indirect, incidental, consequential, or exemplary damages, including, without limitation, any damages resulting from loss of use, loss of data, interruption of business activities, or failure to realize savings arising out of or in connection with the use of Inglewood's services or products provided by Inglewood staff or contractors. Inglewood's liability for damages and expenses arising out of this agreement, whether based on a theory of contract or tort, including negligence and strict liability, shall not exceed one year's compensation of Citation Processing transaction service charges as determined by rate in Exhibit "A" of this agreement.

ARTICLE 10 – MODIFICATIONS

No change, amendment or modification to this agreement shall be effective unless it is in writing and signed by the authorized representatives of the parties hereto.

ARTICLE 11 – MISCELLANEOUS

The parties waive any benefits from the principles of contra proferens and interpreting ambiguities against drafters. No party shall be deemed to be the drafter of this agreement, or of any particular provision or provisions, and no part of this agreement shall be construed against any party on the basis that the particular party is the drafter of any part of this agreement. This agreement may be executed in counterparts, and when each party hereto has signed and delivered at least one such counterpart, each counterpart shall be deemed an original and, when taken together with the other signed counterparts, shall constitute one agreement, which shall be binding upon and effective as to all parties hereto. Article titles, paragraph titles or captions contained herein are inserted as a matter of convenience and for reference, and in no way define, limit, extend, or describe the scope of this agreement or any provision hereof.

ARTICLE 12 – SEVERABILITY

In the event that any condition or covenant herein is held to be invalid or void by any court of competent jurisdiction, the same shall be deemed severable from the remainder of the agreement

and shall in no way affect any other covenant or condition herein contained as long as the invalid provision does not render the agreement meaningless with regard to a material term in which event the entire agreement shall be void. If such condition, covenant, or other provision shall be deemed invalid due to its scope of breadth, such provision shall be deemed valid to the extent of the scope of breadth permitted by law.

ARTICLE 13 - GOVERNING LAW; VENUE

This agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles, Superior Court, Southwest District, located at 825 Maple Avenue, Torrance, California 90503-5058. In the event of litigation in the United States District Court, venue shall lie exclusively in the Central District of California, in Los Angeles.

ARTICLE 14 - ENTIRE AGREEMENT

This agreement, including any exhibits attached hereto, is the entire, complete, final and exclusive expression of the parties' intent, with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between Inglewood and Client Agency prior to the execution of this agreement. In the event of any conflict between the terms, conditions and provisions of this agreement and any other such agreement, document or instrument, the terms, conditions and provisions of this agreement shall prevail. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date first written above.

CITY OF INGLEWOOD

ROOSEVELT DORN

MAYOR

ATTEST:

YVONNE HORTON

CITY CLERK

APPROVED AS TO FORM:

CAL SAUNDERS

CITY ATTORNEY

RIVERSIDE COMMUNITY

COLLEGE DISTRICT

JAMES BUYSSE

VICE CHANCELLOR

ADMINISTRATION &

FINANCE

EXHIBIT A
SERVICES AND COMPENSATION

Client: Riverside Community College District		
Fees based on estimated citation volume of 10K to 50K citations per year	Rates (13)	Services Selected
Citation Processing		
Citation Processing (1)	\$1.48	YES
Customer Services		
Manual Citation Imaging/Data Entry	\$.24	YES
Postage, printing & handling - Postcard Type Notice (2)	\$.35	YES
Postage, printing & handling - Postcard Type Delq. Notice (2)	\$.35	NO
Postage, printing & handling - Letter Type Notice (2)	\$.59	NO
Postage, printing & handling - Letter Type Delq. Notice (2)	\$.59	YES
Customer Service - per citation entered (3)	\$.22	NO
Administrative Support - per citation entered (3)	\$.40	YES
Lockbox Processing - per payment processed (4)	\$.40	NO
Lockbox Payment Adjustment (4)	\$.40	NO
Payment Exception Processing (5)	\$.18	NO
Phone Payments - Duncan Merchant Acct (6)	\$2.68	YES
Phone Payments - Client's Merchant Acct (7)	\$1.06	NO
Internet Payments - Duncan Merchant Acct (6)	\$2.68	YES
Internet Payments - Client's Merchant Acct (7)	\$1.06	NO
Telephone toll charges (no cost if toll free number provided)	At cost	NO
In-state registration information (8)	No Charge	YES
Out-of-State registration information (8)	\$.98 to \$4.50	YES
<i>Collection Services</i>		
FTB "Limited" Service (9)	15% + \$2.50	YES
FTB Full-Service (9)	35%	NO

Comprehensive Secondary Collection Services (9)	35%	NO
<i>Optional Equipment and Supplies</i>		
Handheld Citation Writer - AutoCite No Camera (10)	Exhibit B	Available
Handheld Citation Writer - AutoCite With Camera (10)	Exhibit B	Available
Automated Citation and Envelope Stock (excl. shipping)	\$.16	Available
Cashier Module Equipment and Customization (11)	Exhibit B	NO
<i>Other Services</i>		
Dedicated Customer Service Staff	\$21/hour	NO
Onsite Technical Staff	\$60/hour	NO
Custom Programming (plus travel + expenses) (11)	\$110/hour	NO
Parking Permit Fulfillment (12)	Quote	NO

See notes for additional details about fees and administrative charges. Each client agency approves a contract with the City of Inglewood to reimburse the City for the cost of citation processing services using the billing for their service level and volume. ICMS clients have the option to also contract for one of three levels of delinquent account collection services. Client Agencies can modify their scope of services to add or stop individual services by issuing written change notice to ICMS.

NOTES

1. The fee for use of the AutoPROCESS System is a transaction charge per citation processed. The rate charged is dependent on the client agency annual citation volume. Determination of “volume” is based on a client agency’s citations processed during the prior calendar year.
2. Rates for notice printing and mailing include postage at the current prevailing rate. This service fee will be adjusted to offset any increase in the standard U.S. first class postage rate in the future. Client agencies will be notified of postal rate changes and the impact on service fees for letter and post card notices as they occur.
3. Customer service is an optional service with charges based fixed fee per total citations processed. Two levels of service are available. Client Agencies that select the Administrative Support level receive the following services: call center services with a toll free number for violators to call with citation inquiries, interactive voice response service for inquiry on outstanding citations and

frequently asked questions, correspondence services including processing of all in-bound correspondence from customers, scheduling of administrative review and hearing requests and resolution of administrative reviews when required and online forms for customers' correspondence.

4. Lockbox payment processing is an optional service with charges based on citation payments processed. Funds collected will be deposited to a Client Agency designated bank account or mailed to the Client Agency based on mutual agreement of the preferred method. The Client Agency is responsible to notify Inglewood if a NSF check situation occurs and they wish to reinstate the amount due, plus any NSF fee they wish to impose. The client agency has the option to request a charge to customers be added to the amount due for the citation.
5. Payment exception processing services relates to Lockbox payment processing services with charges based on actual transactions processed. The notice letter fee applies when a letter to customer is required.
6. The ICMS fee of \$2.68 per transaction for Internet and IVR payment processing includes system use, telephone usage charges and charges for merchant service fees, bank charges and credit card discount fees. Net proceeds will be transferred to the Client Agency's designated bank account or paid on agreed upon scheduled.
7. If the client agency designates a credit card merchant account and a bank account, the ICMS web and IVR payment fee is \$1.06 per transaction for Internet and IVR payment processing, which includes system use and telephone usage. The Client Agency is responsible for credit card merchant service fees, bank charges and discount fees. Net proceeds will be transferred to the Client Agency's designated bank account or paid on agreed upon schedule.
8. Costs to ICMS for obtaining out of state registered owner information will be billed based on the actual charges incurred from provider of this information.
9. Three levels of optional delinquent account secondary collection services are available. Client agencies have the option of adopting collection fee charged to customer to offset collection costs. Details on these services and rates are available in Exhibit C of this agreement.

10. ICMS offers Client Agencies the option to use discounts price schedule for equipment, supplies and services. The equipment, supplies and services can be quoted by the ICMS contractor Professional Account Management LLC (Duncan Solutions). Duncan Solutions may offer Client Agencies flexible financing terms including monthly lease-purchase pricing. Prices will vary bases on number of devices, equipment configuration, peripherals, sales tax rate, length of agreement, shipping costs, installation costs, extended warranty cost and technical support requirements. A confirming purchase order needs to be issued by the Client Agency to confirm terms, pricing and services.
11. The Client agency is billed for the cost of system customization, such as building cashiering interface, at the custom programming hourly rate with no additional administrative fee. All customization or special one-time services must be documented in writing with a work order and cost estimate prior to initiating the work. All reasonable out of pocket expenses and travel expenses related to this service will be reimbursed by the client agency upon submittal of receipts.
12. The AutoPROCESS includes capability to issue and track parking permits. Use of this module is available at no additional cost. If the client Agency wishes to outsource the fulfillment of parking permits and processing of payments, ICMS can provide a proposal for these services, including purchasing of permit stock.
13. ICMS citation processing and customer service fees are subject to an annual COLA increase based on LA-Long Beach Consumer price index, with a not to exceed limitation of 3.5% per year. The first year a COLA can be applied is as of July 1, 2009 and each July 1st thereafter.

EXHIBIT B

City of Inglewood – Optional Equipment, Supplies and Services Price List

Professional Account Management LLC, a Division of Duncan Solutions, Inc

Prices Effective 09/01/2007

DESCRIPTION	LIST PRICE	DISCOUNT PRICE
<i>AutoCITE/AutoISSUE</i>		
AutoCITE X3 Citation Issuance Devices		
X3 Base Handheld	\$3,500.00	\$3,150.00
(Future models will be provided at the same discount rate)		
AutoCITE Accessories		
GPRS Modem (X3)	\$550.00	\$495.00
Digital Camera (X3) Including IR Transceiver	\$550.00	\$495.00
1d BarCode Scanner (X3) intended for parking	\$350.00	\$315.00
2d BarCode Scanner (X3) intended for traffic	\$450.00	\$405.00
Multi-Space IR Transceiver Only (X3)	\$150.00	\$135.00
MagStripe Reader (X3)	\$450.00	\$405.00
Envelope Holder - Small (X3 style ticket)	\$20.00	\$18.00
Cover Case With Belt Clip (X3 only)	\$75.00	\$67.50
Stylus (4 pack)	\$12.00	\$10.80
Mag - Card Cleaners (per cleaner)	\$5.00	\$4.50
(Future models will be provided at the same discount rate)		
AutoCITE Charger/Multiplexers		
USB Charger (6 bays)	\$1,000.00	\$900.00

USB Charger (6 bays) Annual Maintenance	\$50.00	\$45.00
Single User Charger Adapter a. Must order cigarette lighter power cord or single unit charger AC power source) b. Must specify type, X3 Lithium Ion, X3 or S3 NiCad, etc.	\$50.00	\$45.00
Cigarette Lighter Power Cord (X3, Se, or older)	\$30.00	\$27.00
Single Unit AC Power Source (X3, S3, or older)	\$50.00	\$45.00
Charger (serial/NiCad) - Power Master 4-port	\$700.00	\$630.00
Charger (serial/NiCad) - Slave 4-port	\$500.00	\$450.00
(Future models will be provided at the same discount rate)		
AutoCITE Maintenance		
X3 (Base)	\$400.00	\$400.00
IR only (additive)	\$25.00	\$25.00
Mag-Strip Reader (additive)	\$50.00	\$50.00
Digital Camera Including IR Transceiver (additive)	\$50.00	\$50.00
1D Bar Code Reader (additive)	\$100.00	\$100.00
2D Bar Code Reader (additive)	\$100.00	\$100.00
GPRS Modem (additive)	\$100.00	\$100.00
AutoISSUE Modules		
Parking Citation Issuance (.NET version) a. Includes Task Group Manager & Scheduler	\$6,000.00	\$5,400.00
Traffic Citation Issuance (.NET version) a. Includes Task Group Mgr & Scheduler+A73	\$6,000.00	\$5,400.00
Municipal Citation Issuance (.NET version) a. Includes Task Group Mgr & Scheduler	\$6,000.00	\$ 5,400.00

Network Version .NET 5 user license a. \$200 per user thereafter	\$3,000.00	\$2,700.00
AutoTRAX SS 2.0 - Single-Space Meter Management Module	\$6,000.00	\$5,400.00
ACDI Wireless Communication - Basic a. Basic com between X3 & AI.NET only	\$6,000.00	\$5,400.00
Public Contacts	\$4,000.00	\$3,600.00
Field Investigation	\$4,000.00	\$3,600.00
Transit Violations	\$4,000.00	\$3,600.00
Code Enforcement	\$6,000.00	\$5,400.00
Abandoned Vehicles	\$4,000.00	\$3,600.00
Signature Capture (Officer)	\$2,000.00	\$1,800.00
Signature Capture (Violator)	\$2,000.00	\$1,800.00
Diagrams - free form, no template	\$2,000.00	\$1,800.00
Time Limit Marking	\$1,000.00	\$900.00
Parking Permit Cross Reference	\$1,000.00	\$900.00
Meter/Location Matrix	\$1,000.00	\$900.00
Broken Meter Reporting	\$1,000.00	\$900.00
Damaged Sign Reporting	\$1,000.00	\$900.00
Officer Activity Logging	\$1,000.00	\$900.00
Visitor Information	\$1,000.00	\$900.00
Barcode Printing 1D 128 A, B or C	\$1,000.00	\$900.00
OCR A Size 1 Printing (X3, S3, S4 & T Series)	\$2,000.00	\$1,800.00
Warnings Tracking	\$2,000.00	\$1,800.00
Habitual Offender Escalation	\$8,000.00	\$7,200.00
Voice Recordings	To Be Added	To Be Added
Digital Imaging System	To Be	To Be Added

	Added	
1D Bar Code Reading (intended for Parking)	To Be Added	To Be Added
IrDA Interface for Multi-Space Meters - SneakerNET	\$2,000.00	\$1,800.00
Any interface to other systems	Based on quote	
AutoISSUE Maintenance		
Parking Citation Issuance (.NET version)	\$600.00	\$600.00
Traffic Citation Issuance (.NET version)	\$600.00	\$600.00
Municipal Citation Issuance (.NET version)	\$600.00	\$600.00
AutoTRAX 2.0 - for Single-Space Meters	\$600.00	\$600.00
ACDI Wireless Communication	\$600.00	\$600.00
Public Contacts	\$400.00	\$400.00
Transit Violations	\$400.00	\$400.00
Code Enforcement	\$600.00	\$600.00
Abandoned Vehicles	\$400.00	\$400.00
Animal Violations (Australia only)	\$400.00	\$400.00
Warnings Tracking	\$200.00	\$200.00
Habitual Offender Escalation	\$800.00	\$800.00
<i>Multi-Space Meters</i>		
Duncan Pay by Space Meters		
VM Meter - Steel, powder-coated	\$3,200.00	\$2,880.00
VS Meter - Stainless Steel, powder-coated	\$4,100.00	\$3,690.00
VS Meter - Stainless Steel, natural finish	\$4,700.00	\$4,230.00
(Future models will be provided at the same discount rate)		
Pay by Space Accessories		
Card Reader Module, Strip-Chip	\$450.00	\$405.00

Wireless Com Module (GSM/GPRS)	\$600.00	\$540.00
Battery, Green Cell	\$85.00	\$76.50
Cashbox, Intelligent (1K)	\$200.00	\$180.00
Anti-Probe Device (APD)	\$250.00	\$225.00
Enforcer Module – Expiry Indicator	\$250.00	\$225.00
Installation Kit - Surface Mount	\$120.00	\$108.00
Installation Kit - Subterranean	\$80.00	\$72.00
(Future models will be provided at the same discount rate)		
Duncan Pay and Display Meter		
MX Meter - Stainless Steel, powder-coated	\$6,000.00	\$5,400.00
MX Meter - Stainless Steel, natural finish	\$6,400.00	\$5,760.00
(Future models will be provided at the same discount rate)		
Pay and Display Accessories		
Card Reader Module, Strip-Chip	\$275.00	\$247.50
Wireless Communications Module (GSM/GPRS)	\$575.00	\$517.50
Solar Integrated Recharge Module	\$200.00	\$ 180.00
Cashbox, Intelligent (8K)	\$285.00	\$256.50
Installation Kit - Subterranean	\$80.00	\$72.00
Decal - lower door (standard design)	\$ 50.00	\$45.00
Ticket Paper	Volume dependent	
(Future models will be provided at the same discount rate)		
Duncan Multispace Miscellaneous		
Fascia (Rate Card) Creation (Per Rate Card)	\$15.00	\$13.50
Fascia (Rate Card) Design Modification Fee	\$50.00	\$45.00
Space Numbers (Stamarks)	\$17.00	\$15.30

3M Premium Adhesive Primer	\$65.00	\$ 58.50
Space Markers	\$39.00	\$35.10
Decorative Space Marker Sleeves	\$7.00	\$6.30
Intelligent Cash Box Reader Station	\$1,335.00	\$1,201.50
Technician's Infra-Red ID Key	\$285.00	\$256.50
mPARK Establishment (per Meter)	\$50.00	\$50.00
mPARK Access Fee (per Meter/per Month)	\$4.00	\$4.00
mPARK Transaction Fee (per transaction) - City fee	Greater 6% or \$0.15 per txn	Greater 6% or \$0.15 per txn
mPARK Service Fee (per transaction) - Motorist fee	\$0.20	\$0.20
Credit Card Processing Gateway (per transaction)	Volume dependent	
(Future models will be provided at the same discount rate)		
AutoTRAX (Multispace Meter Mgt System)		
Access & Communication (per Meter/per Month) may vary depending on length of contract and current 3rd party service provider pricing	\$30.00	\$27.00
Multi-space Maintenance Fees		
Annual Support Fee (Per meter per year)	\$50.00	\$50.00
<i>Single-Space Meters</i>		
Duncan Meter Products		
EAGLE STANDARD, NO CASHKEY RECEPTACLE	\$149.95	\$134.96
EAGLE CASHKEY	\$174.95	\$157.46
EAGLE FT	\$174.95	\$157.46

EAGLE 2100 (WITH CARD READER)	\$184.95	\$166.46
EAGLE 2100 (W/O CARD READER)	\$174.95	\$157.46
REMAN EAGLE WITHOUT CASHKEY	\$125.75	\$113.18
REMAN EAGLE WITH CASHKEY	\$131.25	\$118.13
REMAN EAGLE 2000	\$131.25	\$118.13
MECHANICAL MECHANISM ONLY	\$120.75	\$108.68
Duncan Housing Products		
MODEL 60 DUPLEX HOUSING COMPLETE	\$249.00	\$224.10
MODEL 60 DUPLEX LOWER HOUSING ONLY	\$136.00	\$122.40
MODEL 76 SINGLE HOUSING COMPLETE	\$151.00	\$135.90
MODEL 76 SINGLE LOWER HOUSING ONLY	\$94.00	\$84.60
MODEL 76 DUPLEX HOUSING COMPLETE	\$266.00	\$239.40
MODEL 76 DUPLEX LOWER HOUSING ONLY	\$157.00	\$141.30
MODEL 70 VIP SINGLE HOUSING COMPLETE	\$168.00	\$151.20
MODEL 70 VIP LOWER HOUSING ONLY	\$113.00	\$101.70
MODEL 80 VIP SINGLE HOUSING COMPLETE	\$252.00	\$226.80
MODEL 80 VIP LOWER HOUSING ONLY	\$126.00	\$113.40
MODEL 90 VIP SINGLE HOUSING COMPLETE	\$199.00	\$179.10
MODEL 90 VIP LOWER HOUSING ONLY	\$141.00	\$126.90
MODEL 90 VIP DUPLEX HOUSING COMPLETE	\$338.00	\$304.20
MODEL 90 VIP DUPLEX LOWER HOUSING ONLY	\$236.00	\$212.40

MODEL 95 VIP SINGLE HOUSING COMPLETE	\$274.00	\$246.60
MODEL 95 VIP SINGLE LOWER HOUSING ONLY	\$143.00	\$128.70
MODEL 95 VIP DUPLEX HOUSING COMPLETE	\$489.00	\$440.10
MODEL 95 VIP DUPLEX LOWER HOUSING ONLY	\$248.00	\$223.20
MODEL 2000 HOUSING COMPLETE	\$314.00	\$282.60
MECH HOUSING (60/70/76/90), UPPER	\$58.00	\$52.20
MECH HOUSING (80/95), UPPER	\$133.00	\$119.70
MODEL 80C VIP SINGLE HOUSING COMPLETE	\$209.00	\$188.10
REMAN 60 SINGLE HOUSING COMPLETE	\$78.75	\$70.88
REMAN 60 DUPLEX HOUSING COMPLETE	\$147.00	\$132.30
REMAN 60 DUPLEX LOWER HOUSING ONLY	\$63.00	\$56.70
REMAN 76 SINGLE HOUSING	\$94.50	\$85.05
REMAN 76 SINGLE LOWER HOUSING ONLY	\$52.50	\$47.25
REMAN 76 DUPLEX HOUSING COMPLETE	\$162.75	\$146.48
REMAN 76 DUPLEX LOWER HOUSING ONLY	\$78.75	\$70.88
REMAN 70 SINGLE HOUSING COMPLETE	\$126.00	\$113.40
REMAN 70 SINGLE LOWER HOUSING ONLY	\$84.00	\$75.60
REMAN 80 SINGLE HOUSING COMPLETE	\$183.75	\$165.38
REMAN 90 SINGLE HOUSING COMPLETE	\$152.25	\$137.03
REMAN 90 DUPLEX HOUSING COMPLETE	\$254.00	\$228.60
REMAN 95 SINGLE HOUSING COMPLETE	\$215.25	\$193.73

REMAN 95 DUPLEX HOUSING COMPLETE	\$367.50	\$330.75
<i>AutoPROCESS Cashiering Equipment/</i>		
<i>AutoPROCESS Cashiering Equipment</i>		
POS Cash Register System (PC, Display Pole, Cash Drawer, Credit Card Reader, Receipt Endorsement Printer)	\$2,850.00	\$2,850.00
POS Cash Register System Annual Maintenance	\$780.00	\$780.00
Laser Printer with USB Cable	\$325.00	\$325.00
Cashiering Barcode Reader	\$250.00	\$250.00
<i>AutoPROCESS Programming/Customization/Interfaces</i>		
Labor per hr. (plus travel costs and expenses)	\$100.00	\$100.00

NOTES

1. Programming/Customization/Interfaces charges will be quoted on a project specific basis.
2. Prices quoted do not include installation charges, shipping costs, project management fees, configuration fees and/or specialized customization charges which will be quoted on a project specific basis.
3. Prices quoted do not include applicable taxes.
4. Sales tax rates will be quoted to point of delivery.
5. Equipment and supplies may be substituted for new releases, models and upgrades to this list if price is offered at a discount equal or greater than the discount on the item it is replacing.
6. Professional Account Management LLC (Duncan Solutions) reserves the right to modify the provided price list(s) with thirty (30) days notice.

EXHIBIT C

Collection Services Fee Schedule

Category / Scope	Rates to ICMS Client
Level 1 FTB “Limited” Service	
<p>Services are limited to FTB lien processing and include: create list of eligible violations, combining plates, obtain Social Security #s, skip trace, create generic FTB notice letters, send FTB letter and file liens. The Client Agency is responsible for customer calls and payment processing generated by pre-intercept notices. The collection process starts at assignment citation, typically 120 days unpaid.</p>	<p>15% of FTB collections plus \$2.50 per “plate” assigned to FTB Process</p>
Level 2 FTB “Full-Service”	
<p>Services are limited to FTB lien processing and include: create list of eligible violations, combining plates, obtain Social Security #s, skip trace, FTB Pre-Intercept notice on LES letterhead. Full service also includes customer service call center for violator calls, lockbox payment processing, handling disputes and refunds. Full service includes payment of all FTB filing fee and research costs.</p>	<p>a) ICMS clients <100K citations per year - 35% of collections b) ICMS clients >100K citations/year - 30% of collections</p>
Level 3 Comprehensive Secondary Collection Services	
<p>The collection process starts at assignment citation, typically 120 days unpaid. Citations transition to DMV liens and FTB tax intercept filings via collection agency. Provides all services under Level 2 FTB “Full-Service” plus full secondary collections with calls, letters and other efforts locate responsible party and collect citation fees and penalties.</p>	<p>a) ICMS clients <100K citations per year - 35% of collections b) ICMS clients >100K citations/year - 30% of collections</p>

See notes for additional detail on services and billing rates.

1. FTB “Limited” Service: This service will be offered to provide continuity to the existing FTB process that Inglewood - PTS has supported for many years. Franchise Tax Board tax intercept processing service (FTB-Limited) will not include any of the value-added revenue enhancement and clerical reduction services offered in FTB Full-Service. Generic Pre-Intercept letters will be used and no skip tracing takes place. All violator complaints, requests for refunds and payments will be directed to the client agency. LES will be entitled to fee of 15% of revenue collected via FTB Liens and a cost recovery fee of \$2.50 per account assigned to the FTB process.
2. Full-Service FTB Liens: The 35% collection fee will apply to client agencies which issue less than 100,000 citations and 30% fee for agencies which issue more than 100,000 citations annually. LES services include: Combine plates, obtain Social Security #s, skip trace, FTB Pre-Intercept notice on LES letterhead, customer call center service for violator calls, lockbox payment processing, file liens, handle disputes and refunds, and payment tracking. ICMS will distribute funds received from FTB using LES collection tracking data. Client agency receives the agreed upon fee:
 - A. 100% where agency has enacted an add-on fee except where an account is not paid-in-full in which case the collection fee is paid from revenue received.
 - B. No add-on fee: The amount collected less LES’ agreed upon fee.
3. Comprehensive Secondary Collection Services:
 - A. FTB Liens: For full service collection clients, the collection fee for FTB liens is 30% to 35% based on volume
 - B. DMV Holds: ICMS client agencies have the option to include DMV Liens as part of the collection process scope of services. LES will pay for all DMV Lien fees for Full Secondary Collection Service clients.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-a

Date: August 19, 2008

Subject: Signature Authorization

Background: Education Code Sections 81655, 85232 and 85233 specify that authorization can be given to designated District administrators to sign orders drawn on District funds and notices of employment. Attached is the Certification of Signatures form required to be filed with the Riverside County Office of Education to certify the authorization.

Recommended Action: It is recommended that the Board of Trustees authorize the removal of following District administrator from signing the listed documents:

Patti Braymer	Interim Associate Vice Chancellor, Finance	Vendor Warrant Orders, Salary Payment Orders, Notices of Employment, Bank Checks, Purchase Orders, and Grant Documents
---------------	---	--

It is further recommended that the Board of Trustees authorize the following District administrator to sign the listed documents:

Irving G. Hendrick	Interim Chancellor	Vendor Warrant Orders, Salary Payment Orders, Notices of Employment, Bank Checks, Purchase Orders, and Grant Documents
--------------------	--------------------	--

Irving G. Hendrick
Interim Chancellor

Prepared by: Aaron S. Brown
Associate Vice Chancellor, Finance

CERTIFICATION OF SIGNATURES

DISTRICT: _____ Date of meeting: _____ I, _____, Clerk/Secretary of the Board of Trustees certify that the signatures shown below in Column I are the verified signatures of the members of the governing board; verified signatures of personnel authorized to sign orders drawn on the funds of the school district appear in Column II, and verified signatures of personnel authorized to sign Notices of Employment appear in Column III. No person other than an officer or employee of the district can be authorized to sign orders. These certifications are made in accordance with the provisions of Education Code Sections 42632, 42633, 44843, 85232, and 85233. If those authorized to sign orders as shown in Column II are unable to do so, the law requires the signatures of the majority of the governing board. Attached is the board agenda authorizing the following signatures.

Signature of Clerk/Secretary of the Board of Trustees: _____ Date: _____

SIGNATURES OF MEMBERS OF GOVERNING BOARD

SIGNATURES OF PERSONNEL AUTHORIZED TO SIGN WARRANT ORDERS AND ORDERS FOR SALARY PAYMENT

SIGNATURES OF PERSONNEL AUTHORIZED TO SIGN NOTICES OF EMPLOYMENT

COLUMN I

COLUMN II

COLUMN III

President of the Board

Signature

Signature

Clerk or Vice-President of the Board

Typed Name and Title

Typed Name and Title

Member of the Board

Member of the Board

Member of the Board

Member of the Board

Member of the Board

Number of signatures district requires on Orders for Salary Payment: _____ Number of signatures district requires for "B" Warrant Orders: _____

If the board has given special instructions for signing Warrant Orders, Orders for Salary Payment, or Notices of Employment, please attach a copy of the resolution to this form.

PLEASE CHECK:

____ Newly Elected Governing Board
____ Addition in Column II
____ Addition in Column III

____ Replacement in Column I
____ Replacement in Column II
____ Replacement in Column III

DFAS#3350

PLEASE SUBMIT AN ORIGINAL AND FOUR COPIES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-b

Date: August 19, 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.

Irving G. Hendrick
Interim Chancellor

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

Surplus Property Report

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	CPU	E4200	0017680372	014787
1	SHARP	VCR	XA-705	908719832	014172
1	SHARP	VCR	XA-705	908720007	014175
1	SHARP	VCR	XA-705	908720135	014150
1	SHARP	VCR	XA-705	908720154	014158
1	SHARP	VCR	XA-705	908720156	014142
1	SHARP	VCR	XA-705	908720188	014166
1	GATEWAY	CPU	E4200-700	0018822739	014533
1	GATEWAY	MONITOR	FPD1570	KUL5033D00849	016871
1	GATEWAY	MONITOR	FPD1570	KUL5033D00709	016878
1	GATEWAY	MONITOR	VX720	P104279878	017474
1	GATEWAY	MONITOR	EV910	19016B363082	017573
1	HP	SCANNER	6300	SG9A5161NX	016654
1	GATEWAY	LAPTOP	SOLO 9300SE	0016009402	014187
1	GATEWAY	CPU	E3400	0023389658	019253
1	GATEWAY	CPU	E4650	0026995863	019445
1	GATEWAY	MONITOR	FPD1810	KUL8015B0077905	019446
1	VSS	CPU	MCSE	VS104643	019832
1	HP	PRINTER	5550	MY29SAP2J2	021731
1	TATUNG	MONITOR	C5GSE	71F233630554	021746
1	GATEWAY	MONITOR	FPD1570	KUL5033D03540	017245
1	VSS	CPU	MCSE	VS104636	019829
1	VSS	CPU	MCSE	VS104642	019830
1	VSS	CPU	MCSE	VS104638	019823
1	GATEWAY	CPU	E4200	0011356384	012168
1	GATEWAY	CPU	E6000	0028110696	019624
1	DELL	CPU	XPS B800	9JL0701	016136
1	DELL	CPU	XPS B800	5602701	016004
1	GATEWAY	CPU	E3400-933	0022642358	017546
1	GATEWAY	CPU	E3400-800	0020905375	016524
1	MILLER	WELDER ARC	SW250	T21794L	020700
1	GATEWAY	CPU	E4200	17680741	016810
1	GATEWAY	CPU	E4400	22329178	016796
1	GATEWAY	CPU	E3400	0020074089	020738
1	MURATEC	FAX MACHINE	F120	65352901	013924
1	HP	COPIER	CC290	G15E24VRVL	024067
1	GATEWAY	CPU	E3110	0011220817	012041
1	HP	PRINTER	LJ5	H5894056157	010160
1	GATEWAY	CPU	E4200	176875701	012170
1	HP	PRINTER	LJ4PLUS	H4584LK2178	012937
1	MINOLTA	READER MICROFILM	RP605Z	765707	005469
1	GATEWAY	CPU	E4400	0022329146	017338
1	GATEWAY	CPU	E3110	0010207649	010932
1	GATEWAY	CPU	E3200	0011220615	012055
1	GATEWAY	CPU	E4200	0015732332	014131
1	GATEWAY	MONITOR	FPD1520	LIC152A4471	019161
1	CANON	COPIER	3300	MPH18818	019539
1	GATEWAY	CPU	E4000	0029600496	020057
1	PROXIMA	PROJECTOR	DP5900	G8102539	024210
1	GATEWAY	MONITOR	FPD1565	MZK7450V00793	034402
32	N/A	CHAIRS	N/A	N/A	-----
16	N/A	DESKS	N/A	N/A	-----
6	N/A	FILE CABINETS	N/A	N/A	-----

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RIVERSIDE CITY COLLEGE

Report No.: V-A-7-c

Date: August 19, 2008

Subject: Regional Occupational Program Course Sequencing Plan

Background: Presented for the Board's information is an overview of the Colton-Redlands-Yucaipa Regional Occupational Program and the San Bernardino County Regional Occupational Program course sequencing plans. These plans have been developed pursuant to Education Code 52302(b)(1), which requires, in part, that ROPs develop a plan for establishing sequences of courses in which both the ROP and community college offer instruction. These plans must be reviewed by community college governing boards at a public session, however they do not require any approval action.

Information Only.

Irving G. Hendrick
Interim Chancellor

Prepared by: Ron Vito
Vice President, Career and Technical Programs

Colton-Redlands-Yucaipa Regional Occupational Program

Course Sequencing Plan

May 21, 2008

Introduction

Governor Schwarzenegger signed AB 2448, authored by Assemblymember Hancock, on September 28, 2006 making its provisions effective January 1, 2007. AB 2448 was a comprehensive piece of legislation that changed many aspects of ROP administration and operations. Its main focus was to redirect training and service to better serve high school students. This would be accomplished by limiting the number of adults served allowing enrollment of more high school students and to require ROPs to align (sequence) their course offerings with high school and community college courses leading to apprenticeships, certificates or degrees, industry certifications or entry into high skill/high demand jobs. As prescribed by E.C. 52302 (a), the governing board of each ROP shall ensure that at least 90 percent of all state-funded courses offered by the ROP in occupation areas in which both the ROP and the community college offer instruction, are part of occupational sequences that target comprehensive skills.

To accomplish this course alignment or course sequencing, ROPs are required to develop a plan for establishing sequences of state-funded courses, in which both the ROP and community college offer instruction and submit the plan to California Department of Education (CDE) no later than June 30, 2009 [E.C. 52302(b)(1)]. The plan shall be presented at a public hearing by the governing board of each school district served by the ROP and by the county board of education [E.C. 52302(b)(2)]. Community college boards, with identified articulation programs, shall also review the ROP's plan in a public session [E.C. 52302(b)(3)]. Every four years after the plan has been submitted, the ROP shall submit an update to the plan to the local community colleges and CDE [E.C. 52302(b)(7)].

The following plan outlines the steps the Colton Redlands Yucaipa Regional Occupational Program (CRY-ROP) will implement to develop a coherent, focused and effective course sequencing plan that prepares our students for their next level of education or employment.

Definition of Course Sequencing

An occupational course sequence is defined as two or more (each course must be at least 150 hours of instruction per year) Career Technical Education (CTE) courses in the same pathway offered by both the ROP and the community college in the local service area. At a minimum, the ROP must have at least one CTE course and the community college must have at least one CTE course to satisfy the two or more course requirement. The sequence may also include academic courses that are directly relevant to the student being successful in the CTE course. However, if the sequence includes academic courses, the sequence must also include two or more CTE courses as stated above.

Required Elements of the Plan

AB 2448 added several education code sections that:

- ◆ Prescribe the content of the course sequencing plan
- ◆ Ensure the plan has adequate input as part of the development process
- ◆ Cover essential outcomes related to adequately preparing students to enter high skill/high demand jobs or to continue their education in apprenticeship or college programs

The required elements of a course sequencing plan are:

1. The plan describes the steps that will be taken to identify state-funded courses offered by the ROP in pathways in which the ROP and community college both offer instruction. E.C. 52302(b)(1).
2. The plan describes how the ROP will ensure the course sequence results in an occupational skill certificate developed in cooperation with the appropriate employer advisory board. E.C. 52302(a)(1).
3. The plan describes how the ROP will ensure the course sequence provides prerequisite courses that are needed to enter apprenticeship or postsecondary vocational certificate or degree programs. Where possible, sequenced courses shall be linked to certificate and degree programs in the region. E.C. 52302(a)(2).

4. The plan describes how the ROP will ensure the course sequence focuses on occupations requiring comprehensive skills leading to high entry-level wages or the possibility of significant wage increases after a few years on the job or both. EC. 52302(a)(3).
5. The plan describes how the ROP will ensure the course sequence offers alignment to university admission requirements, when appropriate. E.C. 52302(a)(4).
6. The plan provides a timeline for accomplishing the sequencing of courses.
7. The plan describes how the ROP maximizes local, state, and federal resources to help high school students enter employment, apprenticeships, or post-secondary education. E.C. 52302(b)(5).
8. The plan describes strategies, which will be used to fill in the gaps in course sequences identified through the planning process. E.C. 52302(b)(2).
9. The plan lists each school district governing board and the date in which the plan was presented in public hearing. E.C. 52302(b)(2).
10. The plan provides the date in which the plan was approved by the ROP governing board. E.C. 52302(b)(2).
11. The plan provides the name of the community college(s) and the date in which the plan was reviewed in public session by the colleges governing board. E.C. 52302(b)(3).

CRY-ROP's Plan to Sequence Courses

CRY-ROP fully supports the development of course sequences in specified career pathways that would provide a comprehensive course of study preparing students for both postsecondary education and careers. Course sequencing will include CTE courses provided by our districts and community colleges, as well as ROP courses. Course sequencing will begin at the middle school level, where applicable, and continue through the community college level, when feasible. Following the proposed planning steps outlined below, CRY-ROP will have sequenced ninety percent of its courses in which both the ROP and the local community college offer instruction, by June 30, 2012.

- Step 1. Identify the industry sector and corresponding career pathway for each ROP course. See ROP Course/CTE Industry Sector & Pathway Matrix (example); appendix B.
- Step 2. Inventory and list by industry sector and pathway all CTE courses offered (middle school, high school, ROP and community college) for each of our high schools. See Career Pathways/Course Inventory (example); appendix C.
- Step 3. Review completed Career Pathways/Course Inventory form for each high school to determine the level of sequencing that exists at present. This in effect establishes our baseline from which to evaluate and begin our sequencing process. Each district and community college will then validate the course sequence inventory.
- Step 4. Assess each pathway to determine if 1) a course sequence (as defined earlier) exists for each ROP course at each high school and 2) determine whether the courses identified collectively form a sequence reflecting rigor and high expectations for student achievement and meets the CTE needs of high school pupils in the region. This analysis will provide the ROP, district and community college with the information needed to collaboratively fully sequence courses in pathways beginning with introductory coursework and leading to postsecondary courses. See Course Sequence Verification (example); appendix C.
- Step 5. If, based on the information gleaned from the above steps, the ROP determines a course sequence exists; the course sequence will be further evaluated to determine the following:

- a) The course sequence identified will result in an occupational skill certificate developed in cooperation with the appropriate employer advisory board. *Note: All students who complete an ROP course as defined by CRY-ROP policy earn an employer advisory board validated occupational competency list and students who achieve 70% or more of the course competencies are eligible to earn a certificate of competency.*
- b) The course sequence provides prerequisite courses that are needed to enter apprenticeship or postsecondary vocational certificate or degree programs. Postsecondary and apprenticeship programs, where applicable, will be asked to review and verify that sequenced courses provide the necessary prerequisites for entry into their respective programs.
- c) The course sequence focuses on occupations requiring comprehensive skills leading to high entry-level wages or possibility of significant wage increases after a few years on the job. *Note: As part of the CRY-ROP course development process, labor market information (including employment projections and wage information) is evaluated to determine the viability of offering a course in relationship to the value the course may offer a completer on an annual basis.*
- d) The course sequence offers approval aligned with university admission requirements, when appropriate.

Step 6. Review of the Career Pathways/Course Inventory and ROP Course/Industry Sector & Pathway Matrix may also determine gaps in sequencing. Identified gaps will be the basis for partner discussion in development or elimination of courses, as appropriate and/or feasible. Collaborative partners may include district, community college, apprenticeship programs and ROP.

Step 7. An action plan developed in collaboration with partner agencies will guide intervention activities related to increasing the number of courses satisfying the criteria outlined in step 5.

Conclusion

The process as described in this plan will allow for a careful analysis of the present level of CTE course offerings in our districts, ROP and community colleges and the desired course of study that will adequately prepare students for both the workplace and post-secondary educational options.

Following the prescribed steps as outlined will ensure that CRY-ROP courses are:

- ◆ Sequenced and part of a comprehensive course of study
- ◆ Offer occupational skill certification
- ◆ Satisfy prerequisite course requirements for entry into advanced coursework
- ◆ Lead to high entry-level wages or wage increases
- ◆ Meet university admission requirements, when applicable

This plan has been developed with the input of our secondary and community college partners and reviewed by other workforce development stakeholders participating in regional collaborative projects that represent city and county government, business and industry, and labor organizations.

The plan was presented at school district and community college public hearings as noted (see appendix A).

The plan was reviewed and formally approved by the Colton Redlands Yucaipa ROP Governing board on May 21, 2008.

Stephanie Houston

Stephanie Houston, Superintendent

May 21, 2008

Date

**San Bernardino County Superintendent of Schools
Regional Occupational Program**

**AB2448 Course Sequencing Plan
(Date)**

Introduction

Governor Schwarzenegger signed AB 2448, authored by Assemblymember Hancock, on September 28, 2006 making its provisions effective January 1, 2007. AB 2448 was a comprehensive piece of legislation that changed many aspects of ROP administration and operations. Its main focus was to redirect training and service to better serve high school students. This would be accomplished by limiting the number of adults served allowing enrollment of more high school students and to require ROPs to align (sequence) their course offerings with high school and community college courses leading to apprenticeships, certificates or degrees, industry certifications or entry into high skill/high demand jobs. As prescribed by E.C. 52302 (a), the governing board of each ROP shall ensure that at least 90 percent of all state-funded courses offered by the ROP in occupation areas in which both the ROP and the community college offer instruction, are part of occupational sequences that target comprehensive skills.

To accomplish this course alignment or course sequencing, ROPs are required to develop a plan for establishing sequences of state-funded courses, in which both the ROP and community college offer instruction and submit the plan to CDE no later than June 30, 2009 [E.C. 52302(b)(1)]. The plan shall be presented at a public hearing by the governing board of each school district served by the ROP and by the county board of education [E.C. 52302(b)(2)]. Community college boards, with identified articulation programs, shall also review the ROP's plan in a public session [E.C. 52302(b)(3)]. Every four years after the plan has been submitted, the ROP shall submit an update to the plan to the local community colleges and CDE [E.C. 52302(b)(7)]. The following plan outlines the steps the San Bernardino County Regional Occupational Program will implement to develop a coherent, focused and effective course sequencing process that prepares our students for their next level of education or employment.

Definition of Course Sequencing

An occupational course sequence is defined as two or more (each course must be at least 150 hours of instruction per year) CTE courses in the same pathway offered by both the ROP and the community college in the local service area. At a minimum, the ROP must have at least one CTE course and the community college must have at least one CTE course to satisfy the two or more course requirement. The sequence may also include academic courses that are directly relevant to the student being successful in the CTE course. However, if the sequence includes academic courses, the sequence must also include two or more CTE courses as stated above.

Required Elements of the Plan

AB 2448 added several education code sections to; prescribe the content of the course sequencing plan, ensure the plan had adequate input as part of the development process, and covered essential outcomes related to adequately preparing students to enter high skill/high demand jobs or continue their education in apprenticeship or college programs. The required elements of a course sequencing plan are:

1. The plan describes the steps that will be taken to identify state-funded courses offered by the ROP in pathways in which the ROP and community college both offer instruction. E.C. 52302(b)(1).
2. The plan describes how the ROP will ensure the course sequence results in an occupational skill certificate developed in cooperation with the appropriate employer advisory board. E.C. 52302(a)(1).
3. The plan describes how the ROP will ensure the course sequence provides prerequisite courses that are needed to enter apprenticeship or postsecondary vocational certificates or degree programs. Where possible, sequenced courses shall be linked to certificate and degree programs in the region. E.C. 52302(a)(2).
4. The plan describes how the ROP will ensure the course sequence focuses on occupations requiring comprehensive skills leading to high entry-level wages or

- the possibility of significant wage increases after a few years on the job or both.
EC. 52302(a)(3).
5. The plan describes how the ROP will ensure the course sequence offers as many courses as possible that have been approved by the University of California as courses meeting the “A—G” admissions requirements. E.C. 52302(a)(4).
 6. The plan provides a timeline for accomplishing the sequencing of courses.
 7. The plan describes how the ROP maximizes local, state, and federal resources to help high school students enter employment, apprenticeships, or post-secondary education. E.C. 52302(b)(5).
 8. The plan describes strategies, which will be used to fill in the gaps in course sequences identified through the planning process. E.C. 52302(b)(2).
 9. The plan lists each school district governing board and the date in which the plan was presented in public hearing. E.C. 52302(b)(2).
 10. The plan provides the date in which the plan was approved by the ROP governing board. E.C. 52302(b)(2).
 11. The plan provides the name of the community college(s) and the date in which the plan was reviewed in public session by the colleges governing board. E.C. 52302(b)(3).

San Bernardino County ROP's Plan to Sequence Courses

The San Bernardino County ROP fully supports the development of course sequences in specified career pathways that would provide a comprehensive course of study preparing students for both postsecondary education and careers. Course sequencing will include CTE courses provided by our districts and community colleges, as well as ROP courses. Course sequencing will begin at the middle school level where applicable and continue through the community college level. Following the proposed planning steps outlined below, the San Bernardino County ROP will have sequenced ninety percent of its courses in which both the ROP and the appropriate local community college offer instruction, by June 30, 2012.

- Step 1. Identify by ROP course the corresponding industry sector and pathway in which the curriculum would prepare students. See ROP Course/CTE Industry Sector & Pathway Matrix (example); appendix B.
- Step 2. Inventory and list by industry sector and pathway all CTE courses offered (middle school, high school, ROP and community college) for each of our participating high schools. See Career Pathways/Course Inventory (example); appendix C.
- Step 3. Review completed Career Pathways/Course Inventory form for each high school to determine the level of sequencing that exists at present. This in effect establishes our baseline from which to evaluate and begin our sequencing process. Upon completion of the inventory listing the CTE courses, the inventory will be sent to each district and community college to validate the courses listed.
- Step 4. Assess each pathway to determine if 1) a course sequence (as defined earlier) exists for each ROP course at each high school and 2) determine whether the courses identified collectively forms a sequence reflecting rigor and high expectations for student achievement and reflects the needs of the community, local business and industry, and students. This analysis will provide the ROP, district and community college with the information

needed to collaboratively fully sequence courses in pathways beginning with introductory coursework and leading to postsecondary courses. See Course Sequence Verification (example); appendix D.

- Step 5. If, based on the information gleaned from the above steps, the ROP determines a course sequence exists; the course sequence will be further evaluated to determine the following:
- a) The course sequence identified will result in an occupational skill certificate developed in cooperation with the appropriate employer advisory board. *Note: All students who complete an ROP course as defined by San Bernardino County ROP policy receive a certificate of completion. The certificate of completion is based on and lists the competencies identified in the employer advisory board approved course curriculum outline.*
 - b) The course sequence provides prerequisite courses that are needed to enter apprenticeship or postsecondary vocational certificate or degree programs. Postsecondary and apprenticeship programs, where applicable, will be asked to review and verify that sequenced courses provide the necessary prerequisites for entry into their respective programs.
 - c) The course sequence focuses on occupations requiring comprehensive skills leading to high entry-level wages or possibility of significant wage increases after a few years on the job. *Note: As part of the SBCSS ROP course development process, labor market information (including employment projections and wage information) is evaluated to determine the viability of offering a course in relationship to the value the course may offer a completer.*
 - d) The course sequence offers as many courses as possible that have been approved by the University of California as meeting the “A–G” admission requirements.

- Step 6. ROP courses where the community college offers instruction that are not part of an identified sequence will be identified. All available information (i.e., Career pathways/Course Inventory, ROP Course/CTE Industry Sector & Pathway Matrix, community college course offerings, etc) will be reviewed to determine sequencing gaps in a career pathway and what possible courses (existing or to be developed) should be added to adequately prepare a student for a career and/or postsecondary education. This review and resulting action needed will be a collaborative effort involving the district, local community college, apprenticeship program, if applicable, and ROP. The resulting collaboration will ensure the maximum use of funding by clearly delineating the appropriate LEA (district, ROP, or community college) responsible for the courses needed to create a viable course of study.
- Step 7. An action plan will be developed for each course not part of a sequence but where instruction is offered by the community college and for courses that do not meet other requirements listed in Step 5. The action plan will identify the course to be sequenced, the course or courses to be added, the LEA/s responsible and the timeline for implementing. Action plans for courses not meeting the skill certificate, prerequisite, high wages or wage increase, and “A–G” requirements will also be developed outlining strategies to remedy the oversight.

Conclusion

The process as described in this plan will allow for a careful analysis of the present level of CTE/ROP course offerings in our districts, ROP and community colleges and the desired course of study that will adequately prepare students for both the workplace and post-secondary educational options. Following the prescribed steps 1 – 7 will ensure that all SBCSS ROP courses where instruction is also offered by the community college are; 1) sequenced and part of a comprehensive course of study, 2) result in an occupational skill certificate, 3) provide the needed prerequisite courses for entry into more advanced level, 4) focus on occupations leading to high entry-level wages or wage increases, and 5) where applicable have been approved to meet the “A–G” admission requirements.

This plan has been developed with the input of our secondary and community college partners and reviewed by other workforce development stakeholders participating in the Alliance for Education regional collaboratives involving representatives from city and county government, business and industry, labor organizations, as well as educational institutions both public and private.

The plan was presented at school district and community college public hearings as noted (see appendix A).

The plan was also reviewed and approved on as noted (see appendix A) by the San Bernardino County Schools Regional Occupational Program Consortium Board of Directors.

The plan was reviewed and formally approved by the San Bernardino County Board of Education on _____.

Mark Lyons, Administrator

Date

School District Governing Board Review**District****Date of Public Hearing**

Apple Valley Unified School District		
Baker Valley Unified School District		
Barstow Unified School District		
Bear Valley Unified School District		
Fontana Unified School District		
Hesperia Unified School District		
Lucerne Valley Unified School District		
Morongo Unified School District		
Needles Unified School District		
Rialto Unified School District		
Rim of the World Unified School District		
San Bernardino City Unified School District		
Silver Valley Unified School District		
Snowline Joint Unified School District		
Trona Joint Unified School District		
Victor Valley Union High School District		

Community College Governing Board Review**Community College****Date of Public Hearing**

Barstow Community College		
Cerro Coso Community College		
Chaffey Community College		
Copper Mountain Community College		
Crafton Hills Community College		
Mojave Community College		
Riverside Community College		
San Bernardino Valley College		
Victor Valley College		

ROP Consortium Board of Directors Review

The plan was reviewed and approved on _____ by the San Bernardino County Schools Regional Occupational Program Consortium Board of Directors.

San Bernardino County Board of Education Approval

The plan was reviewed and approved on _____ by the San Bernardino County Board of Education.

Mark Lyons, Administrator

Date

SBCSS ROP Course/CTE Industry Sector and Pathway Matrix

Course	Agriculture & Natural Rsrc						Arts, Media, & Entrtm			Bldg Trades & Constr				Ed, Child Dev, & F			
	Agricultural Business	Agricultural Mechanics	Agrrscience	Animal Science	Forestry & Natri Rsrcs	Ornamental Horticulture	Plant & Soil Science	Media and Design Arts	Performing Arts	Prod & Mgr Arts	Cabinetmkg & Wood Prod	Engrg & Heavy Constr	Mechanical Construction	Res & Comm Construction	Child Development	Consumer Services	Education
3D Animation									H								
American Sign Language															H	*	
Business Tech Lab															H	*	
Careers in Education														H	H		
Child Care Occupations														H	*		
Computer Business Applications																	
Computer Game Design								H									
Computer Aided Drafting/Design		*						*									*
Computers: Introduction	*								*								
Construction Trades											H						
Cosmetology																	
Custodial Occupations															H		
Customer Service Occupations															*		
Design & Electronic Prepress								*							*		
Desktop Publishing								*									
Digital Design									H								
Environmental Technology			H														
Esthetician																	
Floral Design & Sales						H											
Fundamentals of Electric Repair											H						
Fundamentals of Wildland Firefighting					*												
Furniture & Cabinet Manufacturing					*					H							
GIS Fundamentals																	
Home Health Aide																*	
HVAC: Introduction																	
Landscape Design & Maintenance						H											
Library Aide															H		
Masonry Occupations											H						
Motorcycle Maintenance		*															
Nail Care - Manicuring															H		
Nurse Asst/Home Health															*		
Painting Occupations																	
Radio Broadcasting									H								
Silk Screening								*									
Stagecraft Construction								H									
Stagecraft Design								H									
Teacher Aide														H			
Television & Video Productions									H								
Veterinary Assistant			H														
Welding Certification																*	*
Welding Technology																	
Woodworking Occupations																	H

5-point star indicates primary industry sector
Asterisk indicates pathways and industry sectors

CAREER PATHWAYS/COURSE INVENTORY

Middle School → High School → Community College

Pathway Level	Agricultural & Natural Resources Industry Sector Pathway	Arts, Media, & Entertainment Industry Sector Pathway	Building Trades & Construction Industry Sector Pathway	Education, Child Development & Family Services Industry Sector Pathway	Energy & Utilities Industry Sector Pathway
Grades 6,7,8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					
Grade 13	* Certificate Programs	* Certificate Programs	* Certificate Programs	* Certificate Programs	* Certificate Programs
Grade 14	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs

(1) Barstow Community College
(6) Chaffey College

(2) Copper Mountain College
(7) Riverside Community College

(3) Crafton Hills College

(4) San Bernardino Valley College

(5) Victor Valley College

CAREER PATHWAYS/COURSE INVENTORY

Appendix C

Middle School → High School → Community College

Pathway Level	Engineering & Design Industry Sector Pathway	Fashion & Interior Design Industry Sector Pathway	Finance & Business Industry Sector Pathway	Health Science & Medical Terminology Industry Sector Pathway	Hospitality, Tourism, & Recreation Industry Sector Pathway
Grades 6,7,8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					
Grade 13	* Certificate Programs	* Certificate Programs	* Certificate Programs	* Certificate Programs	* Certificate Programs
Grade 14	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs

(1) Barstow Community College
(6) Chaffey College

(2) Copper Mountain College
(7) Riverside Community College

(3) Crafton Hills College

(4) San Bernardino Valley College

(5) Victor Valley College

CAREER PATHWAYS/COURSE INVENTORY

Middle School → High School → Community College

Pathway Level	Information Technology Industry Sector Pathway	Manufacturing & Product Development Industry Sector Pathway	Marketing, Sales, & Service Industry Sector Pathway	Public Service Industry Sector Pathway	Transportation Industry Sector Pathway
Grades 6,7,8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					
Grade 13	* Certificate Programs	* Certificate Programs	* Certificate Programs	* Certificate Programs	* Certificate Programs
Grade 14	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs

(1) Barstow Community College
(6) Chaffey College

(2) Copper Mountain College
(7) Riverside Community College

(3) Crafton Hills College

(4) San Bernardino Valley College

(5) Victor Valley College

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-d

Date: August 19, 2008

Subject: Notice of Completion – Wallpaper Removal Project, Moreno Valley Campus

Background: On February 26, 2008, the Board of Trustees awarded a contract in the amount of \$294,000 to Prime Painting Contractors for the removal of wallpaper in various buildings on the Moreno Valley Campus.

The Facilities Project Manager reports that the project is complete.

Recommended Action: It is recommended that the Board of Trustees: 1) accept the Wallpaper Removal Project, Moreno Valley Campus 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.

Irving G. Hendrick
Interim Chancellor

Prepared by: Patricia Braymer
Vice President-Business Services
Moreno Valley

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
						T:	CTY	UNI	

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

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

Report No.: VI-A-1

Date: August 19, 2008

Subject: Memorandum of Understanding with Corona-Norco Unified School District

Background: Presented for the Board's review and consideration is a Memorandum of Understanding between Riverside Community College District and Corona-Norco Unified School District (CNUSD) to work collaboratively to fulfill objectives of the project work plan of the Governor's Career Technical Education Initiative (SB70/SB1133) CTE Community Collaborative Grant awarded to RCCD. The purpose of the CTE Community Collaborative is to establish or enhance projects in the following program areas: career exploration and development for 7th and 8th graders, strengthening career technical education sectors, teacher and faculty externships in business and industry, and professional development for faculty and counselors. Total payment under this Memorandum of Understanding shall not exceed \$90,005.00, for the period of June 1, 2008 through December 31, 2009. Funding source: CTE Community Collaborative Grant.

Recommended Action: It is recommended that the Board of Trustees ratify the Memorandum of Understanding, for the time frame of June 1, 2008 through December 31, 2009, in an amount not to exceed \$90,005.00, and authorize the Vice Chancellor, Administration and Finance, to sign the Memorandum of Understanding.

Irving G. Hendrick
Interim Chancellor

Prepared by: Ron Vito
Vice President, Career and Technical Programs

Memorandum of Understanding
Between Riverside Community College District
and
Corona-Norco Unified School District

This Agreement, entered into this August 19, 2008, between Riverside Community College District, hereinafter referred to as RCCD, whose address is 4800 Magnolia Avenue, Riverside, California, 92506, and Corona-Norco Unified School District, hereinafter referred to as CNUSD, whose address is 2820 Clark Avenue, Norco, CA 92860, is effective to cover activities beginning June 1, 2008 and ending December 31, 2009, or the ending date of the grant performance period, if extended. This Agreement is based on the Governor's Career Technical Education Initiative (SB 70/SB1133) CTE Community Collaborative Grant Agreement, RFA# 07-0170, which includes any supplemental grants and awards, between RCCD and the California Community Colleges Chancellor's Office, which was entered into on June 1, 2008.

RCCD will reimburse CNUSD, using funds awarded by the California Community Colleges Chancellor's Office, for the following costs incurred in the operation of the CTE Community Collaborative Grant:

1. General partnership activities, up to \$9,200 and which must be approved in advance by the Project Director, may include:
 - Travel and mileage to attend professional development meetings, workshops and conferences
 - Teacher release time, substitutes, and/or stipends to participate in pathway and curriculum development, articulation, project committees, and other project activities
 - Faculty release time and/or stipends to participate in externship
 - Transportation for students attending career fairs
 - Computers with web access for middle school career centers

2. Supplemental activities, up to \$80,805 and identified in the supplemental project workplan (Exhibit A), include:
 - Faculty stipend for summer industry externship for project site coordinator \$60/hour x 200 hours x 2 summers = 24,000
 - Faculty to attend Revit User Group meetings 3 hours/month x \$60/hour x 28 meetings = \$5,040
 - Faculty stipend to develop curriculum 80 hours @ \$60 per hour = 4,800
 - Teacher cost for 14 Revit workshops at \$475 each = 6,650
 - Printing costs for curriculum for workshops = \$1,086
 - 2-year license REVIT software for high school classrooms = \$10,000
 - Classroom control software that allows professionals to display their computer screen to all 36 monitors in Santiago's classroom = \$3,600
 - Professional presenter cost for 14 Revit workshops at \$500/each = \$7,000
 - Mileage @ 50.5 cents/mile x 2000 miles = \$1,010

- 10 Pentium Dual Core 4GIG RAM 500 GIG HD 17" monitors @ \$1600 ea to bring Santiago lab to 36 stations = \$16,000
- 1 C-sized printer HP Designjet 70 for student and teacher output = \$1,619

Total payment to CNUSD for the operation of the CTE Community Collaborative Grant program will be approximately \$80,805 and will not exceed \$90,005 over the term of this Agreement unless said document is amended. Payment is contingent upon satisfactory performance as defined by achievement of the objectives as indicated in Exhibit A, Scope of Services (Project Workplan).

The purpose of the CTE Community Collaborative Grant is to establish or enhance projects comprised of the following four program areas: Career Exploration Development for 7th & 8th Graders, Career Technical Education Sectors, Teacher and Faculty Externships in Business and Industry, and CTE Professional Development. These program areas are required components of the CTE Community Collaborative. In an effort to achieve this goal, CNUSD agrees to work collaboratively with Riverside Community College District to fulfill all of the objectives of the Project Workplan.

CNUSD does hereby agree to comply with all of the following:

1. PROGRESS REPORT

CNUSD will submit an invoice and program progress report by the 10th day following the end of each quarter to RCCD for activities and grant-funded expenses incurred under the terms of this agreement. Reporting will be submitted on forms provided by RCCD to CNUSD and invoices will be accompanied by auditable documentation to support the claimed expenditure.

2. BUDGET CONCERNS

If the state or federal budget for the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall have no force and effect. In this event, RCCD shall have no liability to pay any funds whatsoever to CNUSD or to furnish any consideration under this Agreement and CNUSD shall not be obligated to perform any provision of this Agreement. Any work performed by CNUSD prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.

3. SUB-AGREEMENTS

CNUSD may not make any sub-agreements with third parties without written approval of RCCD and the State Chancellor's Office.

4. AUDIT

CNUSD agrees that the RCCD, or its designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. CNUSD agrees to maintain such records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period for records retention is stipulated. CNUSD 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. CNUSD agrees to include a similar right to the State Chancellor's Office, the Bureau of State Audits, or any other appropriate state or federal oversight agency or their designated representative(s) to audit records and interview staff.

5. PRODUCTS AND DELIVERABLES

Any document or written report prepared by CNUSD shall contain the Grant Agreement number and dollar amount of this Agreement.

6. TRAVEL

For travel necessary to the performance of this Agreement, CNUSD travel and other expense reimbursement claims shall be governed by the travel policy and procedures adopted by CNUSD's governing board. Travel and other expenses shall be limited to those necessary for the performance of this Agreement.

7. STANDARDS OF CONDUCT

CNUSD shall disclose any employment or contractual relationships it may have with other colleges being served under a statewide or regional grant. Such relationships are prohibited and shall be promptly terminated, unless after being fully informed of the circumstances, RCCD and the Project Monitor (State Chancellor's Office) determines that the services being provided to the other college by CNUSD are above and beyond or unrelated to those provided under the State grant.

8. INTELLECTUAL PROPERTY

- a. CNUSD agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, and/or trademarks or servicemarks first created, developed or produced pursuant to this Agreement, by CNUSD shall be and are Work for Hire. All rights, title, and interest in and to the work first developed under this Agreement shall be assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this Agreement.
- b. The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office and CNUSD shall assign all rights, title and interest thereto, to the Chancellor's Office. The Chancellor's Office shall

acknowledge CNUSD as the author of works produced pursuant to the Work for Hire Agreement on all publications of such work. The Chancellor's Office may license CNUSD to reproduce and disseminate copies of such work provided the licensee agrees to permit infringement of the copyright by any person, to compensate the Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement. Said license shall include the right to create and use works derived from those created under this Agreement, even if such derivative works compete with other works created under this Agreement.

All materials first developed in draft and in final form pursuant to this Agreement shall, in a prominent place, bear the © or the word "Copyright", or the abbreviation "Copr.", followed by the year created; and the words "Chancellor's Office, California Community Colleges." Acknowledgement may be given to CNUSD or the actual author(s) of the work in an appropriate manner elsewhere in the material. If it is deemed necessary by either the Chancellor's Office or RCCD that the copyright be registered with the U.S. Copyright Office, RCCD will be responsible for applying for, paying the filing fees for, and securing said copyright.

- c. All technical communications and records originated or first prepared by CNUSD, if any, pursuant to this Work for Hire agreement, including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including CNUSD's administrative communications and records relating to this Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.
- d. If it is deemed necessary by either the Chancellor's Office or RCCD that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufacture, or composition of matter, RCCD will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Agreement shall be issued to the "Chancellor's Office, California Community Colleges." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to CNUSD or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual property to CNUSD. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this Agreement.
- e. All trademarks and servicemarks first created, developed or acquired pursuant to this Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or RCCD that a trademark or servicemark be registered with state or federal agencies, RCCD will be responsible for applying for,

paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this Agreement shall be issued to the "Chancellor's Office California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this Agreement to CNUSD.

- f. In connection with any license granted pursuant to the preceding paragraphs, CNUSD agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. CNUSD may, with the permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.
- g. Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, and trademarks or service marks created, developed or produced pursuant to this Agreement are for and are the property of the Chancellor's Office. RCCD shall obtain an acknowledgement of the work for hire performed by CNUSD if they produce intellectual property pursuant to this Agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office from CNUSD. No unpaid volunteer or other person shall produce copyright materials under this Agreement without entering into a subcontract or subgrant between such person(s) and CNUSD giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

9. WORKERS' COMPENSATION

CNUSD hereby warrants that it carries Workers' Compensation Insurance for all of its employees who will be engaged in the performance of this Agreement, or is self-insured in accordance with the provisions of Labor Code section 3700, and agrees to furnish to the RCCD satisfactory evidence thereof at any time the Project Director may request.

10. LAW GOVERNING

It is understood and agreed that this Grant shall be governed by the laws of the State of California both as to interpretation and performance.

11. PARTICIPATION IN GRANT-FUNDED ACTIVITIES

- a. During the performance of this Agreement, CNUSD shall ensure that no person is excluded from, denied the benefits of, or otherwise subjected to discrimination with respect to participation in any program or activity funded under this Agreement on the

basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability.

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

12. DISCRIMINATION CLAUSE

- a. During the performance of this Grant, CNUSD shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religion, creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), age (over 40), marital status, denial of family care leave, sexual orientation, political affiliation, or position in a labor dispute. CNUSD shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- b. CNUSD shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §§ 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§ 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full.
- c. CNUSD shall also comply with the provisions of Government Code sections 11135-11139.8, and the regulations promulgated thereunder by the Board of Governors of the California Community Colleges (Cal. Code Regs., tit. 5, §§ 59300 et seq.)
- d. CNUSD shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

13. ACCESSIBILITY FOR PERSONS WITH DISABILITIES

- a. By signing this Agreement, CNUSD assures RCCD that it complies with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 et seq.), which

prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

- b. CNUSD shall, upon request by any person, make any materials produced with funds under this agreement available in Braille, large print, electronic text, or other appropriate alternate format. CNUSD shall establish policies and procedures to respond to such requests in a timely manner.
- c. All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by CNUSD, whether purchased, leased or provided under some other arrangement for use in connection with this Agreement, shall comply with the regulations implementing Section 508 of the Rehabilitation Act of 1973, as amended, set forth at 36 Code of Federal Regulations, part 1194.
- d. Design of computer or web-based instructional materials shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.
- e. CNUSD shall respond to and resolve any complaints regarding accessibility of its products and services as required by this section. If such complaints are not informally resolved, they shall be treated and processed as complaints of discrimination based on disability pursuant to California Code of Regulations, title 5, sections 59300 et seq.
- f. CNUSD shall indemnify, defend, and hold harmless the Chancellor's Office, its officers, agents, and employees, from any and all claims by any person resulting from the failure to comply with the requirements of this section.

14. INDEMNIFICATION

CNUSD agrees to indemnify, defend and save harmless RCCD, its trustees, officers, agents and employees from any and all claims losses accruing or resulting to any and all employees, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with 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 CNUSD in the performance of this Agreement.

15. INDEPENDENT STATUS

CNUSD, and the agents and employees of CNUSD, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of RCCD.

16. AGREEMENT IS COMPLETE

No amendment, alteration or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the parties.

Riverside Community College District

Corona-Norco Unified School District

James L. Buysse
Vice Chancellor, Administration and Finance

Date: _____

Date: _____

Exhibit A Scope of Services (Project Workplan)

Chancellor's Office
California Community Colleges

District: Riverside Community College District
 College: Riverside Community College
 RFA Specification No.: 07-0170a

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
1. Create professional development workshops for instructors with a goal of improving rigor of courses and improving instruction of CTE standards.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
1.1 Software workshops will be offered to high school and community college instructors at Santiago High School. Instructors will collaborate to improve articulation of classes as well as learn the software. Professional architects teaming with teacher-presenters would address both professional and educational challenges.	1.1 Attendance of instructors at the workshops; improved instruction implemented in the classroom will be proven effective by increased student performance as measured by CTE standards.	9/08 – 11-09	Site Coordinator Advisory member presenters
1.2 Revit software workshops will be offered to high school and community college instructors at the California Industry Teacher Education Association Conference through the California Drafting Technology Consortium (CDTC).	1.2 Workshop evaluations and attendance at workshops.	9/08 – 11-09	Site Coordinator California Drafting Technology Consortium

Chancellor's Office
California Community Colleges

District: Riverside Community College District
 College: Riverside Community College
 RFA Specification No.: 07-0170a

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
2. Address contemporary BIM skill needs through teacher summer externship.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
2.1 Site Coordinator will participate in two summer (2008 and 2009) externships for BIM using architecture firms.	2.1 Create workshop content from lessons and notes formed from on-the-job experience.	7/08-9/09	Site Coordinator

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Riverside Community College
 RFA Specification No.: 07-0170a

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
3. Address the contemporary skill needs of business and industry with Santiago's High School architecture program.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
3.1 Students at each level of the pathway will complete a set of working drawings to industry standards that communicate their design intent. Students will work by a "programs" (Criteria set by customer needs/wants) in a tightly controlled environment, developing critical thinking and problem solving skills.	3.1 Drawings will be assessed by professional architects and instructors for proficiency to the industry standards.	9/08	Site Coordinator Faculty Advisory member presenters

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Riverside Community College
 RFA Specification No.: 07-0170a

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
4. Create educational curriculum available to middle schools, high schools and community colleges.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
4.1 Introduce instructors to user group websites. These websites allow professional architects and students to forum to get questions answered, communicate future needs of software, and access content to make users more productive. Tutorials are available on most sites.	4.1 Instructors will be able to utilize websites to improve curriculum and answer questions.	9/08 – 11-09	Site Coordinator
4.2 Create/write entry-level Revit software curriculum to assist 7-12 and community college instructors in implementation after their workshop training.	4.2 Curriculum evaluated by users.	9/08 – 11-09	Site Coordinator

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Riverside Community College
 RFA Specification No.: 07-0170a

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
5. Develop a student summer intern program.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
5.1 Build student summer intern program with architecture firms willing to employ students with BIM training. Students will bring their summer intern experience back to the classroom to present to less experienced students	5.1 Student intern positions obtained.	7/08-9/09	Site Coordinator RCC faculty & staff Advisory members

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Riverside Community College
 RFA Specification No.: 07-0170a

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
6. Create new articulated courses between high schools and RCC, addressing CDE standards.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
6.1 Write an advanced Architecture Design Course that will better prepare Santiago students for the new RCC BIM course, Architectural Design 1.	6.1 Implementation of "Beginning Architecture Design" course at both Santiago and RCC.	9/08	Site Coordinator RCC faculty lead
6.2 Write/expand new advanced level History of Architecture course at RCC, and articulate with Santiago High School's program.	6.2 Courses will be written and evaluated by both Santiago High School and RCC instructors.	9/08	Site Coordinator
6.3 Write a course outline for Autodesk's REVIT architectural software (parametric modeling) at both sites.	6.3 Course incorporating the use of Revit software will be articulated at both sites.	9/08	Site Coordinator

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Riverside Community College
 RFA Specification No.: 07-0170a

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
7. Address the contemporary skill needs of business and industry with Santiago's high school architecture program.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
7.1 Students will participate in the skills USA architecture contest. Skills USA is a national organization that promotes the preparation of students at the high school and community college levels for work. Students will receive additional (outside of class) training from professional architects and the Site Director.	7.1 Student work meets current city building codes as evaluated by city building and planning department.	9/08	Site Coordinator Advisory members
7.2 Santiago students will attend Revit software user group meetings in Newport Beach and Rancho Cucamonga. At these meetings, professionals and students discuss software issues, problem solve in a cooperative environment and network. User group meetings are led by Inland Area Revit User Group, who have hired Santiago High School students.	7.2 Students will be aware of current software issues and practices while getting their name and proficiency level to the professionals.	9/08	Site Coordinator Inland Area and South Coast Revit User Groups

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Riverside Community College
 RFA Specification No.: 07-0170a

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
8. Provide accelerated education/training for students in a less traditional, faster method.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
8.1 Architects will come to Santiago to share techniques and standards with students. BIM experts such as WLC Architects, WATG Architects, Modtech Manufacturing, Friedmutter Group, Steward Architects, will continue their partnership by presenting again.	8.1 Students will demonstrate a higher level of proficiency and productivity by utilizing techniques demonstrated by the professional architects and evaluated by the architects as well as the Project Director.	9-08	Site Coordinator Advisory presenters Students Participating instructors
8.2 Students from "new" schools implementing BIM will participate along with their teachers in the teacher training workshop.	8.2 Students will take back to the classroom techniques learned from the workshop(s) to assist teachers in implementing BIM in the classroom.	9-08	Site Coordinator Advisory presenters Students Participating instructors

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Riverside Community College
 RFA Specification No.: 07-0170a

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
9. Align existing program at Santiago to RCC. Should support emerging career opportunities with addition of new technologies.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
9.1 Create career planning flyers for incoming 9 th grade students and program description brochures for pathways through Santiago's architecture program to RCC's program.	9.1 Students will have reliable literature to take home to parents to discuss career options and plan coursework.	9/08	Site Coordinator RCC faculty lead

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Riverside Community College
 RFA Specification No.: 07-0170a

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
10. Address the contemporary skill needs of business and industry with Santiago's high school architecture program.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
10.1 Track employed Santiago students through their first year of employment by meeting with employers to discuss their needs of entry-level employees.	10.1 Employer letters to Santiago administration describing students success and preparation for their job responsibilities.	9/08	Site Coordinator Employers of students Advisory members

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Riverside Community College
 RFA Specification No.: 07-0170a

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
11. Align existing program at Santiago to RCC. Should support emerging career opportunities with addition of new technologies.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
11.1 Students at both Santiago and RCC will use Building Information Modeling (BIM) software to create construction documents, design, structures, and communicate ideas. BIM is a new technology many architecture firms will be turning to in the near future, creating job opportunities for trained students and both the high school and community college level.	11.1 Students will be proficient in BIM software. Students will earn jobs with architecture firms utilizing BIM software.	9/2008	Site Coordinator RCC faculty lead
11.2 Meet with Santiago guidance counselors and RCC counselors to implement articulated courses.	11.2 Articulated courses with CNUSD and RCC will be updated to current industry standards.	9/2008	Site Coordinator RCC faculty lead
Todd Wales			

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: August 19, 2008

Subject: Norco Student Support Center – Design Services Agreement/Amendment –
Harley Ellis Devereaux

Background: On November 21, 2006, the Board approved the Planning, Design and Construction of the Norco Student Support Center Project. On February 20, 2007, the Board approved Harley Ellis Devereaux (HED) to prepare program plans, including a Final Project Proposal (FPP), detailed plans, specifications and working drawings for the amount of \$726,800.00.

The final construction cost estimate has been developed by the District's Construction Management (CM) firm - ProWest Constructors, Inc., District staff and HED. The agreement with HED provided that their design fee be calculated on the final project construction costs. Based on the final project cost of construction, staff is requesting the Board's approval to amend the agreement with Harley Ellis Devereaux for an additional amount of \$330,911, bringing the total agreement to a fixed fee of \$1,057,711.

Amendment Attached.

To be funded from the Board approved project budget (Measure "C" funding - Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve the amendment to the agreement with Harley Ellis Devereaux to provide design services for the Norco Student Support Center Project in the amount of \$330,911 and authorize the Vice Chancellor, Administration and Finance, to sign the amendment.

Irving G. Hendrick
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

AMENDMENT TO THE AGREEMENT
DATED FEBRUARY 21, 2007
BETWEEN
HARLEY ELLIS DEVEREAUX
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT
(Norco Student Support Center)

This Agreement shall be amended this date, August 20, 2008, as follows:

Harley Ellis Devereaux (HED) will continue the Construction Documents (CD) phase work effort to further define the design development for the project and continue to advance the design criteria for the various building systems and details as advised by the District.

Total additional compensation of this amended agreement shall not exceed \$330,911, totaling agreement to a fixed fee of \$1,057,711, including expenses and unless added services are authorized by District. Payments and final payment shall coincide with original agreement dated February 21, 2007.

All other terms and conditions of the original agreement are to remain in full force and effect.

Harley Ellis Devereaux

Riverside Community College District

Daniel J. Benner
Principal
1770 Iowa Avenue
Riverside, CA 92507

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-2

Date: August 19, 2008

Subject: Norco Student Support Center – Multiple Prime Construction Management Agreement – ProWest Constructors, Inc.

Background: On November 21, 2006, the Board approved the Planning, Design and Construction of the Norco Student Support Center Project.

Staff is now recommending that the Norco Student Support Center Project be delivered using Multiple Prime Contracting (MPC). MPC, is currently being used for the Phase III-Norco/Industrial Technology Project.

Staff is requesting approval to enter into the attached agreement with ProWest Constructors, Inc. to provide Multiple Prime Construction Management services for the Norco Student Support Center Project. Services under this agreement would include management and oversight of the construction execution and ensuring compliance with all bid specifications, contract drawings, code compliance and Division of the State Architect (DSA) requirements, and assistance with building commissioning for the project.

The fixed fee for the Multiple Prime Construction Management services is:

Construction Management - \$721,000
General Liability Insurance - \$168,181
General Conditions - \$1,333,000
Total Fee - \$2,222,181

To be funded from the Board approved project budget (Measure C funding – Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve the agreement with ProWest Constructors, Inc., and approve the expenditure of project funds in an amount not to exceed \$2,222,181 and authorize the Vice Chancellor, Administration and Finance, to sign the agreement with the provision that the Vice Chancellor, Administration and Finance, may extend the end date of the agreement without additional compensation.

Irving G. Hendrick
Interim Chancellor

Prepared by: Rick Hernandez
Director, Capital Planning
Facilities Planning, Design and Construction

Dr. Michael Webster
Riverside Community College District Planning Consultant
Facilities Planning, Design and Construction

ARTICLE 1

GENERAL PROVISIONS

1.1 GENERAL REQUIREMENTS

1.1.1 This Agreement shall be governed by the laws of the State of California.

1.1.2 In the event of a conflict between the provisions of any exhibit to this Agreement and the Agreement, the provisions of this Agreement shall govern.

1.1.3 District's exercise of any of its rights or remedies prescribed in this Agreement shall not relieve CM from responsibility for damages or other losses incurred or to be incurred by District as a result of CM's breach of its obligations under this Agreement.

1.1.4 Time is of the essence for this Agreement.

1.1.5 The Construction Manager accepts the relationship of trust and confidence established with the District by this Agreement, and covenants with the District to furnish the CM's reasonable skill and judgment and to cooperate with the Architect in furthering the interests of the District. The CM shall furnish construction administration and management services and use the CM's best efforts to perform the Project in an expeditious and economical manner consistent with the interests of the District. The District shall endeavor to promote harmony and cooperation among the District, Architect, CM and other persons or entities employed by the District for the Project.

1.1.6 CM shall cooperate with the District and allow for designated individuals to enter the project site as requested by District.

1.1.7 CM to advise the District of any accidents or claims and the District retains the right to investigate any such accident as it sees fit.

1.2 CONSTRUCTION MANAGER STANDARD OF CARE

1.2.1 CM, its officers, agents, employees, subcontractors, consultants and any persons or entities for whom CM is responsible, shall provide all services pursuant to this Agreement in a manner consistent with the standard of care under California law applicable to those who specialize in providing such services for projects of the type, scope, and complexity of the Project (including its contracting mode).

1.3 DEFINITIONS

Unless defined differently herein, terms used in this Agreement shall have the same meaning as those used in District's Bidding Documents and General Conditions.

1.3.1 *As-builts (As-built Drawings and Specifications).* The term "As-builts" shall mean the record copy of the Contract Documents prepared by the Construction Contractors to record as-built conditions, current changes, and selections made during construction.

1.3.2 *Not Used.*

1.3.3 *Not Used.*

1.3.4 *Construction Documents.* The term "Construction Documents" shall mean the drawings and specifications, prepared by the Design Professional, setting forth in detail the requirements for the construction of the Project.

1.3.5 *Contract Documents.* The term "Contract Documents" shall mean the Advertisement for Bids, Instruction to Bidders, Supplementary Instructions to Bidders, Bid Form, Master Project Schedule, Agreement, General Conditions, Supplementary Conditions, Exhibits to the Construction Documents, Specifications, List of Drawings, Drawings, Addenda, Notice to Proceed, Change Orders, Notice of Completion and all other items identified in the Construction Contract Agreement.

1.3.6 *Contractor.* The term "Contractor" shall mean any entity which holds a contract with the District for any portion of the construction for the Project. The term "Contractor" shall also include prime trade contractor(s).

1.3.7 *Coordination.* The term "Coordination" shall mean that the documents shall be consistent and in conformance each part with all other parts.

1.3.8 *Estimated Project Construction Cost.* The term "Estimated Project Construction Cost" shall mean CM's written estimate in the form specified by District, of the total Construction Cost of the project at the various stages of the design process.

1.3.9 *Local Agency Head.* The term "Local Agency Head" shall mean the person who signs this Agreement on behalf of the District, but shall not necessarily be the District's Representative. The appropriate government codes for local agency heads shall apply to this Agreement.

1.3.10 *Project.* The term "Project" shall mean the project described on page 1 of this Agreement.

1.3.11 *Project CM.* The term "Project CM" shall mean the specific District-approved CM named in this Agreement who is assigned to the Project, and is CM's designated principal or staff member, as the designated person in charge of providing all services required by this Agreement.

1.3.12 *Project Program.* The term "Project Program" is a written statement of District's design objectives, constraints, and criteria, including space requirements and relationships, flexibility and expendability, special equipment and systems, and Project site requirements.

1.3.13 *Project Schedule.* The term "Project Schedule" shall mean the schedule prepared by CM for District showing Project milestones, funding, design, design review, construction, and other deadlines applicable to the Project.

1.3.14 *Record Documents.* The term "Record Documents" shall mean the Design Professional's record drawings and final specifications made from the As-built documents received from the Construction Contractors.

1.3.15 *Bidding Documents.* The term "Bidding Documents" shall mean those documents prepared and furnished by District for the purpose of obtaining bids from contractors to construct the Project, including without limitation, the General Conditions and General Requirements which are hereby incorporated by reference.

1.3.16 *District.* The term "District" shall mean Riverside Community College District.

1.3.17 *District Representative.* The term "District Representative" shall mean the person acting on behalf of the District.

1.3.18 *District's Designated Administrator.* The term "District's Designated Administrator" shall mean the person acting on behalf of District.

ARTICLE 2

CM'S SERVICES AND RESPONSIBILITIES - BASIC SERVICES

Basic services to be provided by CM consist of the services described in this Article 2.

2.1 GENERAL

2.1.1 CM shall designate a principal or a staff member to act as CM's representative. This representative shall remain in charge of all professional services for the Project under this Agreement, who so long as the representative's performance continues to be acceptable to District shall remain in charge unless a substitution is approved in writing by the District. District may request for substitutions in writing. District-approved CM representative shall be the person named below:

David Saacks

If for any reason the person designated as CM representative in this Article 2 becomes unavailable, the District may terminate this Agreement for convenience under Article 16. This right to terminate the Agreement for convenience shall be in addition to, and shall not limit, any other rights or remedies available to the District.

2.1.2 CM shall be the District's Designated Administrator.

2.1.3 CM shall abide by all regulations imposed by authorities having jurisdiction over the Project.

2.1.4 CM shall assist District and Design Professional in fulfilling the requirements of the authorities and funding agencies whose interests bear on the design, cost, and construction of the Project.

2.1.5 CM shall cooperate with other professionals District may employ for related work.

2.1.6 To the extent required by District, CM shall consult with authorized employees as determined by District, agents, and representatives of District relative to the design and construction of the Project.

2.1.7 CM shall monitor the Design Professional's work to ensure that it is performed in accordance with the Master Project Schedule.

2.1.8 CM shall act in the best interest of District, and District's interest shall be primary.

2.2 SCHEMATIC DESIGN PHASE

Under Separate Contract

2.3 DESIGN DEVELOPMENT PHASE

Under Separate Contract

2.4 CONSTRUCTION DOCUMENTS PHASE

Under Separate Contract

2.5 BIDDING PHASE

Under Separate Contract

2.6 CONSTRUCTION PHASE

2.6.1 CM shall assist District and Design Professional as requested in the preparation of the pre-construction meeting. CM shall prepare matrix charts of Design Professional's staff and responsibilities, District's staff and responsibilities, and CM's staff and responsibilities.

2.6.2 CM shall assist District and Design Professional in monitoring written communications between Design Professionals, District's Representative and Contractors.

2.6.3 CM shall assist Design Professional, as requested by District and Design Professional, in the resolution of disputes.

2.6.4 CM shall maintain, monitor, and update the Cost Control System. The monthly Cost Report shall compare the original Project Budget with the current Project cost, identify expenditures to date, state the budget required for completion of each major category of Work, identify actual and anticipated Change Orders, and predict the current estimated total Project cost. All major changes and cost factors shall be described in a narrative that shall be attached to the Monthly Cost Report. The current month's report narrative shall identify any changes from the estimate in the previous month's report.

2.6.5 CM shall assist District and Design Professional in evaluating Contractor Change Order Requests, and make written recommendations regarding such requests.

2.6.6 CM shall assist in negotiations with Contractors as requested by District.

2.6.7 CM shall assist Design Professional, as requested by District, in obtaining back-up documentation, shop drawings, and materials submittals from Contractors.

2.6.8 **CM LIMIT OF AUTHORITY.** As part of the CM's scope of services, it shall carry out all duties and responsibilities listed as District's Representative in construction contracts between District and Prime Trade Contractor(s). The CM's authority in carrying out the responsibilities as the District's Representative will be limited. The CM shall not have authority as the District's Representative to: a) take any action resulting in a change in Contract costs, scope, or Contract time; b) issue Notices of Completion; c) issuance of contracts; and d) approval of pay requests. Where CM's authority in carrying out the responsibilities as the District's Representative are limited, the CM shall still provide all effort associated with such duties as if the CM was carrying out these responsibilities, advise the District of findings and recommendations associated with such effort, or any effort requested by the District to carry out the duties listed above. CM will also be required to coordinate all Contract Documents interpretations, Shop Drawings, Product Data and Samples; through the Design Professional. In cases of conflict of opinion between Design Professional and CM regarding interpretation of Contract Documents, Shop Drawings, Product Data and Samples, the CM will advise District Designated Representative and receive written District Designated Representative direction prior to taking final action as District's Administrator.

2.6.9 CM shall develop and maintain the "Master Project Schedule". The Master Project Schedule" shall be developed from the Prime Trade Contractors' Schedule and the Preliminary Master Project Schedule developed by the CM and included with the Contract Bid Documents. Once finalized, the CM shall completely manage and update the Master Project Schedule throughout the course of the project within the limit of its authority stated in 2.6.8.

2.7 RECORD DOCUMENTS

2.7.1 CM shall receive Design Professional's Record Documents, evaluate their completeness and recommend to District in writing whether to accept or reject said documents.

ARTICLE 3

CM'S SERVICES AND RESPONSIBILITIES - ADDITIONAL SERVICES

N/A

ARTICLE 4

DISTRICT RIGHTS AND RESPONSIBILITIES

4.1 ADMINISTRATION

4.1.1 District will designate, in writing, a Representative who will act on behalf of District with respect to this Agreement. CM shall accept directives only from District's named Representative and not from other District employees. District may replace District's named representative at its sole option; if this replacement is made, District will notify CM in writing.

4.2 PROVISION OF INFORMATION, SURVEYS, AND REPORTS

4.2.1 District has furnished the information and reports (if any) as set forth in subparagraph 12.2.1, which are hereby incorporated and made a part of this Agreement.

4.2.2 District will have the right to make changes to the Project Program. When such changes increase the duties of CM beyond those reasonably and customarily provided in Basic Services, CM shall be compensated in accordance with this Agreement.

4.2.3 District will have the right to make reasonable changes to its Bidding Documents and CM shall be bound by such changes. When such changes increase the duties of CM, beyond those reasonably and customarily provided in Basic Services, CM shall be compensated in accordance with this Agreement.

4.2.4 District shall furnish information to CM for purposes of updating the Project Schedule as dates and durations applicable to the Project such as funding deadlines, review periods, anticipated periods of Project suspension, and construction deadlines become known.

4.2.5 The services, information, surveys, and reports required by this Article 4 will be furnished at District's expense.

4.2.6 District will furnish copies of Drawings, Specifications, and other Project-related documents deemed necessary by District and CM for the performance of CM's services under this Agreement.

ARTICLE 5

COMPENSATION

District will compensate CM for the scope of services provided, in accordance with this Article 5 and with the other terms and conditions of this Agreement as follows:

5.1 COMPENSATION FOR BASIC SERVICES

5.1.1 The fee for Basic Services shall be computed as follows:

For services rendered in accordance with this Agreement, the basis for compensation shall be a fixed fee as follows:

- CM Fee - \$721,000 to be paid as follows:
 - \$40,056 per month for 17 months
 - \$20,024 per month for the next 2 months (closeout)
- General Liability Insurance Fee - \$168,181 to be paid at the commencement of construction
- General Conditions - \$1,333,000 to be paid as follows:
 - \$70,722 per month for the first 17 months
 - \$35,363 per month for the next 2 months (closeout)
 - \$60,000 for reimbursables

5.1.2 District reserves the right to withhold monies for services not received as part of Basic Services which extend beyond the duration of this Agreement unless an Amendment is issued by District for extension of services.

5.2 COMPENSATION FOR ADDITIONAL SERVICES

5.2.1 For the Additional Services of CM, as described in Article 3, compensation shall be in accordance with a mutually acceptable lump sum price.

5.2.2 District reserves the right to change time and scope of the Work. If District changes either time or scope, the CM's fees shall be adjusted in accordance with a mutually acceptable lump sum price.

5.2.3 If the duration of this Agreement (19 months) exceeds or is extended through the fault of District, Design Professional, or Contractors and through no fault of CM, compensation for any Basic Services provided during this extended period of the construction phase of the construction contract shall be adjusted to compensate CM for any additional costs reasonably incurred by CM as the result of such delay, provided District has approved such adjustments in advance. These extended Basic Services shall be approved, in writing, by District and shall not include Basic Services that would have been performed under this Agreement had the initial duration of the Agreement not been substantially exceeded or extended.

5.3 REIMBURSABLE EXPENSES

5.3.1 For Reimbursable Expenses, as described in this Paragraph 5.3, only actual costs will be reimbursed. Paid invoices or other proof of payment shall be submitted when requesting reimbursement.

5.3.2 Reimbursable Expenses are paid in addition to the compensation for Basic and Additional Services and are actual expenditures made by CM in the interest of the Project, for the following expenses:

- .1** Expenses for postage, handling, and delivery for Drawings, Specifications, and other documents, deemed necessary by District.
- .2** Expenses for reproduction of drawings, specifications, and other documents.

5.3.4 District reserves the right to decline reimbursement for unreasonable, unnecessary or excessive expenses.

ARTICLE 6

PAYMENTS

6.1 PAYMENTS FOR BASIC SERVICES

6.1.1.1 Payments for Basic Services, as defined in Article 2, shall be made as stipulated in subparagraph 5.1.1.

6.1.2 Payments shall be made within 30 days of receipt of invoice from CM.

6.2 PAYMENTS FOR ADDITIONAL SERVICES AND REIMBURSABLE EXPENSES

6.2.1 Payments for CM's Additional Services, as defined in Article 3, and for Reimbursable Expenses, as defined in paragraph 5.3, shall be made monthly after presentation of CM's statement of services rendered, or expenses incurred, with invoices, receipts and other justification thereof.

6.2.2 Payments shall be made within 30 days of receipt of invoice from CM.

6.3 PROJECT SUSPENSION

6.3.1 If the Project is suspended or abandoned, and such suspension was not scheduled at the beginning of the Project, as provided under subparagraph 4.2.2, CM shall be compensated for all authorized services performed prior to the receipt of written notice from District of such suspension or abandonment, together with Reimbursable Expenses then due. If the Project is resumed after being suspended, CM's compensation shall be adjusted to compensate CM for any additional costs reasonably incurred as the result of the suspension.

ARTICLE 7

CM'S RECORDS AND FILES

7.1 Books and records relating to this Agreement shall be maintained in accordance with generally accepted accounting principles. District or District's authorized representative shall have access to, the right to audit and the right to copy pertinent parts of CM's books and records. CM's records shall include but not be limited to accounting records (hard copy, as well as computer readable data); contracts; payroll records; vendor agreements; purchase orders; leases; original estimates; estimating work sheets; correspondence; receipts; memoranda; and any other supporting evidence deemed

necessary to substantiate charges under this Agreement. All such books and records shall be preserved for a period of at least 3 years from the date of Final Payment under this Agreement.

7.2 CM shall make files available for inspection and copying by District upon reasonable notice. District or District's authorized representative shall have access to the CM's premises and records for inspection and auditing during normal business hours, shall be allowed to interview CM employees pursuant to the provisions of this Article, and be provided adequate and appropriate work space in order to conduct audits in compliance with this Article. The provisions of this Article shall also apply to parent, affiliate, and subsidiary companies as necessary to verify costs associated with this Agreement.

ARTICLE 8

DISTRICTSHIP AND USE OF DOCUMENTS AND SYSTEMS

8.1 SCHEDULE AND COST CONTROL SYSTEMS

8.1.1 All systems developed for and with District resources shall become the property of District, whether or not the Project for which they are developed is executed. CM shall be permitted to retain copies for information and reference.

8.1.2 District will not defend, indemnify or save harmless CM, its officers, agents, or employees from any costs or claims asserted or imposed by any person or entity claiming that District's use of the systems is contrary to or in violation of any copyright, patent, trade secret, trade name, trade mark, or any proprietary, contractual or legal right pertaining to their use.

ARTICLE 9

DISPUTES

9.1 NEGOTIATION

9.1.1 The parties will attempt in good faith to resolve any controversy or Claim arising out of or relating to this Agreement by negotiation.

9.2 MEDIATION

9.2.1 Within 60 days, but no earlier than 30 days following the earlier of (1) receipt of notice by the other party from the American Arbitration Association (AAA) of the disputing party's demand for arbitration or (2) receipt by the other party of the disputing party's notice of election to litigate, the parties shall submit the matter to non-binding mediation administered by the AAA under its construction industry mediation rules, unless waived by mutual stipulation of both parties.

9.3 ARBITRATION OR LITIGATION

9.3.1 Disputes arising from this Agreement between CM and District which cannot be settled through negotiation or mediation shall be subject to binding arbitration or litigation as follows:

.1 ARBITRATION WITH CONTRACTOR

.1 If any claim arises under the Construction Contract Documents for the Project and is submitted to binding arbitration, and either Contractor or District claims that the acts or omissions of CM are involved, in whole or in part, any claim by District against CM arising out of or in connection therewith may be

asserted, at the option of District, against CM in the same arbitration proceeding which shall be conducted under the procedures specified in the General Conditions of the construction contract.

.2 LITIGATION WITH CONTRACTOR

.1 If any claim arises under the Construction Contract Documents for the Project and is submitted to litigation, and either Contractor or District claims that the acts or omissions of CM are involved, in whole or in part, any claim by District against CM arising out of or in connection therewith may be asserted, at the option of District, against CM in the same litigation.

.3 ARBITRATION WITHOUT CONTRACTOR

.1 Disputes arising from this Agreement between CM and District which cannot be settled through negotiation or mediation, and which are not resolved by binding arbitration or litigation pursuant to subparagraphs 9.3.1.1 and 9.3.1.2 shall be subject to arbitration without Contractor conducted in accordance with the Construction Industry Arbitration Rules of the AAA then in effect. The following additional modifications shall be made to the aforesaid Rules of the AAA:

.1 Civil discovery shall be permitted for the production of documents and taking of depositions. Other discovery may be permitted in the discretion of the arbitrator. All disputes regarding discovery shall be decided by the arbitrator.

.2 District's Representative and/or District's consultants, shall if required by agreement with District, upon demand by District join in and be bound by the arbitration.

.3 Concurrent disputes subject to this subparagraph 9.3.1.3.3 shall be consolidated into a single arbitration unless the parties otherwise agree in writing.

.4 No hearing shall be held prior to final completion of the Project unless District decides otherwise.

.5 The exclusive forum for determining arbitrability shall be the Superior Court of the State of California.

.6 If total claims are less than \$50,000, AAA expedited procedures as modified by this Article 9 shall apply. If total claims are between \$50,000 and \$100,000 they shall be heard by a single arbitrator who shall be an attorney. If total claims are in excess of \$100,000 and are submitted to arbitration, the controversy shall be heard by a panel of 3 arbitrators, one of which shall be an attorney.

.7 The AAA shall submit simultaneously to each party to the dispute an identical list of at least 10 names of persons chosen from the National Panel of Commercial Arbitrators, and each party to the dispute shall have 10 days from the date of receipt in which to cross off any names objected to, number the remaining names in order of preference and return the list to AAA. If the expedited procedures of the AAA are applicable, the AAA shall submit simultaneously to each party an identical list of 5 proposed arbitrators drawn from the National Panel of Commercial Arbitrators, and each party may strike 3 names from the list on a peremptory basis and return the list to AAA within 10 days from the date of receipt.

.4 Unless District and CM otherwise agree in writing, the arbitration decision shall be made under and in accordance with the laws of the State of California, supported by substantial evidence, and in writing. If the

total of all claims or cross claims submitted to arbitration is in excess of \$50,000 the award shall contain the basis for the decision, findings of fact, and conclusions of law.

Any arbitration award shall be subject to confirmation, vacation, or correction under the procedures and on the grounds specified in the California Code of Civil Procedure including without limitation Section 1296.

The expenses and fees of the arbitrators and the administrative fees of the AAA shall be divided among the parties equally. Each party shall pay its own counsel fees, witness fees, and other expenses incurred for its own benefit.

9.4 PERSONAL INJURY, WRONGFUL DEATH OR PROPERTY DAMAGE

9.4.1 Claims for bodily injury, personal injury, wrongful death, or property damage (other than property damage to District) shall not be subject to arbitration under paragraph 9.3 or mediation under paragraph 9.2.

ARTICLE 10

INDEMNIFICATION AND INSURANCE

10.1 INDEMNIFICATION

10.1.1 CM shall indemnify, defend, and hold harmless District and its Trustees, officers, employees, agents, and representatives (collectively, "Indemnatee"), against all liability, demands, claims, costs, damages, injury including death, settlements, and expenses (including without limitation, interest and penalties) incurred by Indemnatee ("Losses") arising out of the performance of services or CM's other obligations under this Agreement, but only in proportion to and to the extent such Losses are caused by or result from (1) the negligent acts or omissions of CM, its officers, agents, employees, subcontractors, consultants, or any person or entity for whom CM is responsible (collectively, "Indemnitor"); (2) the breach by Indemnitor of any of the provisions of this Agreement; or (3) willful misconduct by Indemnitor.

10.1.2 The indemnification obligations under this Article 10 shall not be limited by any assertion or finding that (1) the person or entity indemnified is liable by reason of non-delegable duty, or (2) the Losses were caused in part by the negligence of, breach of contract by, or violation of law by Indemnatee. The obligation to defend shall arise regardless of any claim or assertion that Indemnatee caused or contributed to the Losses; provided however, that Indemnitor's reasonable defense costs (including attorney and expert fees) will be reimbursed in proportion to the determination of Indemnatee's fault.

10.1.3 CM shall indemnify, defend, and save harmless Indemnatee from and against all loss, cost, expense, royalties, claims for damages or liability, in law or in equity, including, without limitation, attorney's fees, court costs, and other litigation expenses that may at any time arise or be set up for any infringement (or alleged infringement) of any patent, copyright, trade secret, trade name, trademark or any other proprietary right of any person or entity in consequence of the use on the Project by Indemnatee of the design or construction documents (including any method, process, product, concept specified or depicted) supplied by Indemnitor in the performance of this Agreement.

10.1.4 Nothing in this Agreement, including the provisions of this Article 10, shall constitute a waiver or limitation of any rights which Indemnatee may have under applicable law, including without limitation, the right to implied indemnity.

10.2 INSURANCE REQUIREMENTS

CM, at CM's sole cost and expense, shall insure its activities in connection with this Agreement and shall obtain, keep in force, and maintain insurance as listed below. The coverages required under paragraph 10.2 shall not in any way limit the liability of CM.

10.2.1 Either Comprehensive Form General Liability Insurance (Contractual, products, and completed operations coverages included) with a combined single limit of no less than \$1,000,000 per occurrence, or Commercial-Form General Liability Insurance with coverage and minimum limits of liability as follows:

.1	Each Occurrence	\$1,000,000
.2	Products and Completed Operations (Aggregate)	\$2,000,000
.3	Personal and Advertising Injury	\$1,000,000
.4	General Aggregate	\$2,000,000

10.2.2 Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles, with a combined single limit of no less than \$1,000,000 per accident.

10.2.3 Professional Liability Insurance, with minimum limits of liability as follows:

.1	Each Occurrence	\$1,000,000
.2	Aggregate	\$2,000,000

10.2.4 If the above insurance (subparagraphs 10.2.1 and 10.2.3) is written on a claims-made basis, it shall be maintained continuously for a period of no less than 3 years after the date of Final Payment on this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the date services are first provided that are governed by the terms of this Agreement and shall include, without limitation coverage for professional services as called for in this Agreement. Insurance required by subparagraphs 10.2.1-10.2.3 shall be (i) issued by companies that have a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's) or (ii) guaranteed, under terms consented to by the District (such consent to not be unreasonably withheld), by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's).

10.2.5 Workers' Compensation as required and under the Workers' Compensation Insurance and Safety Act of the State of California, as amended from time to time. Insurance required by this subparagraph 10.2.5 shall be issued by companies (i) that have a Best rating of B+ or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's); or (ii) that are acceptable to the District.

10.2.6 CM, upon execution of this Agreement, shall furnish District with Certificate of Insurance evidencing compliance with this Article 10, including the following requirements:

- .1 CM shall have the insurance company complete District's form, Certificate of Insurance. It alone constitutes evidence of insurance.
- .2 Provide that coverage cannot be canceled without 10 days advance written notice to District.
- .3 If insurance policies are canceled for non-payment, District reserves the right to maintain policies in effect by continuing to make the policy payments and assessing the cost of so maintaining the policies against CM.

.4 The General Liability Insurance policy and the Business Automobile Liability Insurance policy shall name The District as an Additional Insured. As respects Professional Liability include Contractual Liability Coverage or endorsements to the insurance policies for Contractual Liability Coverage.

.5 All insurance policies shall apply to the negligent acts, or omissions of CM, its officers, agents, employees, and for CM's legal responsibility for the negligent acts or omissions of its consultants and anyone directly or indirectly under the control, supervision, or employ of CM or CM's consultants.

10.2.7 The District shall provide Builder's Risk Insurance for the project.

ARTICLE 11

STATUTORY REQUIREMENTS

A. NONDISCRIMINATION

In connection with the performance of CM pursuant to this Agreement, CM will not willfully discriminate against any employee or qualified applicant for employment because of race, color, religion, ancestry, national origin, local custom, habit, sex, age, sexual orientation, physical disability, veteran's status, medical condition (as defined in Section 12926 of the California Government Code), marital status, or citizenship (within the limits imposed by law or by The Regents' policy). CM will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, ancestry, national origin, local custom, habit, sex, age, sexual orientation, physical disability, veteran's status, medical condition (as defined in Section 12926 of the California Government Code), marital status, or citizenship (within the limits imposed by law). This equal treatment shall apply, but shall not be limited to, the following: upgrade, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships.

B. PREVAILING WAGE RATES

1. For purposes of this Article, the term subcontractor or subconsultant shall not include suppliers, manufacturers, or distributors. For purposes of this Article, workers employed by CM who are engaged in "general conditions" services shall not be subject to prevailing wage requirements, including paragraphs 11B, 11C, 11D, and 11E.

2. CM shall comply and shall ensure that all subcontractors comply with Section 1770, and the applicable sections that follow, including Section 1775 of the State of California Labor Code. References to "Covered Services" hereinafter shall mean services performed pursuant to this Agreement that are covered by the aforementioned provisions as implemented by the State of California Department of Industrial Relations.

3. The State of California Department of Industrial Relations has ascertained the general prevailing per diem wage rates in the locality, if any, listed in the written authorization for the performance of construction, alteration, demolition or repair work as defined in Section 1720 of the State of California Labor Code for each craft, classification, or type of worker required to perform the Covered Services hereunder. A schedule of the general prevailing per diem wage rates will be on file at District's principal facility office and will be made available to any interested party upon request. By this reference, such schedule is made part of this Agreement. CM shall pay not less than the prevailing wage rates, as specified in the schedule and any amendments thereto, to all workers employed by CM in the execution of the Covered Services hereunder. CM shall cause all subcontracts or subconsultant agreements to include the provision that all subcontractors shall pay not less than the prevailing wage rates to all workers employed by such subcontractor in the execution of the Covered Services hereunder. CM shall forfeit to District, as a penalty, not more than \$50 for each calendar day, or portion thereof, for each worker that is paid less than the prevailing wage rates as determined by the

Director of Industrial Relations for the work or craft in which the worker is employed for any portion of the Covered Services hereunder performed by CM or any subcontractor or subconsultant. The amount of this penalty shall be determined by the Labor Commissioner pursuant to applicable law. Such forfeiture amounts may be deducted from the CM fee. CM shall also pay to any worker who was paid less than the prevailing wage rate for the work or craft for which the worker was employed for any portion of the Covered Services hereunder, for each day, or portion thereof, for which the worker was paid less than the specified prevailing per diem wage rate, an amount equal to the difference between the specified prevailing per diem wage rate and the amount which was paid to the worker.

4. The District is obligated to meet certain contract compliance reporting requirements, and CM shall support and coordinate District's efforts in this endeavor.

C. PAYROLL RECORDS

1. CM and all subcontractors shall keep an accurate payroll record, showing the name, address, social security number, job classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyworker, apprentice, or other employee employed in connection with the Covered Services hereunder. All payroll records shall be certified as being true and correct by CM or subcontractors keeping such records; and the payroll records shall be available for inspection at all reasonable hours at the principal office of CM on the following basis:

a. A certified copy of an employee's payroll record shall be made available for inspection or furnished to such employee or the employee's authorized representative on request.

b. A certified copy of all payroll records shall be made available for inspection upon request to District, the State of California Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the State of California Division of Industrial Relations.

c. A certified copy of all payroll records shall be made available upon request by the public for inspection or copies thereof made; provided, however, that the request by the public shall be made to either District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. The public shall not be given access to such records at the principal offices of CM or subcontractors. Any copy of the records made available for inspection as copies and furnished upon request to the public or any public agency by District shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of CM awarded the Agreement or performing the Agreement shall not be marked or obliterated.

2. CM shall file a certified copy of the payroll records with the entity that requested the records within 10 days after receipt of a written request. CM shall inform District of the location of such payroll records for the written authorization, including the street address, city, and county; and CM shall, within 5 working days, provide notice of change of location of such records. In the event of noncompliance with the requirements of this Paragraph or with the State of California Labor Code Section 1776, CM shall have 10 days in which to comply following receipt of notice specifying in what respects CM must comply. Should noncompliance still be evident after the 10-day period, CM shall forfeit to District, as a penalty, \$25 for each day, or portion thereof, for each worker, until strict compliance is accomplished. Such forfeiture amounts may be deducted from the CM fee.

D. APPRENTICES

1. Only apprentices, as defined in the State of California Labor Code Section 3077, who are in training under apprenticeship standards and written apprentice agreements under Chapter 4, Division 3, of the State of California Labor Code, are eligible to be employed by CM and subcontractors as apprentices for the Covered Services hereunder. The employment and training of each apprentice shall be in accordance with the provisions of the apprenticeship standards and written apprentice agreements under which the apprentice is training.

2. Every apprentice shall be paid the standard wage to apprentices, under the regulations of the craft or trade at which the apprentice is employed, and shall be employed only for the Covered Services hereunder in the craft or trade to which the apprentice is indentured.

3. When CM or subcontractors employ workers in any apprenticeship craft or trade for the Covered Services hereunder, CM or subcontractors shall apply to the joint apprenticeship committee, which administers the apprenticeship standards of the craft or trade in the locality, if any, listed in the written authorization for the performance of construction, alteration, demolition or repair work as defined in Section 1720 of the State of California Labor Code, for a certificate approving CM or subcontractors under the apprenticeship standards for the employment and training of apprentices in the locality so identified. The committee will issue a certificate fixing the number of apprentices or the ratio of apprentices to journeyworkers who shall be employed in the craft or trade on the Covered Services hereunder. The ratio will not exceed that stipulated in the apprenticeship standards under which the joint apprenticeship committee operates; but in no case shall the ratio be less than one hour of apprentice work for every five hours of journeyman work, except as permitted by law. CM or subcontractors shall, upon the issuance of the approval certificate in each such craft or trade, employ the number of apprentices or the ratio of apprentices to journeyworkers fixed in the certificate issued by the joint apprenticeship committee or present an exemption certificate issued by the Division of Apprenticeship Standards.

4. "Apprenticeship craft or trade," as used in this Paragraph, shall mean a craft or trade determined as an apprenticeship occupation in accordance with rules and regulations prescribed by the Apprenticeship Council.

5. If CM or subcontractors employ journeyworkers or apprentices in any apprenticeship craft or trade in the locality, if any, listed in the written authorization for the performance of construction, alteration, demolition or repair work as defined in Section 1720 of the State of California Labor Code, and there exists a fund for assisting to allay the cost of the apprenticeship program in the trade or craft, to which fund or funds other contractors in the locality so identified are contributing, CM and subcontractors shall contribute to the fund or funds in each craft or trade in which they employ journeyworkers or apprentices on the Covered Services hereunder in the same amount or upon the same basis and in the same manner done by the other contractors. CM may include the amount of such contributions in computing its compensation under the Agreement; but if CM fails to do so, it shall not be entitled to any additional compensation therefore from District.

6. In the event CM willfully fails to comply with this Paragraph 11D, it will be considered in violation of the requirements of the Agreement.

7. Nothing contained herein shall be considered or interpreted as prohibiting or preventing the hiring by CM or subcontractors of journeyworker trainees who may receive on-the-job training to enable them to achieve journeyworker status in any craft or trade under standards other than those set forth for apprentices.

E. WORK DAY

1. CM shall not permit any worker providing Covered Services to labor more than 8 hours during any 1 day or more than 40 hours during any 1 calendar week, except as permitted by law and in such cases only upon such conditions as are provided by law. CM shall forfeit to District, as a penalty, \$25 for each worker employed in the execution of this Agreement by CM, or any subcontractors or subconsultant, for each day during which such worker is required or permitted to work providing Covered Services more than 8 hours in any 1 day and 40 hours in any 1 calendar week in violation of the terms of this Paragraph or in violation of the provisions of any law of the State of California. Such forfeiture amounts may be deducted from the compensation otherwise due under this Agreement. CM and each subcontractor or subconsultant shall keep, or cause to be kept, an accurate record showing the actual hours worked each day and each calendar week by each worker employed under this Agreement, which record shall be kept open at all reasonable hours to the inspection of District, its officers and agents, and to the inspection of the appropriate enforcement agency of the State of California.

ARTICLE 12

EXTENT OF AGREEMENT

12.1 AUTHORITY OF AGREEMENT

12.1.1 This Agreement represents the entire and integrated agreement between District and CM and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both District and CM.

12.2 EXHIBITS

12.2.1 This Agreement includes the following exhibit attached hereto:

Exhibit A: (Attached)

12.3 THIRD-PARTY BENEFICIARIES

12.3.1 Nothing contained in this Agreement is intended to make the construction Contractor or any construction Subcontractor (regardless of tier), any employee or agent of the construction Contractor or any Subcontractor or any person, including Design Professional, any consultant of Design Professional (regardless of tier), a third-party beneficiary of any obligations between District and CM.

ARTICLE 13

FEDERAL AND STATE GRANTS

In the event that a federal or state grant or other federal or state financing is used in the funding of this Project, CM shall permit the funding agency or its designee access to, and grant the funding agency the right to examine documents covering the services performed under this Agreement. CM shall comply with applicable federal or state agency requirements including, but not limited to, the requirements regarding hours, overtime compensation, nondiscrimination, and contingent fees.

ARTICLE 14

NOTICES

14.1 DISTRICT

Any notice may be served upon District by delivering it, in writing, to District at the address set forth on the last page of this Agreement, or by depositing it in a United States Postal Service deposit box with the postage fully prepaid and with the notice addressed to District at the aforementioned or by sending a facsimile of the notice to District's facsimile number set forth on the last page of this Agreement. Notice is effective only if and when it is actually received.

14.2 CONSTRUCTION MANAGER

Any notice may be served upon CM by delivering it, in writing, to CM at the address set forth on the last page of this Agreement, by depositing it in a United States Postal Service deposit box with the postage fully prepaid and with the notice

addressed to CM at the aforementioned address, or by sending facsimile of the notice to CM's facsimile number set forth on the last page of this Agreement. Notice is effective only if and when it is actually received.

ARTICLE 15

SUCCESSORS AND ASSIGNS

This Agreement shall be binding upon District and CM and their respective successors and assigns. Neither the performance of this Agreement nor any part thereof, nor any monies due or to become due hereunder, may be assigned by CM without the prior written consent and approval of District.

ARTICLE 16

TERMINATION OF AGREEMENT

16.1 DISTRICT-INITIATED TERMINATION

16.1.1 If CM has failed to perform in accordance with the terms and conditions of this Agreement, District may terminate all or part of the Agreement for cause. This termination shall be effective if CM does not cure its failure to perform within 30 days (or more, if authorized in writing by District) after receipt of a notice of intention to terminate from District specifying the failure in performance. If a termination for cause does occur, District will have the right to withhold monies otherwise payable to CM until the Project is completed. If District incurs additional costs, expenses, or other damages due to the failure of CM to properly perform pursuant to the Agreement, these costs, expenses, or other damages shall be deducted from the amounts withheld. Should the amounts withheld exceed the amounts deducted, the balance will be paid to CM upon completion of the Project. If the costs, expenses, or other damages incurred by District exceeds the amount withheld, CM shall be liable to District for the difference, except that CM's total liability under this paragraph shall be limited to the CM fee specified in paragraph 5.1.1.

16.1.2 District may terminate this Agreement for convenience at any time upon written notice to CM, in which case District will pay CM in full for all services performed and all expenses, including shut down and demobilization expenses, incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of CM, and to authorized Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.

16.2 CM-INITIATED TERMINATION

16.2.1 CM may terminate this Agreement for cause if District fails to cure a material default in performance within a period of 30 days, or such longer period as CM may allow, after receipt from CM of a written termination notice specifying the default in performance. In the event of termination for cause by CM, District will pay CM in accordance with subparagraph 16.1.2.

16.3 DOCUMENTS AND MATERIALS

16.3.1 In the event of Agreement termination by either party for any reason, District reserves the right to receive, and CM shall promptly provide to District, all documents and materials prepared by CM for the Project. In the event of termination, any dispute regarding the amount to be paid under Article 16 shall not derogate from the right of District to receive and use such documents or materials.

IN WITNESS WHEREOF, District and CONSTRUCTION MANAGER have executed this Agreement as of the date first written above (see Cover Page).

CONSTRUCTION MANAGER FIRM NAME: ProWest PCM, Inc., dba ProWest Constructors

By: Randy Craig, President
(Name) (Title)

(Signature) (Date)

CONSTRUCTION MANAGER FIRM ADDRESS: 22710 Palomar St.
Wildomar, CA 92595

CONSTRUCTION MANAGER TELEPHONE & FACSIMILE NUMBER: 951-678-1038 / 951-678-1034

EMPLOYER IDENTIFICATION NUMBER: 33-0647835 (Required)

DISTRICT: RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: James L. Buysse, Vice Chancellor, Administration & Finance
(Name) (Title)

(Signature) (Date)

DISTRICT ADDRESS: Riverside Community College District
4800 Magnolia Street
Riverside, CA 92506

DISTRICT TELEPHONE & FACSIMILE NUMBER: 951-222-8789
951-328-3588

Exhibit A
Construction Management Agreement
August 20, 2008
CM Scope of Services

Construction Phase

1. Chair and record regular biweekly progress meetings with the District, Architect and CM to make key decisions, resolve problems and maintain communication. Chair and record all Preconstruction meetings with all trade contractors and Special Inspectors. Chair and record special meetings such as prewaterproofing, prerooting, etc. Chair and record regular weekly prime trade contractor progress meetings between CM and all contractors. Chair and record regular weekly MEP coordination drawing meetings between CM and all above-ceiling contractors.
2. Provide direct supervision, coordination, scheduling and problem resolution for Prime Trade Contractors. This will include a full time on-site staff, complete with all associated general conditions.
3. Coordinate all Division 1 requirements.
4. Enforce Prime Trade Contractor contracts. Enforce scopes of work and contractor schedules.
5. Plan ahead to avoid problems. When problems arise, resolve them quickly. Research, analyze, record and recommend solutions for final decision by District.
6. Create a procurement schedule spreadsheet, which identifies all materials, equipment, 2nd tier suppliers and subcontractors, lead times, contacts, etc.
7. All budget and cost control. Produce a monthly budget control report which tracks budgets vs. contracts/change orders vs. payments vs. projected costs.
8. Request for Information (RFI), submittal and change order review, analysis and recommendation. Provide tracking reports and update biweekly.
9. Weekly quality control inspections and safety inspections.

10. Create and update the Critical Path Method construction schedule for the project. Communicate the schedule to all contractors. The schedule is to include submittal times and material lead times and will be reviewed and updated at regular meetings.
11. Produce formal, bound, monthly reports which summarize progress, finances, schedule and critical issues.
12. Coordinate soils testing and other special testing as required.
13. Coordinate all inspections with Inspector of Record (IOR).
14. Coordinate furniture, equipment and other owner furnished requirements with Prime Trade Contractors.
15. Review the safety programs of the Prime Trade Contractors and make appropriate recommendations to the District.
16. Observe the work of Prime Trade Contractors, review inspection reports and ensure necessary corrections are made.
17. Perform an above-ceiling punch list prior to closing ceiling areas. Record and distribute to all affected contractors. Manage completion of the outstanding items.
18. Assist Architect and the District in coordinating the checkout of utilities systems and equipment for readiness and assist in their initial start-up and testing by the Prime Trade Contractors.
19. Assist the team in coordination and installation of owner furnished items as required.
20. Secure substantial completion and District approval. Create a detailed punch list for completion by contractors.

Post Construction Phase

1. Manage completion of punch list. Secure warranties from contractors. Secure all final inspections. Prepare, for filing by the District, Notices of Final Completion for each contractor.

2. Make recommendations regarding final payments to contractors; obtain final lien releases from all subcontractors and suppliers; make recommendations for resolution of all change orders; make recommendations for payment of contractors after expiration of subcontractor lien period.
3. Secure all maintenance and operations manuals, along with all critical project data, neatly organize and bind into volumes and deliver to the District.
4. Assist with equipment installation and District move-in. Troubleshoot operating problems.

Warranty Phase – First Year

1. Assist the District with warranty work during first year of warranty period. Assist the District in the enforcement of warranty issues.

Fees

All fees are payable on a monthly basis.

Schedule

Mobilization and Construction to Substantial Completion – 17 months, beginning approximately March 1, 2009 and ending August 1, 2010.

Substantial Completion to Final Completion – 2 months, beginning approximately August 1, 2010 and ending October 1, 2010.

Preconstruction Phase and Bidding Phase Fee

The Preconstruction agreement (under separate contract) shall remain in place until such time as all Prime Trade Contracts have been bid and accepted by the Owner.

Construction and Substantial Completion Phase Fee

The fee for services during this phase will be a fixed fee of \$721,000. This fee will remain fixed regardless of future construction costs unless there is a major change in project scope. The construction phase timeframe from mobilization to substantial completion is estimated to be 17 months. If the duration of this phase exceeds 17 months through fault of the District, Design Professional or Contractors and through no fault of CM, compensation for any services provided during this extended period shall be adjusted to compensate CM for any additional costs reasonably incurred by CM as the result of such a delay, provided District has approved such adjustments in advance.

These extended services shall be approved in writing by the District. The fee will be billed as follows:

\$40,056 per month for 17 months
\$20,024 per month for the last 2 months (closeout)

It should be noted that the fees for services under the Preconstruction Agreement (under separate contract) may overlap the fees for the Construction Phase.

Warranty Phase Fee

Warranty services will be provided for 10 months at no additional charge.

General Conditions

CM general conditions costs shall be a fixed fee of \$1,333,000. This fee will remain fixed regardless of future construction costs unless there is a major change in project scope. A major change, defined as a 20% change in estimated cost, or size of Project Scope, will be subject to additional services. The construction phase timeframe from mobilization to substantial completion is estimated to be 17 months. If the duration of this phase exceeds 17 months through fault of the District, Design Professional or Contractors and through no fault of CM, compensation for any services provided during this extended period shall be adjusted to compensate CM for any additional costs reasonably incurred by CM as the result of such a delay, provided the District has approved such adjustments in advance. These extended services shall be approved in writing by the District. The fee will be billed as follows, beginning with construction mobilization onsite:

\$70,722 per month for 17 months
\$35,363 per month for the last 2 months (closeout)
\$60,000 for reimbursables

The following items are excluded from general conditions and will be paid directly by the District:

- .1 Temporary power usage
- .2 Temporary water usage
- .3 Survey (via professional services agreement)
- .4 Special Testing & Inspection (via professional services agreement)
- .5 Construction Cleanup, if required (sole source contract)

The following items are excluded from General Conditions and will be included in Bid Package Scopes of Work:

- .1 Temporary power and lights
- .2 Temporary water lines

- .3 Temporary phone lines
- .4 Temporary site protection and erosion control such as gravel, paving, sand bags, silt fence.

Insurance Fee

The fee for insurance shall be \$168,181. This fee will be billed at time of construction mobilization.

Insurance Provisions include:

CM and the District to be named as Additional Insureds on Prime Trade Contractor's policies.

Asbestos Prime Trade Contractors (PTC) contract scope (if required) to include added insurance requirements to protect CM and the District.

CM shall not be liable for the deductible portion of builder's insurance provided by the District through its self insured program. The District shall pay the deductible portion as required for verified CM losses on the jobsite. The Prime Trade Contractors shall be liable for the deductible portion of the Builder's Risk Insurance provided by the District through its self insured program.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-3

Date: August 19, 2008

Subject: Phase III-Norco/Industrial Technology Project – Change Orders

Background: On October 17, 2006, the Board of Trustee's approved an agreement with ProWest Constructors to provide multiple prime construction management services for the Phase III-Norco Industrial Technology Center. On December 11, 2007 the Board of Trustee's approved thirty-two (32) construction trade contractors for the multiple prime delivery method. The individual contractors will complete construction services throughout the Phase III-Norco/Industrial Technology Project.

Staff is now requesting the Board of Trustee's approval of Change Orders for changes throughout the Phase III-Norco/Industrial Technology Project for the following contractors: Versa Landscape (Amount \$11,225.51), D.F. Perez Construction (Amount \$13,998.30), and IAC Engineering (Amount \$31,071.16). Description of change order work is noted in the attached Change Order Summary.

To be funded from the Board approved project budget (State Construction Act Funds – Resource 4100 and District Measure “C” funds - Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve Change Orders for the Phase III-Norco/Industrial Technology Project for Versa Landscape - \$11,225.51, D.F. Perez Construction - \$13,998.30, and IAC Engineering - \$31,071.16 and authorize the Director of Capital Planning to sign the Change Orders.

Irving G. Hendrick
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

Riverside Community College District
Facilities, Planning, Design and Construction
Phase III-Norco/Industrial Technology Project
(Prepared Date: July 23, 2008)

CHANGE ORDER SUMMARY

Change Order: 1
Date: July, 23, 2008
Contractor: Versa Landscape, Inc. – Landscape and Irrigation

Approved Contract Amount:	\$107,850.00
Change Order Amount:	<u>\$11,225.51</u>
Revised Contract Sum:	\$119,075.51

Change Order Description:
The work consists of relocating main irrigation lines and sprinkler heads on the project site.

Change Order: 1
Date: July, 23, 2008
Contractor: D.F. Perez Construction, Inc. – Cast-in-Place Concrete and Reinforcing

Approved Contract Amount:	\$1,039,637.00
Change Order Amount:	<u>\$13,998.30</u>
Revised Contract Sum:	\$1,053,635.30

Change Order Description:
The work consists of removing and re-compacting soil, installing additional steel rebar and preparing footings for concrete pours as required by DSA Inspector.

Change Order: 1
Date: July, 23, 2008
Contractor: IAC Engineering – Earthwork and Site Demolition

Approved Contract Amount:	\$569,000.00
Change Order Amount:	<u>\$31,071.16</u>
Revised Contract Sum:	\$600,071.16

Change Order Description:
The work consists of providing additional excavation, access ramping and compaction grouting to reach required engineering design criteria as required by DSA Inspector.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-5

Date: August 19, 2008

Subject: Bradshaw Emergency Electrical Service Repair Project – Budget Approval -
Resolution No. 2-08/09

Background: During the construction of the Riverside City Campus Kitchen Project, it was discovered that the electrical distribution panel that serves the Bradshaw building is in an unsafe and dangerous condition. Since the building was constructed forty years ago, the panel has been reworked and rewired several times. The electrical load the panel services exceeds the current Uniform Building Code (UBC) and the National Electrical Code (NEC). After review by two electrical engineers and a Division of State Architect (DSA) inspector it has been determined that the panel should be replaced and an additional new panel should be installed in order to eliminate the potential of injury and fire hazard and to meet current building code requirements. As permitted under Public Contract Code (PCC) 20654, the District may authorize the initiation of emergency repairs. PCC reads as follows:

20654. (a) In an emergency when any repairs, alterations, work, or improvement is necessary to any facility of the college, or to permit the continuance of existing college classes, or to avoid danger to life or property, the board by unanimous vote, with the approval of the county superintendent of schools, may do either of the following:

- 1) Make a contract in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for bids.
- 2) Notwithstanding Section 20655, authorize the use of day labor or force account for the purpose.

Staff is now requesting that Board declare that an emergency exists for the repair and replacement of the electrical service for the Bradshaw building, and that the Board approve funding for the Bradshaw Emergency Electrical Service Repair Project in an amount not to exceed \$500,000 to cover the cost of preparing plans and specifications and to complete the work. Additionally, it is requested that the Board approve the attached Resolution No. 2-08/09 authorizing the emergency repairs.

To be funded from Measure “C” funds (Resource 4160)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-5

Date: August 19, 2008

Subject: Bradshaw Emergency Electrical Service Repair Project – Budget Approval -
Resolution No. 2-08/09 (continued)

Recommended Action: It is recommended that the Board of Trustees declare that an emergency exists for the repair and replacement of the electrical service for the Bradshaw building and that the Board of Trustees approve funding for the Bradshaw Emergency Electrical Service Repair Project in amount not to exceed \$500,000 and authorize the use of Measure “C” funds for the project, and that the Board approve Board Resolution No. 2-08/09 authorizing the Bradshaw Emergency Electrical Repairs.

Irving G. Hendrick
Interim Chancellor

Prepared by: Rick Hernandez
Director, Capital Planning
Facilities Planning, Design and Construction

Dr. Michael Webster
Riverside Community College District Planning Consultant
Facilities Planning, Design and Construction

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution No. 2-08/09

Resolution of the Board of Trustees of the Riverside Community College District
Authorizing Emergency Repairs to the Bradshaw Building Electrical Service

WHEREAS, Riverside Community College District (RCCD) is the owner of the Bradshaw Building on the Riverside City Campus.

WHEREAS, Riverside Community College District discovered that the electrical service in the Bradshaw Building was in a dangerous and unsafe condition.

WHEREAS, the Board of Trustees of the Riverside Community College District has determined that the above condition constitutes a danger to life and property; and

WHEREAS, Public Contract Code Section 20654 (a) (1) authorizes community colleges, with the approval of the County Superintendent of Schools, to make a contract on behalf of the District for the performance of labor and furnishing of materials or supplies without advertising for or inviting bids in the event of an emergency in order to avoid danger to life and property.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Riverside Community College District as follows:

Section 1: The Board of Trustees of the Riverside Community College District hereby declares that a danger to life and property exists at the Bradshaw Building on the Riverside City Campus.

Section 2: The Vice Chancellor, Administration and Finance of Riverside Community College District, or designee, is authorized to seek the approval of the Riverside County Superintendent of Schools to make the necessary contracts to avoid danger to life and property from this condition without advertising or inviting bids.

This is an exact copy of the resolution
Adopted by the governing board at
a regular meeting on August 19, 2008.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-6

Date: August 19, 2008

Subject: Quadrangle Modernization Project – Change Order No. 8

Background: On November 15, 2005, the Board of Trustees awarded a contract to ASR Constructors, Inc for the modernization and construction of the Quadrangle Building located at the Riverside City Campus. The Board has previously approved Change Orders Nos. 1, 2, 3, 4, 5, 6 & 7 bringing the total project award to \$16,124,665.

Staff is now requesting Board of Trustees approval of Change Order No. 8 for changes throughout the Quadrangle Modernization Project (description of change order work is noted in the attached Change Order Summary) totaling \$185,754. Additionally, staff is requesting Board of Trustees approval of Measure “C” funding in the amount of \$185,754 to fund Change Order No. 8.

To be funded from District Measure “C” funds (Resources 4160).

Recommended Action: It is recommended that the Board of Trustees approve Change Order No. 8 for the Quadrangle Modernization Project in the amount of \$185,754, approve funding in the amount of \$185,754 in Measure “C” funds and authorize the Director of Capital Planning to sign the Change Order.

Irving G. Hendrick
Interim Chancellor

Prepared by: Rick Hernandez
Director, Capital Planning
Facilities Planning, Design and Construction

Dr. Michael Webster
Riverside Community College District Planning Consultant
Facilities Planning, Design and Construction

Riverside Community College District
Facilities, Planning, Design and Construction
Quadrangle Modernization Project
(Prepared Date: July 30, 2008)

CHANGE ORDER SUMMARY

Change Order: 8
Date: July, 30, 2008
Contractor: ASR Constructors
Architect: Steinberg Architects

Approved Contract Amount:	\$16,124,665.00
Change Order Amount:	<u>\$185,754.00</u>
Revised Contract Sum:	\$16,310,419.00

Change Order Description:

<u>Item No.</u>	<u>Description</u>
COR 02R	Asbestos abatement of floor tile in photo area COST: \$5,405
COR 6	Asbestos abatement at piping insulation COST: \$2,232
COR 13R	Asbestos abatement of floor tile in gallery COST: \$5,568
: COR 95	Provide leader heads & downspouts/PR19. COST: \$6,045
COR 133	Doors & frames additions COST: \$14,650
COR 138	Framing & drywall modifications work/PR 35 COST: \$19,386
COR 140	Provide lighting and electrical/PR53 COST: \$5,674
COR 142	Provide Lecture Hall shade control/PR 48 COST: \$15,314
COR 144	Office 239D Fire Rating/PR 49 COST: \$557
COR 145	Added drywall and framing in room 144/PR 49 & 53 COST: \$1,130
COR 146	Make up water for new HVAC/basement COST: \$ 3,986

COR 147	Drywall for added door at room 218C/PR 33 COST: \$254
COR 148	Taping & Texturing for added fire extinguisher cabinets in basement COST: \$442
COR 153	Upgrade schedule 200 with 40 irr/lines/PR # 52 COST: \$4,077
COR 155	Add power for security phones and FACP conduiting/PR 58 COST: \$18,002
COR 157	Relocate detector to new louver/PR 57 COST: \$2,036
COR 158	Power extension for lecture hall projector COST: \$806
COR 160	Projector/Screen changes/PR 36 COST: \$4,924
COR 162	Add Electric/PR 61 COST: \$7,386
COR 163	Power for abandoned outlets in room 15/PR 62 COST: \$2,471
COR 165	Added electric for new lighting and modified hall lighting/PR 65 COST: \$18,925
COR 167	Elevator flooring charge/PR 51 COST: \$991
COR 169	Change toilet room # 142 A Flooring COST: \$375
COR 171	Basement corridor fire rating upgrade COST: \$7,263
COR 172	Add track & studs at corner of clock tower COST: \$1,012
COR 173	Framing/PR 36.1 COST: \$2,889
COR 174	Added drywall at projector & mezzanine COST: \$1,335
COR 175	Added framing and a gyp board work in rooms 16, 214, 207 & 208B COST: \$1,262
COR 176	RFI # 202/elevator sill changes COST: \$3,748
COR 177	Change fabric; add panels for lecture hall acoustic COST: \$6,038

COR 178	Weather proof door A-14-V/PR 66 COST: \$656
COR 179	Added electric/PR 67 COST: \$8,537
COR 180	Added electrical/PR 61.1 COST: \$1,716
COR 181	Hardware changes/PR 54 COST: \$14,818
COR 182	Threshold size increase changes COST: \$363
COR 183	Door 208A added/PR 23 COST: \$991
COR 184	Remove non-required basement conduit. COST: \$8,484
COR 185	Transformer credit COST: <\$10,284>
COR 186	Add condensate pumps from moving basement HVAC units COST: \$1,740
COR 201	Elevator operator for furniture placement COST: \$2,303
COR 203	Credit for deletion of COR 180 COST: <\$1,716>
COR 004	Adding PRV valves to water system COST: \$10,139
COR 005	Delete casework/PR 27 COST: <\$300>
COR 007	Delete IT cable provided by District COST: <\$10,610>
COR 008	Credit course of construction power usage cost COST: <\$2,500>
COR 009	Credit TV brackets installation COST: <\$1,500>
COR 010	Credit fire alarm dialer COST: <\$1,266>
Total C.O. # 8	\$185,754

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-1

Date: August 19, 2008

Subject: Norco Student Support Center Project – Project/Budget Approval

Background: On November 21, 2006, the Board approved the Planning, Design and Construction of the Norco Student Support Center Project.

On February 20, 2007 the Board approved an agreement with Harley Ellis Devereaux (HED) to work with the campus and District staff to prepare program plans, including a Final Project Proposal (FPP), detailed plans, specifications and working drawings for the Norco Student Support Center.

Staff is now requesting Board approval of the final design for the Norco Student Support Center Project. Additionally staff is requesting approval of a final project budget for the Norco Student Support Center Project in the amount of \$19,994,500.

To be funded by the District Measure “C” Funds (Resource 4160).

Recommended Action: It is recommended that the Board approve the final design for the Norco Student Support Center Project and approve the final project budget in the amount of \$19,994,500 using District Measure “C” funds.

Irving G. Hendrick
Interim Chancellor

Prepared by: Norm Godin
Vice President
Business Services (Norco)

Gaither Loewenstein
Vice President
Educational Services (Norco)

Rick Hernandez
Director, Capital Planning
Facilities Planning, Design and Construction

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-D-1

Date: August 19, 2008

Subject: Revised 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 the Board of Trustees and Academic Affairs have come before the Board for first reading.

Board of Trustees

Policy 2010 – Board Membership. Updates and replaces, in part, current Policy 1010 – Legal Authority and Organization.

Policy 2015 – Student Trustee. Updates and replaces current Policy 1016 – Student Member of Governing Board.

Policy 2100 – Board Elections. Updates and replaces current Policy 1015 – Elections and Terms of Members.

Policy 2110 – Vacancies on the Board. This is a new policy for the District.

Policy 2210 – Officers. This is a new policy for the District.

Policy 2220 – Committees of the Board. This replaces, in part, current Policy 1011 – Board of Trustees Committee Bylaws.

Policy 2305 – Annual Organizational Meeting. This replaces, in part, current Regulation 1010 – Legal Authority and Organization.

Policy 2310 – Regular Meetings of the Board. This is a new policy for the District.

Policy 2315 – Closed Sessions. This replaces, in part, current Regulation 1010 – Legal Authority and Organization.

Policy 2320 – Special, Emergency and Adjourned Meetings. This is a new policy for the District.

Policy 2330 – Quorum and Voting. This replaces, in part, current Regulation 1010 Legal Authority and Organization.

Policy 2340 – Agendas. This replaces, in part, current Regulation 1010 Legal Authority and Organization.

Policy 2355 – Decorum at Board Meetings. This is a new policy for the District.

Policy 2360 – Minutes. This is a new policy for the District.

Policy 2365 – Recording. This is a new policy for the District.

Policy 2432 – Chancellor Succession. This is a new policy for the District.

Policy 2610 – Presentation of Initial Collective Bargaining Proposals. This is a new policy for the District.

Policy 2716 – Political Activity. This is a new policy for the District.

Policy 2717 – Personal Use of Public Resources. This is a new policy for the District.

Policy 2720 – Communications Among Board Members. This is a new policy for the District.

Policy 2730 – Health and Welfare Benefits. This is a new policy for the District.

Policy 2735 – Board Member Travel. This is a new policy for the District.

Policy 2745 – Board Self-Evaluation - This policy was originally approved by the Board in May of 2007 as part of the accreditation preparation. The change indicates that the Board will conduct a self-assessment at least annually, instead of quarterly as the original document stated.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-D-1

Date: August 19, 2008

Subject: Revised Board Policies – First Reading – Continued

Academic Affairs

Policy 4050 – Articulation – This policy was also originally approved by the Board in May of 2007. The main change reflects an update in terminology currently used among community colleges, the area high schools, and ROP's.

Recommended Action: It is recommended that the Board of Trustees accept for first reading Policies 2010, 2015, 2100, 2110, 2210, 2220, 2305, 2310, 2315, 2320, 2330, 2340, 2355, 2360, 2365, 2432, 2610, 2716, 2717, 2720, 2730, 2735, 2745 and 4050.

Irving Hendrick
Interim Chancellor

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

Riverside Community College District Policy

No. 2010
Board of Trustees
DRAFT

BP 2010 BOARD MEMBERSHIP

References:

Education Code Sections 72023, 72103, and 72104

The Board of Trustees of the Riverside Community College District, serving at the will of the electorate, derives its powers and duties from the Constitution and Legislature of the State of California as set forth in the Education Code and Title 5, California Code of Regulations, and directives from the Board of Governors for the California Community Colleges.

The Board of Trustees shall consist of five members elected by the qualified voters of the District. Members shall be elected at large.

The Board of Trustees is charged with the governance of the Riverside Community College District and holds the Chancellor of the District responsible for the administration and management of the District.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board of Trustees.

An employee of the District may not be sworn into office as an elected or appointed member of the Board of Trustees unless he or she resigns as an employee.

No member of the Board of Trustees shall, during the term for which he or she is elected, hold an incompatible office.

***NOTE:** The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **regular type** is from current Riverside Community College District Policy 1010 titled Legal Authority and Organization adopted in July 1964 and amended on the following dates: May 7, 1975, November 6, 1984, May 16, 1995, and May 17, 2005.*

Date Adopted:

(Replaces current Riverside CCD Policy 1010)

Riverside Community College District Policy

No. 2015

Board of Trustees
DRAFT

BP 2015 STUDENT *TRUSTEE*

References:

Education Code Sections 72023.5 and 72103

The Board of Trustees shall include *one* non-voting student *trustee*. The term of office shall be one year commencing *the first day after the end of the spring semester*.

The student *trustee* shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student shall maintain a 2.0 GPA throughout their term on the Board. The student *trustee* is not required to give up employment with the District.

The student *trustee* shall be seated with the Board of Trustees and shall be recognized as a full member of the Board at meetings. Except for closed sessions, the student *trustee* is entitled to participate in discussion of issues and receive all materials presented to members of the Board of Trustees. The student *trustee* shall be entitled to any mileage allowance necessary to attend Board Meetings to the same extent as publicly elected Board members.

~~❖ From current RCCD Policy 1016/6016 titled Student Member of Governing Board~~

~~A nonvoting student member shall be seated with the members of the governing board and shall be recognized as a full member, having all the rights and privileges extended to and responsibilities of other members except that the student member shall not have the right to vote on any matters before the governing board nor shall the student member have the right to attend those meetings which are defined as closed or special sessions of the Governing Board.~~

NOTE: The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **regular type** is from current Riverside Community College District Policy 1016/6016 titled Student Member of Governing Board adopted on March 20, 1979 and amended on March 7, 1989.

Date Adopted:

(Replaces current Riverside CCD Policy
1016/6016)

Riverside Community College District Policy

No. 2100

Board of Trustees
DRAFT

BP 2100 BOARD ELECTIONS

References:

Education Code Sections 5000 et seq.

The Board of Trustees for the Riverside Community College District consists of five members elected at large. ~~for terms of four years.~~ Eligibility requirements, dates of elections and methods of dealing with vacancies are set forth in the **procedures** regulations.

The term of office of each Board member shall be four years, commencing on *the first Friday in December* following the election. Elections shall be held every two years, in even numbered years. Terms of Board of Trustees members are staggered so that, as nearly as practical, one half of the Board members shall be elected at each Board member election.

NOTE: The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **regular type** is from current Riverside Community College District Policy 1015 titled Election and Terms of Members Policy adopted in July 1964 and amended on the following dates: May 7, 1975, November 20, 1979, November 6, 1984, and November 20, 1995.

Date Adopted:

(Replaces current Riverside CCD Policy 1015)

Riverside Community College District Policy

No. 2110

**Board of Trustees
DRAFT**

BP 2110 VACANCIES ON THE BOARD

References:

Education Code Sections 5090 et seq.;
Government Code Section 1770

Vacancies on the Board of Trustees may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board of Trustees shall be governed by Education Code 5090.

Within sixty (60) days of the vacancy or filing of a deferred resignation, the Board of Trustees shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for Board of Trustees members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board of Trustees members at a public meeting.

NOTE: *The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Adopted:

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

Riverside Community College District Policy

No. 2210
Board of Trustees
DRAFT

BP 2210 OFFICERS

Reference:

Education Code Section 72000

At the annual organizational meeting, the Board of Trustees shall elect from among its members a President, Vice President and Secretary of the Board.

The terms of officers shall be for one year.

The Board of Trustees does not have an official system of rotation of officers; it elects the officers each year from among all its members.

NOTE: *The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Adopted:

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

Riverside Community College District Policy

No. 2220

**Board of Trustees
DRAFT**

BP 2220 COMMITTEES OF THE BOARD

Reference:

Government Code Section 54952

The Board of Trustees may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board of Trustees action shall comply with the requirements of the Brown Act and with policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory, are not required to comply with the Brown Act, or with policies regarding open meetings unless they are standing committees.

The Board of Trustees of the Riverside Community College District will hold regular committee meetings, **as set forth in Administrative Procedure 2220.**

NOTE: This policy is **legally advised**. The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **regular type** is from current Riverside Community College District Policy 1011 titled Board of Trustees' Committee Bylaws adopted on October 19, 1999.

Date Adopted:

(Replaces current Riverside CCD Policy 1011)

BP 2305 ANNUAL ORGANIZATIONAL MEETING

Reference:

Education Code Section 72000(c)(2)(A)

~~Meetings of the Board~~

~~A. Annual Organization Meeting~~

The Board of Trustees shall hold an annual organizational meeting to elect a President (Chair), a Vice President (Vice Chair) and a Secretary of the Board, from its members. In a year in which a regular election for Board Members is conducted, the meeting shall be held within 15 days after the elected Board member(s) take office. In years in which no regular election for Board Members is conducted, the meeting shall be held during the same 15-day period on the calendar. The Chancellor of the District shall serve as Secretary/**Clerk** to the Board. Appointments shall be made to various committees and associations as may be deemed appropriate by the Board at this meeting.

The Board shall also conduct any other business it deems necessary at the annual organizational meeting.

NOTE: The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). Language in regular type is from Current RCCD Regulation 1010, titled Legal Authority and Organization and adopted in July 1964 and amended on the following dates: May 7, 1975, November 6, 1984, May 16, 1995, and May 17, 2005

Date Adopted:

(This replaces, in part, current RCCD Regulation 1010.)

Riverside Community College District Policy

No. 2310

**Board of Trustees
DRAFT**

BP 2310 REGULAR MEETINGS OF THE BOARD

References:

Education Code Section 72000(d);
Government Code Sections 54952.2, 54953 et seq., and 54961

Regular meetings of the Board of Trustees shall be held *within the geographical boundaries of the District.*

Agendas for each meeting will be posted 72 hours prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board of Trustees shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board of Trustees shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

NOTE: *The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Adopted:

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

Riverside Community College District Policy

No. 2315
Board of Trustees
DRAFT

BP 2315 CLOSED SESSIONS

References:

Education Code Section 72122;
The Brown Act - Government Code Sections 54956.8, 54956.9, 54957,
54957.6;
and **Government Code Section** 11125.4

Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- **the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;**
- **charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.**
- **advice of counsel on pending litigation, as defined by law;**
- **consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;**
- **real property transactions;**
- **threats to public security;**
- **review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;**
- **discussion of student disciplinary action, with final action taken in public;**
- **conferring of honorary degrees;**
- **consideration of gifts from a donor who wishes to remain anonymous;**
- **to consider its response to a confidential final draft audit report from the Bureau of State Audits.**

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board of Trustees shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board of Trustees or by law.

~~❖ From current RCCD Regulation 1010 titled Legal Authority and Organization~~

G. Closed Sessions

~~The Board may hold closed sessions as follows:~~

- ~~1. With its negotiator prior to the purchase, sale, exchange, or lease of real property by or for the District to grant authority to its negotiator regarding price and terms of payment. Prior to the closed session, the Board shall hold an open and public session in which it identifies the real property(ies) concerned and the person(s) with whom its negotiator may negotiate. (G.C. 54956.8)~~
- ~~2. Based on advice of its legal counsel to confer with, or receive advice from, its legal counsel regarding pending litigation when discussion in open session concerning these matters would prejudice the position of the District in the litigation. Prior to the closed session, the Board shall set forth on the agenda or publicly announce the statute that authorizes this session. (G.C. 54956.9)~~
- ~~3. With the Attorney General, District Attorney, Sheriff or Chief of Police, or their deputies, on matters posing a threat to the security of District's facilities or a threat to the public's right of access to District facilities, or from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session. (G.C. 54956.95)~~
- ~~4. With the District's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, and, for unrepresented employees, any other matter within the statutorily provided scope of representation. Such sessions shall be for the purpose of reviewing its position and instructing the District's designated representatives. Such sessions may take place prior to and during consultation and discussions with representatives of employee organizations and unrepresented employees. Such sessions with designated representatives regarding salaries, salary schedules, or compensation paid in the form of benefits may include discussion of the District's available funds and funding~~

~~priorities, but only insofar as these discussions relate to providing instructions to the designated representative. (G.C. 54957.6)~~

- ~~5. To consider the conferring of honorary degrees or to consider gifts from a donor who wants to remain anonymous. (E.C. 72122)~~

~~The Board shall, unless a request has been made by the student, parent or guardian, in case of a minor, hold closed sessions if the Board is considering the suspension of, or disciplinary action or any other action in connection with any student of the District, if a public hearing upon the question would lead to the giving out of information concerning students which would be in violation of state or federal law regarding the privacy of student records. (E.C. 72122)~~

NOTE: The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in regular type is from current RCCD Regulation 1010, titled Legal Authority and Organization and adopted in July 1964 and amended on the following dates: May 7, 1975, November 6, 1984, May 16, 1995, and May 17, 2005

Date Adopted:

(This replaces, in part, current RCCD Regulation 1010)

Riverside Community College District Policy

No. 2320

**Board of Trustees
DRAFT**

BP 2320 SPECIAL, EMERGENCY AND ADJOURNED MEETINGS

References:

Education Code Section 72129;
Government Code Sections 54956, 54956.5, and 54957

Special meetings may from time to time be called by the President of the Board of Trustees or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

Meetings of the Board may be adjourned and re-adjourned at a later date.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

NOTE: *The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Adopted:

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

BP 2330 QUORUM AND VOTING

References:

Education Code Sections **70902(b)(13)**, 72000(d)(3), 81310 et seq., 81365, **81379**, **81430-81433**, **81470-81474**, **81510 and 81511**;
Government Code Section 53094;
Code of Civil Procedure Section 1245.240
Title 5, Section 58307

A quorum of the Board shall consist of a simple majority of the members.

All motions will be passed by majority vote of all the membership constituting the governing board, **except as noted below.**

No action shall be taken by secret ballot.

The following actions require a two-thirds majority vote of all members of the Board of Trustees:

- **Resolution of intention to sell or lease real property (except where a unanimous vote is required);**
- **Resolution of intention to dedicate or convey an easement;**
- **Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;**
- Transfer of District funds from reserve for contingencies to any expenditure classification.
- Lease of District real property for a term not exceeding three months having a residence thereon, which cannot be developed for District purposes because of the unavailability of funds.
- Resolution of intention to exchange District real property for the real property of another person or private business.
- **Resolution to condemn real property.**
- As may be otherwise required by law.

The following actions require a unanimous vote of all members of the Board of Trustees:

- ***Resolution authorizing the sale***, exchange, grant or quitclaim **of** all or any interest in, or lease, to another public entity for a term not exceeding 99 years, of District real property not needed for classroom purposes.

- Sale of District personal property not needed for school purposes and the value of which does not exceed ~~\$5,000~~ \$2,500.
- Exchange of District real property to settle a dispute with adjacent owner of real property.
- **Resolution to enter into and be a party to a** community lease for the extraction and taking of gas, not associated with oil, from real property owned by the District and other parties.
- As may be otherwise required by law.

~~❖ From current RCCD Regulation 1010 titled Legal Authority and Organization~~

~~I. Quorum~~

~~Three members present will constitute a quorum for the transaction of business, except as otherwise provided **below** by Article I. J. below. (E.C. 72000)~~

~~J. Voting Requirements Other Than a Majority Vote~~

~~A two-thirds vote of all the membership constituting the Board is required with respect to the following:~~

- ~~1. Transfer of District Funds from reserve for contingencies to any expenditure classification. (C.C.R. 58307)~~
- ~~2. Declaration of intent to sell or lease District real property if public bidding procedure is required. (E.C. 81365)~~
- ~~3. Lease of District real property for a term not exceeding three months having a residence thereon, which cannot be developed for District purposes because of the unavailability of funds. (E.C. 81379)~~
- ~~4. Exchange of District real property for real property of another person. (E.C. 81471).~~
- ~~5. As may be otherwise required by law.~~

~~A unanimous vote of all the membership constituting the Board is required with respect to the following:~~

- ~~1. Sell, exchange, grant or quitclaim all or any interest in, or lease, to another public entity for a term not exceeding 99 years, District real property not needed for classroom purposes. (E.C. 81430, 81432)~~

- ~~2. Sale of District personal property not needed for school purposes and the value of which does not exceed \$2,500. (E.C. 81452)~~
- ~~3. Exchange of District real property to settle a dispute with adjacent owner of real property. (E.C. 81481)~~
- ~~4. Community Lease for the extraction and taking of gas, not associated with oil, from real property owned by District and other parties. (E.C. 81510, 81511).~~
- ~~5. As may be otherwise required by law.~~

NOTE: The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in regular type is from current Riverside Community College District Regulation 1010 titled Legal Authority and Organization approved on May 17, 2005. The language in **bold italic type** is provided by RCCD staff.

Date Adopted:

(This replaces, in part, current RCCD Regulation)

Riverside Community College District Policy

No. 2340
Board of Trustees
DRAFT

BP 2340 AGENDAS

References:

Education Code Sections 72121 and 72121.5;
Government Code Sections 6250 et seq. and 54954 et seq.

~~Agenda Posting; Action on Other Matters~~

At least 72 hours before a regular meeting, an agenda shall be posted containing a brief general description of each item of business to be transacted or discussed. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. The agenda shall be prepared by the Chancellor of the District, or his designee, **in consultation with the Board of Trustees President**. ~~Proposed agenda items are to be submitted to the Chancellor of the District three weeks before the regular Board meetings.~~
(G.C. 54954.2)

No action or discussion shall be taken on any item not appearing on the posted agenda, except that Board Members may briefly respond to statements made or questions posed by persons exercising their public testimony rights. In addition, on their own initiative, or in response to questions posed by the public, a Board Member, or District administrative personnel (Staff), may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a Board Member, or the Board, may provide a reference to Staff or other resources for factual information, request Staff to report back to the Board at a subsequent meeting concerning any matter or take action to direct Staff to place a matter, of business on a future agenda. (G.C. 54954.2)

Notwithstanding the foregoing, the Board may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any such item, the Board shall publicly identify the item. (G.C. 54954.2)

1. Upon a determination by a majority vote that an emergency situation exists as defined in **Administrative Procedure 2320**. ~~I.F. above.~~
2. Upon a determination by two-thirds vote, or if less than two-thirds of the Members are present, a unanimous vote of those Members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted.

3. The item was posted as provided above for a prior meeting occurring not more than 5 calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

The order of business may be changed by consent of the Board.

The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting *in accordance with Administrative Procedure 2345 – Public and Employee Participation at Board Meetings*. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

NOTE: *The language in regular type is from current Riverside Community College District Regulation 1010 titled Legal Authority and Organization approved on May 17, 2005. The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **bold italic type** is provided by RCCD staff.*

Date Adopted:

(This replaces, in part, current RCCD Regulation 1010)

Riverside Community College District Policy

No. 2355

**Board of Trustees
DRAFT**

BP 2355 DECORUM AT BOARD MEETINGS

References:

Education Code Section 72121.5;
Government Code Section 54954.3(b)

The following *situations that occur at any open, agendized meeting of the Board of Trustees* will be ruled out of order by the presiding officer:

- Remarks or discussion in public meetings on charges or complaints which the Board of Trustees has scheduled to consider in closed session;
- Profanity, obscenity, and other offensive language; and
- Physical violence and/or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board of Trustees for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board of Trustees. If the behavior continues, the person(s) may be removed by a vote of the Board of Trustees, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board of Trustees may order the meeting room cleared and may continue in session. The Board of Trustees shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

NOTE: *The language in bold type is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Adopted:

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

Riverside Community College District Policy

No. 2360
Board of Trustees
DRAFT

BP 2360 MINUTES

References:

Education Code Section 72121(a);
Government Code Section 54957.5

The Chancellor shall cause minutes to be taken of all meetings of the Board of Trustees. The minutes shall record all actions taken by the Board of Trustees. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

***NOTE:** The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Adopted:

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

Riverside Community College District Policy

No. 2365

**Board of Trustees
DRAFT**

BP 2365 RECORDING

References:

Education Code Section 72121(a);
Government Code Sections 54953.5 and 54953.6

If the Board of Trustees causes any tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Chancellor is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board of Trustees may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board of Trustees finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

NOTE: *The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Adopted:

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

Riverside Community College District Policy

No. 2432

**Board of Trustees
DRAFT**

BP 2432 CHANCELLOR SUCCESSION

References:

Education Code Sections 70902(d) and 72400;
Title 5 Section 53021(b)

The Board of Trustees delegates authority to the Chancellor to appoint an acting Chancellor to serve in his or her absence for short periods of time, not to exceed *thirty (30) calendar days* at a time.

The Board of Trustees shall appoint an acting Chancellor for periods exceeding *thirty (30) calendar days*.

In the absence of the Chancellor and when an acting Chancellor has not been named, administrative responsibility *may be designated to one of the following positions*:

- *Vice Chancellor, Academic Affairs*
- *Vice Chancellor, Administration and Finance*
- *Vice Chancellor, Student Services/Operations*

NOTE: The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). Language in **bold italic type** is provided by RCCD staff.

Date Adopted:

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

Riverside Community College District Policy

No. 2610

**Board of Trustees
DRAFT**

**BP 2610 PRESENTATION OF INITIAL COLLECTIVE BARGAINING
PROPOSALS**

Reference:

Government Code Section 3547

The Chancellor is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of Trustees of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration.

NOTE: *The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Adopted:

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

Riverside Community College District Policy

No. 2716
Board of Trustees
DRAFT

BP 2716 POLITICAL ACTIVITY

References:

Education Code Sections 7054 and 7056;
Government Code Section 8314

Members of the Board of Trustees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board of Trustees may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.

***NOTE:** The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Adopted:

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

Riverside Community College District Policy

No. 2717

**Board of Trustees
DRAFT**

BP 2717 PERSONAL USE OF PUBLIC RESOURCES

References:

Government Code Section 8314;
Penal Code Section 424

No Board of Trustees member shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

***NOTE:** The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Adopted:

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

Riverside Community College District Policy

No. 2720
Board of Trustees
DRAFT

BP 2720 COMMUNICATIONS AMONG BOARD MEMBERS

Reference:

Government Code Section 54952.2

Members of the Board of Trustees shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board of Trustees.

NOTE: *The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Adopted:

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

BP 2730 HEALTH AND WELFARE BENEFITS

Reference:

Government Code Section 53201

Members of the Board of Trustees shall be permitted to participate in the District's health and welfare benefits program, which includes medical, dental and life insurance. The District shall pay the premiums for said benefits as long as the individual is an active member of the Board.

Former members of the Board of Trustees may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board of Trustees after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years, and who agree to and do pay the full costs of the health benefits. All other former Board of Trustees members may continue to participate in the District's health benefits programs on a self-pay basis.

NOTE: The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

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

Riverside Community College District Policy

No. 2735
Board of Trustees
DRAFT

BP 2735 BOARD MEMBER TRAVEL

Reference:

Education Code Section 72423

All Board members shall make every effort to attend state and local conferences and other activities specifically provided for Trustees, and shall notify the Chancellor's office of their intention to travel to said conferences/activities.

Travel expenses will be paid by the District whenever a Board member travels as a representative the Board and/or performs services directed by the Board.

Reimbursement for travel expenses shall be in accordance with Administrative Procedure 6900.

NOTE: *The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Adopted:

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

BP 2745 BOARD SELF-EVALUATION

References:

Accreditation Standards IV.B.1.e and g

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

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

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

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

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

In keeping with these principles the Board of Trustees establishes a continuous ~~quarterly~~ self-assessment process to both consider its effectiveness and model its commitment to continuous improvement, **and said process will be conducted no less than annually**. The process is intended to assist the Board in the assessment of its performance as a whole body. It is not intended to evaluate or assess the performance of individual Board members.

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

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

senior administrative staff. Therefore, much of this conversation is reflected in the Board's Chancellor assessment process.

- G. Process Guardianship: The Board assesses its role in assuring that the District engages in appropriate budgeting, planning, institutional assessment and other processes. If it desired, the Board could discuss its own structure, policies, practices and procedures.

Date Adopted: May 15, 2007

Revised:

(Replaces Policy 1044)

Riverside Community College District Policy

No. 4050

**Academic Affairs
DRAFT**

BP 4050 ARTICULATION

References:

Title 5 Sections 51022(b); Education Code Sections 66720-66744

Recognizing the importance of supporting the articulation of courses between the Riverside Community College District (**RCCD**) and **secondary education institutions**, ~~area high school districts, and the Regional Occupational Programs,~~ the Board of Trustees endorses and supports a process through which high school students are provided the opportunity to earn college credit for articulated courses thereby permitting a smooth transition from **secondary to post secondary education** ~~school to college.~~

The Chancellor shall establish procedures that assure appropriate articulation of the District's educational programs with proximate **secondary education institutions** ~~high schools and baccalaureate institutions.~~

The procedures also may support articulation with institutions, including, **but not limited to**, other community colleges and **secondary education institutions** ~~those that are not geographically proximate, resulting in but that are appropriate and advantageous for partnerships with RCCD. the District.~~

Date Adopted: May 15, 2007

Revised:

(Replaces Policy 5110)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-D-2

Date: August 19, 2008

Subject: Revised Board Policies – Second Reading

Background: In keeping with our current process of updating our current Board Policies and adopting new Policies, the items below pertaining to the Board of Trustees and Academic Affairs have come before the Board for second reading and approval.

Board of Trustees

Policy 2510 – Participation in Local Decision Making - This policy was originally approved by the Board in May of 2007. The additional language is a result of discussion that took place at the Board Governance Committee meeting on June 10, 2008, between the Board, CSEA and Academic Senate.

Academic Affairs

Policy 4000 – Academic Rank - Current Policy 3092, updated. This document has been revised and Academic Senate and Administration are in agreement as to the revisions.

Recommended Action: It is recommended that the Board of Trustees approve Policies 2510 and 4000.

Irving G. Hendrick
Interim Chancellor

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

Riverside Community College District Policy

No. 2510

**Board of Trustees
DRAFT**

BP 2510 PARTICIPATION IN LOCAL DECISION MAKING

References:

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

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

Procedures shall be established, consistent with minimum standards established by the Board of Governors, to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, and to ensure the right to participate effectively in District and College governance.

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

Academic Senate (Title 5 Sections 53200-53206)

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

Staff (Title 5 Section 51023.5(a)(4)and (6))

Staff shall be provided with opportunities to participate in the formulation and development of District and college policies and procedures, ***and in those processes for jointly developing recommendations for action by the Board, that the Board reasonably determines, in consultation with staff, that have, or will have, a significant affect on staff.*** The opinions and recommendations of the CSEA and the Management Association ***staff*** will be given every reasonable consideration.

Students (Title 5 Section 51023.7)

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

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

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

Date Adopted: May 15, 2007

Riverside Community College District Policy

No. 4000

**Academic Affairs
DRAFT**

BP 4000 ACADEMIC RANK

References:

As an institution of higher education, the Riverside Community College District is an institution of higher education, the District will award to the faculty the ranks of Instructor, Assistant Professor, Associate Professor, Professor and Professor Emeritus for those individuals who earn these titles by meeting specific requirements.

Criteria and procedures to achieve these ranks will be developed jointly by the Academic Senate and the Administration.

❖ From current Riverside CCD Policy 3092 titled Academic Rank

~~Recognizing the value accrued to the College, to students, and to the community through the improvement of the instructional process which can result from continued and systematic faculty professional growth, the District encourages faculty incentives through a number of methods including recognition through titles of academic rank recognized by most institutions in higher education.~~

~~Riverside Community College District encourages contract certificated faculty to continue their professional preparation through scholarly study, teaching, and research endeavors beyond those skills, proficiencies, and attainments presented at the time of the initial appointment to the College District~~

NOTE: The language in **regular type** is current Riverside CCD 3092 titled Academic Rank adopted on 2-14-66, Amended on 1-8-74, 5-7-75, and 4-19-83.

Date Adopted:

(Replaces current RCCD Policy 3092)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-D-3

Date: August 19, 2008

Subject: Riverside Community College District Organization

Background: A Periodic Report on the District's organization was presented to the Board of Trustees Governance Committee on August 12, 2008. The following recommendations were proposed during that presentation:

- 1) The position of District Dean of Physical Education and Athletics should be changed to Dean of Physical Education and Athletics and the reporting relationship should be transferred from the Vice Chancellor of Student Services to an RCC administrator designated by the Riverside City College President;
- 2) The Dean of the Riverside School for the Arts should become an officer of Riverside City College with a reporting relationship to be designated by the College's President;
- 3) The change in title to Executive Dean of Workforce Development and reporting relationship to the President of Riverside City College should be affirmed;
- 4) The title of the Associate Vice Chancellor of Occupational Education should be changed to Vice President of Career and Technical Education and his reporting relationship moved from Vice Chancellor, Academic Affairs to President, Riverside City College;
- 5) The District officer, Associate Vice Chancellor, Facilities, Planning, Design and Construction, should report to the District's Vice Chancellor, Administration and Finance.

Concluding Recommendation:

As a matter of expected practice in cases of *major* organizational or administrative changes, I propose that the language "subject to approval by the Board" in chancellors' contracts require a vote of the Board when one of the following is proposed:

1. The *addition* or *elimination* of any major program or organizational entity within the portfolio of any president or vice chancellor.
2. The jurisdictional *transfer* of a program or major administrative responsibility from the District to a College/Campus, **or** from one College/Campus to another College/Campus, **or** from a College/Campus to the District, **or** from one major District administrative area to another major administrative area (generally taken to mean from one Vice Chancellor's portfolio of responsibilities to another Vice Chancellor's portfolio of responsibilities).

Numerous and ongoing smaller administrative changes within a campus or district unit would not require Board approval.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-D-3

Date: August 19, 2008

Subject: Riverside Community College District Organization

Recommended Action: It is recommended that the Board of Trustees approve the District organization recommendations.

Irving G. Hendrick
Interim Chancellor

Prepared by: Irving G. Hendrick,
Interim Chancellor

MINUTES OF THE BOARD OF TRUSTEES
TEACHING AND LEARNING COMMITTEE MEETING
OF JUNE 10, 2008

Chairperson Medina 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, Vice Chairperson
Ms. Mary Figueroa, President, Board of Trustees
Mr. Mark Takano, Member, Board of Trustees
Dr. Debbie DiThomas, Interim Vice Chancellor, Student Services and Operations
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Mr. 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 (arrived at 6:08 p.m.)
Mr. Gustavo Segura, CSEA Representative, Moreno Valley Campus
Ms. Karin Skiba, CTA Representative, Norco Campus

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
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement
Mr. Ron Vito, Vice President, Career and Technical Programs
Ms. Judy Haugh, Associate Professor/Articulation Officer/Counseling, Riverside City College
Mr. Paul (Chip) Herzig, Assistant Professor, Computer Information Systems, Riverside City College
Mr. Jimmie Hill, Assistant Professor, Counseling, Norco Campus
Mr. Sal Soto, Instructor, Counseling, Moreno Valley Campus
Mr. Pat Titus, Associate Professor, Counseling, Riverside City College
Ms. Toni Van Buhler, Instructional Support Coordinator, Academic Affairs

Guests Present

Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance

Mr. Vito presented an update on the curriculum framework process for the proposal and approval of new and substantially changed education programs for the District that has been in place since 2005. Discussion followed.

UPDATE ON THE PROGRAM
APPROVAL PROCESS

Mr. Herzig presented an update on the development and implementation of the software program that deals with curriculum development and approval tracking. Discussion followed.

UPDATE ON CURRICUNET IMPLEMENTATION

Dr. DiThomas led the committee overview of the District's Counseling discipline and services. Discussion followed.

DISTRICT COUNSELING SERVICES

Dr. Maghroori led the committee review of the proposed curricular changes that will be brought to the Board for approval at the June 17th regular meeting. Discussion followed.

PROPOSED CURRICULAR CHANGES

The committee adjourned the meeting at 7:16 p.m.

ADJOURNED

MINUTES OF THE BOARD OF TRUSTEES
RESOURCES COMMITTEE MEETING OF JUNE 10, 2008

Chairperson Takano called the committee to order at 7:19 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
Mr. Doug Beckstrom, Academic Senate Representative,
Moreno Valley Campus
Dr. Sharon Crasnow, Academic Senate Representative,
Norco Campus
Mr. Lee Nelson, Academic Senate Representative,
Riverside City College and District
Ms. Tamara Caponetto, CSEA Representative, Norco Campus
Mr. Gustavo Segura, CSEA Representative,
Moreno Valley Campus
Ms. Karen Skiba, CTA Representative

Resource Persons Present

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
Dr. Mike Webster, Consultant, Facilities and Planning

Guest(s) Present

Dr. Debbie DiThomas, Vice Chancellor, Student Services
and Operations
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs

Mr. Brown presented a report on the District's Tentative Budget for the 2008-2009 fiscal year. Discussion followed.

TENTATIVE BUDGET FOR 2008-
2009 AND NOTICE OF PUBLIC
HEARING ON THE 2008-2009
BUDGET

Dr. Webster explained that an engineering agreement will be brought to the Board for approval on June 17th for the project. Discussion followed.

NORCO STUDENT SUPPORT CENTER PROJECT – ENGINEERING AGREEMENT – M-E ENGINEERS, INC.

Dr. Webster explained that an amendment to an agreement for design services for additional work will be presented to the Board for approval on June 17th. Discussion followed.

RIVERSIDE NURSING/SCIENCES BUILDING PROJECT – DESIGN SERVICES AGREEMENT/AMENDMENT – GKK WORKS

Dr. Webster indicated that a multiple prime construction management services agreement will be brought to the Board for their consideration at the June 17th regular meeting. Discussion followed.

RIVERSIDE NURSING/SCIENCES BUILDING PROJECT – MULTIPLE PRIME CONSTRUCTION MANAGEMENT SERVICES AGREEMENT – DOUGLAS E. BARNHART, INC.

Dr. Webster explained that a design services agreement will be brought to the Board for approval on June 17th. Discussion followed.

RIVERSIDE AQUATICS CENTER PROJECT – DESIGN SERVICES AGREEMENT – AUSTIN VEUM ROBBINS PARTNERS

Dr. Webster indicated that a multiple prime construction management services agreement will be brought to the Board for their consideration at the June 17th regular meeting. Discussion followed.

RIVERSIDE AQUATICS CENTER PROJECT – MULTIPLE PRIME CONSTRUCTION MANAGEMENT SERVICES AGREEMENT – TILDEN-COIL CONSTRUCTORS

Dr. Webster indicated that the Board will be asked to approve a change order for the project at the June 17th Board meeting. Discussion followed.

CENTER FOR PRIMARY EDUCATION PROJECT – CHANGE ORDER NO. 1

Dr. Maghroori shared a report regarding the financial variables that affect student access to classes and programs at RCCD. Discussion followed.

ANATOMY OF STUDENT SUCCESS: A FINANCIAL PERSPECTIVE

The committee adjourned the meeting at 9:05 p.m.

ADJOURNMENT

MINUTES OF THE BOARD OF TRUSTEES
PLANNING COMMITTEE MEETING OF JUNE 10, 2008

Chairperson Green called the committee to order at 9:07 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
Ms. Mary Figueroa, President, Board of Trustees
Ms. Virginia Blumenthal, Vice President, Board of Trustees
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Ms. Kristina Kauffman, Associate Vice Chancellor,
Institutional Effectiveness
Dr. Sharon Crasnow, Academic Senate Representative, Norco Campus
Mr. Lee Nelson, Academic Senate Representative, Riverside City College
Ms. Ginny Haguewood, CSEA Representative, Riverside City College
Mr. Gustavo Segura, CSEA Representative, Moreno Valley Campus
Ms. Karin Skiba, CTA Representative, Norco Campus

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
Mr. Jim Parson, Associate Vice Chancellor, Public Affairs and
Institutional Advancement
Mr. Rick Hernandez, Director, Capital Planning,
Facilities Planning, Design and Construction

Guests Present

Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance
Dr. Debbie DiThomas, Vice Chancellor, Student Services
and Operations
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Mr. Edmund Einy, Director of Design, GKK Works
Mr. Mathew Greiner, Senior Associate, GKK Works
Mr. Kris Kay, Principal, GKK Works

Mr. Hernandez led the committee review of the five-year capital construction plan and initial project proposals for Moreno Valley, Norco, and Riverside that will be presented to the Board for approval at the June 17th regular meeting. Discussion followed.

2010-2014 FIVE-YEAR CAPITAL
CONSTRUCTION PLAN

Mr. Hernandez introduced the staff from GKK Works who presented the final design and project budget that will be presented to the Board for approval on June 17th. Discussion followed.

RIVERSIDE NURSING/SCIENCES
BUILDING PROJECT

Dr. DiThomas led a presentation documenting the District's emergency planning efforts. Discussion followed.

REPORT ON EMERGENCY
MANAGEMENT

The committee adjourned the meeting at 10:21 p.m.

ADJOURNMENT

MINUTES OF THE BOARD OF TRUSTEES
GOVERNANCE COMMITTEE MEETING OF JUNE 10, 2008

Chairperson Blumenthal called the committee to order at CALL TO ORDER
10:23 p.m., in Board Room AD122, Riverside City
College.

Committee Members Present

Ms. Virginia Blumenthal, Committee Chairperson
Ms. Mary Figueroa, President, Board of Trustees
Ms. Janet Green, Secretary, Board of Trustees
Mr. Mark Takano, Member, Board of Trustees
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and
Institutional Advancement
Mr. 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
Ms. Ginny Haguewood, CSEA Representative
Mr. Gustavo Segura, CSEA Representative, Moreno Valley Campus

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, Vice Chancellor, Student Services
and Operations
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs

Ms. Adams led the committee review of Policies 2430,
2510, and 4000. Following discussion, staff was directed
to withdraw Policy 2430 from the revision process.
Policies 2510 and 4000 will be presented to the Board for
first reading at the June 17th regular meeting.

REVISED BOARD POLICIES – FIRST
READING

Ms. Adams explained that the Board will receive Policy
6900 - Travel and Itemized Expense Reimbursement, for
second reading and approval at the regular meeting on the
17th. Discussion followed.

NEW BOARD POLICY – SECOND
READING

Ms. Carlson led the committee review of the contract being presented for Capital Alliance Consulting, LLC, led by Mr. Dave Kennett, that will be presented to the Board for their consideration at the June 17th regular meeting. Discussion followed.

FEDERAL REPRESENTATION FOR
RCCD

The committee adjourned the meeting at 11:00 p.m.

ADJOURNED

RIVERSIDE COMMUNITY COLLEGE DISTRICT
STUDENT SERVICES AND OPERATIONS

Report No.: VII-A-1

Date: August 19, 2008

Subject: Bookstore Highlights

Background: Presented for the Board's review and information is a report of Riverside Community College District's 2007-2008 bookstore highlights from Barnes & Noble College Booksellers.

Information Only.

Irving G. Hendrick
Interim Chancellor

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT
STUDENT SERVICES AND OPERATIONS

Riverside Community College District
2007–2008 Bookstore Highlights

In congruence with goals set by the California Community College's State System Office, Barnes & Noble College Booksellers implemented strategies to decrease the cost of text books to Riverside Community College District's students. These strategies included efforts to increase early adoption of textbooks by faculty and increasing the number of used textbooks available to students. As demonstrated by the following highlights, these efforts were successful:

- Text book adoption rates increased by 49% over the previous year.
- Textbook adoptions have a used book mix of 32%.
- Used book buybacks increased by over 10% resulting in an additional \$127,742 paid to students.
- Used book sales increased by 21% which saved students \$129,194 in 2007-2008.

Over the last year, Barnes & Noble has not only improved book buybacks, used book sales, and textbook adoptions, but has also increased overall sales while improving customer service and campus outreach as demonstrated by the following facts:

- District-wide bookstore sales increased by 17%.
- Customer service ratings increased by over 6 points (to 95.83).

Strategic Goals for 2008-2009 include:

- Continuing to work with faculty to increase early adoption of textbooks.
- Implementation of Registration Integration which will allow students to order their books online as soon as they have finished registering. It will populate the books for them, determined by the classes they have chosen.

2008-2009 Bookstore Facilities Improvement Goals:

- A complete remodel of the Riverside location took place during the month of July.
- A minor remodel will take place at the Norco and Moreno Valley locations, dates to be determined.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
STUDENT SERVICES AND OPERATIONS

Report No.: VII-A-2

Date: August 19, 2008

Subject: AP 6750 PARKING

Background: Presented for the Board's review and information is a report of revisions to Riverside Community College District Procedure No. 6750, AP 6750 PARKING, effective fall semester 2008.

Information Only.

Irving G. Hendrick
Interim Chancellor

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

VICE CHANCELLORS REPORT STUDENT SERVICES AND OPERATIONS

REVISIONS TO AP 6750 PARKING

GENERAL REGULATIONS

- All persons defined as students, disabled students and staff members must purchase a parking permit if they intend to park a vehicle on District property during the required hours.
- All employees who park on District property, regardless of the hours they work, must display a valid parking permit.
- Departments within the District may issue temporary parking permits with the consent of Department of Safety and Police, Parking Services (DSAPPS).
- Suspension of permit requirements is at the discretion of the Chancellor, Vice Chancellor of Student Services/Operations, College Presidents and Chief of Police or his/her designees.

METERED PARKING

- Metered parking was standardized as follows: Visitors, students and employees of the District that use the paid parking meters will now pay one dollar for two hours of parking, \$3 maximum, Monday through Friday, 7:00 a.m. - 10:00 p.m.
- Dollar-a-day lots were eliminated and dollar-per-hour lots were eliminated. All parking meters were standardized to the above--\$1 for two hours and \$3 all day maximum.

VIOLATIONS AND FINES

- Due to inflationary costs, all fines within the District were increased \$5.
- Fines not paid within 60 days are subject to a \$25 late fee and normal lien fees from DMV (lien fees--\$8).
- Violations that are the fault of the violator, such as forgetting to display the parking permit in the vehicle, are subject to a cancellation fee of \$5, rather than the full violation amount. This fee will be used to recover processing costs.
- Replacement of parking permits—replacement of lost semester parking permits may be purchased on a pro-rated basis, depending on the number of weeks left in the semester.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BUSINESS FROM BOARD MEMBERS

Report No.: X-B

DATE: August 19, 2008

Subject: Presentation of Annual Report By Measure C Citizens' Bond Oversight Committee

Background: Proposition 39 and the Bylaws of the RCCD Measure C Citizens' Bond Oversight Committee require that the Committee submit an annual report to the Board of Trustees each year. The report is submitted as an information item and details the activities of the Committee during the past year in a format determined by Committee members. The RCCD administrator who staffs the Committee prepares the report; its content is reviewed and approved by the Committee prior to presentation to the Board of Trustees. Past practice is that the CBOC annual report is presented to the Board of Trustees at its regular meeting in August by the Chair of the CBOC.

Recommended Action: It is recommended that the Board of Trustees accept the RCCD Measure C Citizens' Bond Oversight Committee 2007/08 Annual Report.

Irving G. Hendrick
Interim Chancellor

Prepared by: Jim Parsons
Associate Vice Chancellor
Public Affairs & Institutional Advancement
(Staff to Citizens' Bond Oversight Committee)

Summary of the Citizens' Bond Oversight Committee

Proceedings and Activities 2007-08



Meetings of the Citizens' Bond Oversight Committee

The Committee conducts its meetings in accordance with the provisions of the Ralph M. Brown Public Meeting Act, Government Code Sections 54950 et seq. Meeting notices and agendas are sent to members of the Committee within the required period and are posted at RCCD campuses and education centers. Meeting notices, agendas, minutes, and documents and reports received by the Committee are a matter of public record and are available through the RCCD website: <http://www.rccd.edu/cboc> or by calling the RCCD Public Affairs & Institutional Advancement Office at (951) 222-8857.

Meeting – September 13, 2007

Norco Campus
Science & Technology Building
Room 107
2001 Third St.
Norco, CA 92860

- President Brenda Davis presented an overview of the campus status, updating Committee members on enrollment increases, the upcoming WASC Accreditation visit, and the pending development of a long-range campus facilities plan.
- Committee members reviewed information about the Industrial Technology Complex, including viewing architect renderings.
- Dr. Michael Webster discussed the District's employment of multiple prime contractors and discussed the benefits related to increased local vendor/subcontractor participation, wider dissemination of bid invitations, and better opportunities for construction trades and minority contractors.
- Committee members reviewed the Measure C Financial Update, which detailed expenditures of Series A & B bonds through September 13, 2007; discussion occurred related to the issuance of \$90 million in new bonds and the District's bond ratings of Moody AA3 and Standard and Poor AA.

Meeting – December 13, 2007

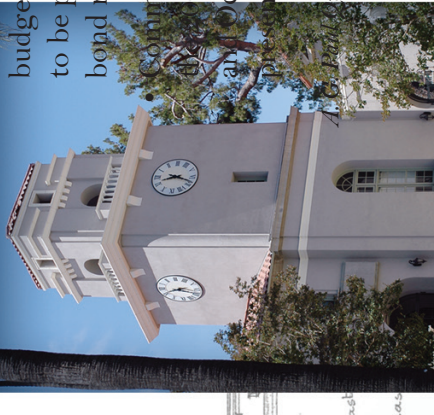
Riverside City College
Digital Library & Learning Resource Center
4th Floor Conference Room
4800 Magnolia Ave.
Riverside, CA 92506

- Measure C auditors from Eadie & Payne reviewed the annual audit with Committee members, noting that the audit found the District in compliance with Prop 39 guidelines and explaining what steps the auditors took to examine and evaluate compliance.
- Committee members reviewed the Measure C Financial Update, which detailed expenditures through November 30, 2007.
- Committee members received an update about Measure C projects in progress, including the completion of three remaining areas of the A.G. Paul Quadrangle and the status of the School of Nursing/Science Building project.

Meeting – March 13, 2008

Riverside City College
Digital Library & Learning Resource Center
4th Floor Conference Room
4800 Magnolia Ave.
Riverside, CA 92506

- Interim President Linda Lacy discussed the recently completed Academic and Facilities Master Plans for Riverside City College, which cover program development, facility renovation, new facility planning, enrollment projects, and alignment of academic and career technical programs with community need. This discussion included Measure C funded projects such as the Riverside Aquatics Complex, the Riverside School for the Arts, and the School of Nursing/Science Building.
- Committee members received updates about other Measure C projects across the District, including the relocation of modular buildings to the Norco and Moreno Valley campuses to facilitate program development and expansion in critical areas such as Allied Health and Technology.
- Committee members reviewed the Measure C Financial Update, which detailed expenditures through February 29, 2008.
- Committee members received and discussed information related to the Governor's January budget proposal and the possible effect on campus and district projects that are projected to be partially funded through Measure C should a statewide general obligation education bond not be placed on the November 2008 ballot.



quadrangle - Tower

Meeting – July 17, 2008

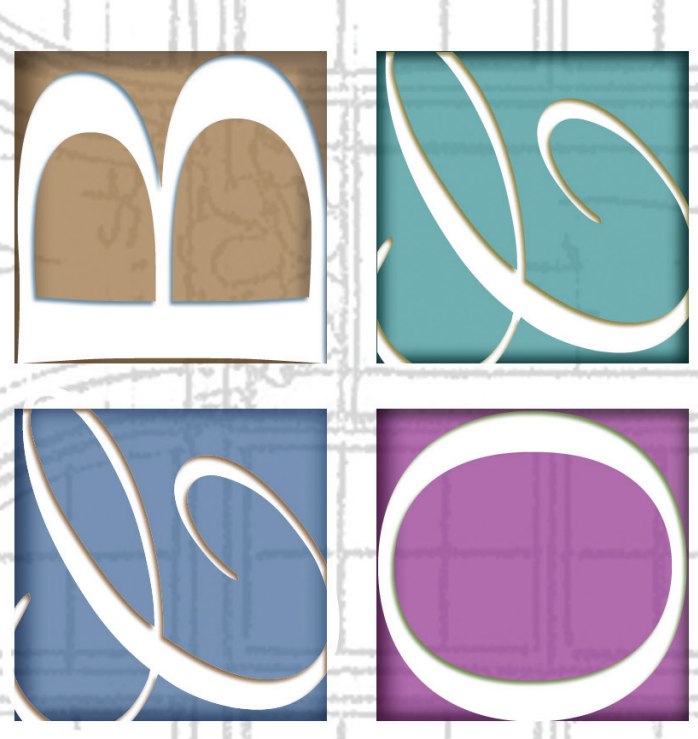
Moreno Valley Campus
Humanities Building
Room 234
1610 Lasselle St.
Moreno Valley, CA 92551



- Committee members reviewed the Measure C Financial Update, which detailed expenditures through June 30, 2008.
- Committee members received updates about the current status of Measure C projects, including the Norco Industrial Technology Complex and use plans for the modular buildings recently relocated to the Moreno Valley Campus to support Allied Health programs.
- Committee members approved a draft of the 2008/09 CBOC Annual Report and its placement on the August 19, 2008 Board of Trustees meeting as an information item.



School of Nursing/Science Building



This Annual Report is submitted to the Board of Trustees by the Riverside Community College District Citizens' Bond Oversight Committee.

This Committee advises that, to the best of its knowledge, the Riverside Community College District complies with the requirements in Article XIII A, Section 1(b) (3) of the California Constitution. In particular, bond revenue has been expended only for the purposes so described in Measure C and no funds were used for any teacher or administrative salaries or other operating expenses as prohibited by Article XIII A, Section (b) (s) (a) of the California Constitution.

Respectfully submitted:
George Beloz, Ph.D., Chair
Citizens' Bond Oversight Committee

Date: August 19, 2008



Riverside Community College District
Citizens' Bond Oversight Committee



Submitted to the
Board of Trustees
August 19, 2008

Riverside Community College District Citizens' Bond Oversight Committee



George Beloz, Ph.D., Chair
Cynthia Urrutia, Vice Chair
Jamil Dada
Kathleen Daley
Oliver Rocroi
Peter Serbantes
Brian Unitt

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BUSINESS FROM BOARD MEMBERS

Report No.: X-C

DATE: August 19, 2008

Subject: Recognition of Outgoing Citizens' Bond Oversight Committee Members

Background: Members appointed to the RCCD Measure C Citizens' Bond Oversight Committee are eligible to serve two 2-year terms. Upon completion of their term(s) of service it is appropriate for the Board of Trustees to officially recognize the contributions and stewardship of these committee members. Through their efforts, the Board of Trustees and the public is assured that public monies approved by voters through the general obligation bond measure in 2004 are spent in accordance with Proposition 39 and the ballot that went before the voters.

In August 2008, three committee members—George Beloz, Ph.D (chair), Jamil Dada, and Cynthia Urrutia--complete their terms of service on the Citizens' Bond Oversight Committee.

Recommended Action: It is recommended that the Board of Trustees officially recognize the outgoing members of the RCCD Measure C Citizens' Bond Oversight Committee for their service to the public and to the Riverside Community College District.

Irving G. Hendrick
Interim Chancellor

Prepared by: Jim Parsons
Associate Vice Chancellor
Public Affairs & Institutional Advancement
(Staff to Citizens' Bond Oversight Committee)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BUSINESS FROM BOARD MEMBERS

Report No.: X-D

DATE: August 19, 2008

Subject: Appointment of Individuals to the Measure C Citizens' Bond Oversight Committee

Background: When vacancies occur on the RCCD Measure C Citizens' Bond Oversight Committee—either through resignation or the completion of a member's term—it is the responsibility of the Board of Trustees to select and appoint individuals to fill those vacancies.

In August 2008, three committee members completed their terms of service, which created vacancies in the following categories: a member of a retired citizens' organization; a member of a college support organization; a member of a RCCD student organization/group. Notices advertising the vacancies were placed on the District website, in local print media, on local cable and radio broadcast channels (public service announcements), and through contacts with campus student services staff and local community members. Applications, which were accepted through July 2008, were forwarded to the Board of Trustees for consideration.

Recommended Action: It is recommended that the Board of Trustees consider the applications submitted by individuals interested in serving on the Measure C Citizens' Bond Oversight Committee for appointments in the three vacant categories for initial two-year terms of service.

Irving G. Hendrick
Interim Chancellor

Prepared by: Jim Parsons
Associate Vice Chancellor
Public Affairs & Institutional Advancement
(Staff to Citizens' Bond Oversight Committee)