

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
TEACHING AND LEARNING COMMITTEE  
December 2, 2008 – 6:00 p.m.  
Board Room AD 122, Riverside City College

Committee Members: José Medina, Committee Chairperson  
Janet Green, Vice Chairperson  
Ray Maghroori, Vice Chancellor, Academic Affairs  
Debbie DiThomas, Interim Vice Chancellor, Student Services/Operations  
Doug Beckstrom, Academic Senate Representative (Moreno Valley)  
Sharon Crasnow, Academic Senate Representative (Norco)  
Richard Davin, Academic Senate Representative (Riverside)  
Kyl Myers, ASRCC Student Representative  
Matt Phillips, ASRCC Student Representative  
Chris Rocco, CTA Representative (Moreno Valley)  
Dorothy Reina, CTA Representative (Norco)  
Debbie Cazares, CTA Representative (Riverside)  
Gustavo Segura, CSEA Representative (Moreno Valley)  
Sharon Drake, CSEA Representative (Norco)

AGENDA

VI. Board Committee Reports

A. Teaching and Learning

1. Agreement with the State of California, California Highway Patrol  
- The Committee to review an agreement to provide classroom space and laboratory facilities. The term of the agreement is December 12, 2008 through December 31, 2009.
2. District Disabled Student Programs and Services  
- The Committee to be presented information the Disabled Student Programs and Services department.
3. Sabbatical Leave Report  
- The Committee to review the sabbatical leave report from David Nelson.
4. Workforce Preparation at Riverside City College  
- The Committee to be presented information on several of the Workforce Preparation programs.
5. Comments from the public.

Adjourn

Prepared by: Naomi Foley  
Administrative Assistant, Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-A-1

Date: December 9, 2008

Subject: Agreement with the State of California, California Highway Patrol

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and the State of California, California Highway Patrol to supply classroom space and laboratory facilities, from December 12, 2008 through December 31, 2009, in modular units leased from the County of Riverside, at the Ben Clark Public Safety Training Center, for the purpose of teaching administration of justice classes. The fee for these services will be \$1.34 per student contact hour. Funding source: General fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement to provide classroom space and laboratory facilities, from December 12, 2008 through December 31, 2009, at a cost of \$1.34 per student contact hour, and authorize the Vice Chancellor, Administration of Finance, to sign the agreement.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Cordell Briggs  
Dean, Public Safety Education and Training

AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND THE STATE OF CALIFORNIA, CALIFORNIA HIGHWAY PATROL

Ben Clark Public Safety Training Center  
16791 Davis Avenue, Riverside CA 92518

THIS AGREEMENT is made and entered into by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter "RCCD," and the STATE OF CALIFORNIA, the CALIFORNIA HIGHWAY PATROL (herein called "CHP") at the Ben Clark Public Safety Training Center, in Riverside County.

IT IS THEREFORE AGREED AS FOLLOWS:

1. AGREEMENT

CHP, through leased facilities from the county of Riverside, agrees to supply office space, adequate classroom and laboratory facilities to RCCD for the purpose of teaching administration of justice classes at its facilities located at the Ben Clark Public Safety Training Center (CTC) or other locations as deemed appropriate by CHP and RCCD. CHP further agrees to supply props, material, and equipment utilized while conducting administration of justice courses at the Ben Clark Public Safety Training Center, excluding normal office and administrative supplies and materials.

2. TERM

The term of this agreement shall be from December 12, 2008 through December 31, 2009.

3. PAYMENT BASIS

RCCD agrees to compensate CHP at rents and lease rates commensurate with those rates established and adopted by the County Board of Supervisors that shall include all allowable direct and indirect costs. RCCD shall be notified of any proposed change in the rates to be charged prior to their submittal to the Board of Supervisors for adoption, and RCCD shall be given an opportunity to review the proposed change with CHP personnel. RCCD shall, thereafter, be notified of adoption by CHP of the rates to be charged to RCCD, and the new rates shall take effect on the same dates as CHP incurs the associated costs.

4. COMPENSATION FOR CLASSROOMS AND LABORATORY FACILITIES

4.1 The administrative fee provided herein is the cost of the shared use of the facilities in the administration of RCCD's academic programs. The administrative fee shall be \$1.34 charged per student contact hour for the fiscal year. Billing and payment for the fee shall be quarterly.

4.2 Both parties understand that an administrative fee study for the Ben Clark Training Center is being conducted by Riverside County and that this agreement may need to be modified with an addendum to reflect any change, if one occurs, in the administrative fee for the rent and lease of classroom and lab space of facilities located at the Ben Clark Training Center. The procedure to provide payment of compensation presented in Section 4.3 may be modified as a result of the completed administrative fee study conducted by the county of Riverside.

4.3. CHP shall submit quarterly an invoice to RCCD of the courses or course section(s) and Number of student contact hours for payment. If the Dean of Public Safety Education and Training of RCCD disputes the invoice, then RCCD shall notify the California Highway Patrol, Accounting Section, Accounts Receivable Unit, P. O. Box 942898, Sacramento, CA 94298-0001, in writing within 60 calendar days of receipt of invoice. The dispute should include the following information:

- a. CHP invoice number
- b. Name and identification of the CHP instructor(s)
- c. Number of hours and or students disputed
- d. Date(s) of service
- e. Reason for dispute or requested amount
- f. The total amount of credit requested

The invoice will not be paid until any dispute is settled.

Either party may request resolution of the invoice dispute by bringing it to the attention of the President of the Moreno Valley Campus, RCCD (or a designated representative) and the CHP Administrative Officer for joint resolution. If an agreement cannot be reached through the application of high level management attention, either party may assert its other rights and remedies within this contract or within a court of competent jurisdiction.

## 5. IMPROVEMENTS

5.1 No improvements, alterations or installations of fixtures by RCCD are contemplated during this agreement or any extension thereof; provided, however, in the event RCCD desires to make any improvements, alterations or installations of fixtures, it shall first obtain CHP's written consent to do so after it has submitted proposed plans to CHP in writing.

5.2 Any improvements which are made, and fixtures installed, or caused to be made and installed, by RCCD, other than those indicated in Paragraph 7 below, shall become the property of CHP with the exception of trade fixtures as such term is used in Section 1019 of the Civil Code. At or prior to the expiration of this agreement, RCCD may remove such trade fixtures; provided, however, that such removal does not cause injury or damage to the premises, or in the event it does, RCCD shall restore the premises to their original shape and condition as nearly as practicable. In the event such trade fixtures are not removed, CHP may, at its election, either: (1) remove and store such fixtures and restore the premises for the account of RCCD, and in such event, RCCD shall within thirty (30) days after billing and accounting therefore reimburse CHP of the costs so incurred, or (2) take and hold such fixtures as its sole property.

## 6. SIGNS

RCCD shall not erect, maintain or display any signs or other forms of advertising upon the premises without first obtaining the written approval of CHP, whose approval shall not be unreasonably withheld.

7. FURNITURE AND EQUIPMENT

CHP shall provide furniture in the classroom areas. RCCD shall have the right to install portable equipment and fixtures as may be required for its use. Such equipment shall remain the property of RCCD.

8. INGRESS AND EGRESS

RCCD shall be permitted ingress and egress to and from the premises through such doors and routes as are designated by CHP.

9. CUSTODIAL MAINTENANCE

9.1. CHP shall provide for custodial services in connection with the premises.

9.2. CHP shall be responsible for maintaining the premises in good working order and repair.

10. UTILITIES

CHP shall provide, or cause to be provided, all utility services, including, but not limited to, electric, water, gas, refuse collection and sewer services, as may be required in the maintenance, operation and use of the premises.

11. INSPECTION OF PREMISES

CHP, through its duly authorized agents, shall have, at any time during normal business hours, the right to enter the premises used by RCCD for the purpose of inspecting, monitoring and evaluating the obligations of RCCD in accordance with this document and for the purpose of doing any and all things which it is obligated and has a right to do under this agreement.

12. QUIET ENJOYMENT

RCCD shall have, hold and quietly enjoy the use of the premises so long as RCCD shall fully and faithfully perform the terms and conditions that it is required to do under this agreement.

13. COMPLIANCE WITH GOVERNMENT REGULATIONS

RCCD shall, at RCCD's sole cost and expense, comply with the requirements of all local, state and federal statutes, regulations, rules, ordinances and orders now in force or which may be hereafter in force, pertaining to the premises. The final judgment, decree or order of any Court of competent jurisdiction or admission of RCCD in any action or proceedings against RCCD, whether RCCD is a party thereto or not, that RCCD has violated any such statutes, regulations, rules, or ordinances, or orders, in the use of the premises, shall be conclusive of that fact as between CHP and RCCD.

14. TERMINATION BY CHP

CHP shall have the right to terminate this agreement forthwith:

14.1 In the event a petition is filed for voluntary or involuntary bankruptcy for the adjudication of RCCD as a debtor.

14.2 In the event that RCCD makes a general assignment or RCCD's interest in accordance with this document is assigned involuntarily or by operation of law, for the benefit of creditors.

14.3 In the event of abandonment of the premises by RCCD.

14.4 In the event RCCD fails or refuses to meet any of its obligations, in accordance with this document or as otherwise provided by law.

14.5. Either party may terminate this agreement with ninety (90) days notice.

## 15. INSURANCE

During the term of this agreement, RCCD shall:

15.1 Procure and maintain Worker's Compensation Insurance coverage as prescribed by the laws of the State of California.

15.2 Procure and maintain comprehensive general liability insurance coverage that shall protect RCCD from claims for damages for personal injury, including, but not limited to, accidental and wrongful death, as well as from claims for property damage, which may arise from RCCD's use of the premises or the performance of its obligations presented within this agreement, whether such use or performance would be by RCCD, by any subcontractor, or by anyone employed directly or indirectly by either of them. Such insurance shall name CHP as an additional insured with respect to this agreement and the obligations of RCCD hereunder. Such insurance shall provide for limits of not less than \$1,000,000 per occurrence.

15.3 RCCD shall furnish to CHP Certificate(s) of Insurance showing that such coverage is in full force and effect and that CHP is named as additional insured with respect to this agreement and the obligations of- in accordance with this agreement. Further, said Certificate(s) shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to CHP prior to modification, cancellation or reduction in converge of such insurance. In the event of any such modification, cancellation or reduction in coverage and on the effective date thereof, this agreement shall terminate forthwith, unless CHP receives prior to such effective date another certificate from an insurance carrier of RCCD's choice that the insurance required herein is in full force and effect.

15.4 The above Insurance requirements may be met with a program of insurance coverage through a common carrier, a Joint Powers Authority, self-insurance, or any combination thereof.

15.5 The specified insurance limits required in Paragraph 15 herein shall in no way limit or circumscribe RCCD's obligations to indemnify and hold CHP free and harmless within this agreement.

## 16. HOLD HARMLESS

16.1 Indemnification by RCCD. RCCD shall indemnify and hold CHP, its officers, agents, employees, and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of RCCD, its officers, agents, employees, volunteers, subcontractors or independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature arising out of the performance of this Agreement to the extent that such liability is

imposed on CHP by the provisions of California Government Code Section 895.2 or other applicable law, and RCCD shall defend at its expense, including attorney fees, CHP its officers, agents, employees, and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

16.2 Indemnification by CHP. CHP shall indemnify and hold RCCD, its officers, agents, employees and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of CHP its officers, agents, employees, subcontractors, or independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature, arising out of the performance of this Agreement to the extent that such liability is imposed on RCCD by the provisions of California Government Code Section 895.2 or other applicable law, CHP shall defend at its expense, including attorney fees, RCCD, its officers, agents, employees, and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

#### 17. ASSIGNMENT

RCCD cannot assign, sublet, mortgage, hypothecate or otherwise transfer in any manner any of its rights, duties, or obligations within this agreement to any person or entity without the written consent of CHP being first obtained.

#### 18. FREE FROM LIENS

RCCD shall pay, when due, all sums of money that may become due for any labor, services, material, supplies, or equipment alleged to have been furnished or to be furnished to RCCD, in, upon, or about the premises, and which may be secured by a mechanic's, material men's, or other lien against the premises or County's interest therein, and will cause each such lien to be fully discharged and released at the time the performance of any obligation secured by such lien matures or becomes due: provided, however, that if RCCD desires to contest any such lien, it may do so, but notwithstanding any such contest, if such lien shall be reduced to final judgment, and such judgment or such process as may be issued for the enforcement thereof is not promptly stayed, or if so stayed, and said stay thereafter expires then in such event, RCCD shall forthwith pay and discharge said judgment.

#### 19. EMPLOYEES AND AGENTS OF RCCD

It is understood and agreed that all persons hired or engaged by RCCD shall be considered to be employees or agents of RCCD and not of CHP.

#### 20. BINDING ON SUCCESSORS

RCCD, its assignees and successors in interest, shall be bound by all the terms and conditions contained in this agreement, and all of the parties thereto shall be jointly and severally liable within this agreement.

#### 21. WAIVER OF DEFAULT

Any waiver by CHP of any one or more of the terms of this agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term hereof. Failure on the part of CHP to require exact, full and complete compliance with any terms of this agreement shall not be construed as in any manner changing the terms hereof, or estopping CHP from enforcement of this agreement.

## 22. ATTORNEY'S FEES

In the event of any litigation or arbitration between RCCD and CHP to enforce any of the provisions of this agreement or any right of either party of this agreement, the unsuccessful party to such litigation or arbitration agrees to pay to the successful party all costs and expenses, including reasonable attorney's fees, incurred therein by the successful party, all of which shall be included in and as part of the judgment rendered in such litigation or arbitration.

## GENERAL PROVISIONS

### 23. NOTICES

Section 23.1 Any notices to be given herein by either party to the other may be effected by either personal delivery in writing or mail, registered or certified, postage prepaid with return receipt requested. Each party may change the address below by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of the time of actual receipt; mailed notices will be deemed communicated as of three days after mailing. Notices may be mailed as follows:

California Highway Patrol  
L.A. Paolini  
Administrative Services Officer

RCCD:  
James Buysse, Vice Chancellor,  
Administration & Finance  
Riverside Community College District  
4800 Magnolia Avenue  
Riverside, CA 92506-1299

Cordell Briggs, Dean  
Public Safety Education and Training  
Ben Clark Training Center  
Moreno Valley Campus, RCCD  
16791 Davis Avenue  
Riverside, CA 92518

### 24. CHP'S REPRESENTATIVE

CHP hereby appoints the managing lieutenant at BCTC as its authorized representative to administer this agreement.

### 25. RCCD'S REPRESENTATIVE

RCCD hereby appoints the dean of public safety education and training as its authorized representative to administer this agreement.

### 26. NON-DISCRIMINATION

The parties will comply with all federal and state rules and regulations and will not discriminate on the basis of race, religion, gender, disability, medical condition, marital status, age or sexual orientation. Harassment of any employee/student with regard to race, religion, gender disability, medical condition, marital status, age or sexual orientation is strictly prohibited.



27. PARTIAL INVALIDITY

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

28. ALTERATION OF TERMS

No addition to, or alternation of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents, or employees, shall be valid unless made in the form of a written amendment to this Agreement, which is formally approved and executed by both parties.

29. GOVERNING LAW

This Agreement will be governed by and construed in accordance with the laws of the State of California and the venue of any action or proceeding in connection herewith shall be the County of Riverside, State of California.

30. ENTIRE AGREEMENT

This Agreement is intended by the parties hereto as a final expression of their understanding, with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior and contemporaneous agreements and understandings, oral or written, in connection therewith.

The duly authorized representatives of the parties have signed in confirmation of this Agreement as of the dates indicated below.

CALIFORNIA HIGHWAY PATROL

RIVERSIDE COMMUNITY COLLEGE DISTRICT

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

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

Administrative Services Officer

Vice Chancellor, Administration and Finance

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

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-A-2

Date: December 9, 2008

Subject: District Disabled Student Programs and Services

Background: Presented for the Board's review and information is a report on Riverside Community College District's Disabled Student Programs and Services(DSP&S). The mission of RCCD's DSP&S is to ensure access and reasonable accommodation to students with a qualifying disability by fostering a district-wide atmosphere of awareness, understanding, and commitment to access and success. A primary goal of DSP&S is to ensure an equal educational opportunity for students with disabilities by ameliorating any architectural, sensory, communication, and social barriers. DSP&S promotes an inclusive learning environment. Whether the student has a physical, communicative, learning or psychological disability, DSP&S exists to accommodate the educational limitations resulting from the disability, enabling each individual to participate as fully in the educational experience at the colleges as their non-disabled peers.

This report provides a historical overview of the Office of Disabled Student Programs and Services in the Riverside Community College District, services provided to students, the impact of those services on the college experience and lives of students with disabilities, as well as current trends and plans for the future.

Information Only.

Irving G. Hendrick  
Interim Chancellor

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

Paula McCroskey  
Dean, Disabled Student Programs and Services

## Disabled Student Programs & Services Overview:

### History:

The Riverside Community College District has long recognized and respected for its vision and innovation. In 1961, RCC became the first public postsecondary institution in the United States to establish a program of services for the Deaf and hard of hearing, serving just twelve hearing impaired students. These students enrolled in vocational programs and were assisted by just one staff member who served as counselor and interpreter/tutor for the students. In 1975, a component serving students with physical disabilities (including those with visual impairments) was added to the program. Then, in 1977, State legislation (AB 77) was passed, assuring the provision of services to handicapped students at community colleges. Although RCCD already had a well established program with a 16 year history of providing services to students with disabilities, in response to this new legislation, the district immediately initiated a barrier removal project, which began with curb cuts, ramps, and electronic doors. As the years passed, RCCD continued to expand its services to students with disabilities.

Today, on its three campuses and various other entities wherever courses are offered, the Riverside Community College District provides comprehensive support services and accommodations to almost 2,000 students with myriad disabilities each year...and that number continues to grow (See Attachment A). The Office of Disabled Students Programs & Services (DSP&S) currently serves eight distinct populations. The unduplicated student count for the 2007/08 academic year was 1,921 students receiving accommodations for primary and secondary disabilities: 38 with acquired brain injuries; 138 Deaf/hard of hearing; 45 developmentally delayed learners; 229 with specific learning disabilities, 306 mobility impaired; 773 with other health impairments (cardiac disease, pulmonary disease, cancer, epilepsy, etc.); 337 with psychological disabilities; 7 with speech impairments; and 48 visually impaired. These students account for over 900 FTES for the District.

### DSP&S Office Locations, Staffing, and Hours of Operation:

DSP&S, with offices on the Moreno Valley Campus, Norco Campus and Riverside Campus, exists to provide equal access and reasonable accommodation services to students with documented disabilities. Approximately 60% percent of the students with documented disabilities requesting accommodations are attending classes on the Riverside Campus while Moreno Valley and Norco each serve approximately 20%.

The Riverside City Campus has 2 full time DSP&S Counselor/LD Specialists, 1.5 DSP&S Specialists, and 2.6 Support Services Specialists. Since the Moreno Valley and Norco Campuses opened in 1991, there has been an increasing DSP&S presence on those campuses. For the past ten years the campuses have had permanent staff, which now includes a DSP&S Counselor/LD Specialist, a DSP&S Specialist, and a Support Services Specialist. There are also district staff available to provide coverage as needed during peak service periods, to provide

accommodations, alternate media, training in adaptive technology, and to substitute for campus personnel during vacations, sick leave, etc. DSP&S offices are open 12 hours a day but are responsible for providing access and accommodation services for day, evening, weekend and online classes. As we move toward becoming three separate colleges and space allows, permanent staffing for each campus will increase and district staffing will decrease based upon the colleges determination of what services could most effectively and efficiently serve the DSP&S students on their campuses.

The professionally trained DSP&S staff is responsible for assuring access and accommodation for all students presenting documentation of a qualifying disability with a resulting educational limitation, who request those services.

### Support Services and Accommodations:

Though the majority of services required to facilitate the academic success of students with a disability are no different from those required for the general student population; the method of their provision is unique, often requiring adaptive communication techniques, extended time, adaptive equipment and/or technology, alternate media, knowledge and skills by the service provider which are not required for providing support services to the general student population (i.e. sign language skills, understanding of the educational and psycho/social/educational implications of myriad disabilities, knowledge of the functional/educational limitations resulting from specific disabilities and how to appropriately accommodate for that limitation in accordance with legal mandates).

The Americans with Disabilities Act, Section 504 of the Rehabilitation Act and state Title 5 regulations are holding colleges increasingly accountable for providing accessibility to the full range of services mandated for students with disabilities. The Office of Disabled Student Services has been assigned the primary responsibility for assuring accessibility and accommodation for assessment, orientation, admissions, and counseling. Additionally, all academic support services, unique to the individual needs of each student with a disability, are the responsibility of DSP&S.

Title 5 mandated support services are those specialized services available to students with disabilities which are in addition to (above and beyond) the regular services provided to all students. These services enable students to participate in regular activities, programs and classes offered by the college. Services must be determined on an individual student basis and may include, but are not be limited to:

- (1) Access to print via Alternate media (E-text, web accessibility, video captioning, real time captioning, voice recognition software, screen readers, etc.)
- (2) Adaptive Technology (assistive listening devices, AlphaSmart keyboards, ergonomic keyboards, Kensington trackballs, Franklin

- readers, etc.)
- (3) Adaptive furniture in classrooms
  - (4) Assessment for Specific Learning disabilities, including both individual and group assessment to determine eligibility for services
  - (5) Test-taking facilitation, including arrangement, proctoring and test administration
  - (6) Liaison with faculty, other college departments and community agencies
  - (7) Specialized, disability related, academic, vocational, personal, and counseling services specifically for students with disabilities
  - (8) Interpreter services, including manual and oral interpreting for hearing-impaired students
  - (9) Mobility assistance (on-campus), including manual or motorized transportation to and from college courses and related educational activities
  - (10) Notetaker services, to provide assistance to students with disabilities in the classroom
  - (11) Reader services, including the coordination and provision of services for students with disabilities in the instructional setting
  - (12) Transcription services, including but not limited to, the provision of braille and print materials
  - (13) Specialized tutoring services above and beyond those provided by the college
  - (14) Outreach activities designed to recruit eligible students with disabilities whose success in college may be dependent on accommodations and services.

Students with disabilities face a host of systemic, psycho-social, cultural, financial, physical, and personal barriers that contribute to low postsecondary enrollment rates. Although as a population, their postsecondary education enrollment levels are on the rise, they remain low in comparison to the general population.

### Impact of DSP&S Services on Students:

Services provided by DSP&S are intrinsic to the academic survival of students with disabilities and would have extremely serious ramifications if services were not provided. The impact on students at a human level would be tragic. Students would be overwhelmed with the stress of trying to attend classes without services and would be forced to drop out in huge numbers. From a very practical standpoint, if students with disabilities are not provided with accommodations to achieve their academic and career goals, these individuals will be supported by tax dollars for the rest of their lives. Certainly, spending the dollars for accommodation is not just the moral and ethical thing to do - it is the economically practical thing to do. Education can transform tax consumers into tax payers. We know that when we remove physical, academic, employment, informational, and attitudinal barriers for students and employees with disabilities, everyone benefits.

The impact on students if the college did not provide support services to students with disabilities would be grave indeed. The financial impact to the college could be devastating. Huge fines starting at \$50,000 for a first offense may be levied upon public institutions that are not in compliance with federal laws governing accommodations for individuals with disabilities. The District could run the risk of having federal funding terminated in the event that the institution is found in violation of those laws. If services were not provided many disabled students would have no choice but to quit college thereby reducing the headcount and number of FTES. Worse yet, the negative impact on the quality of the lives of those individuals would be devastating if they did not have the same educational opportunities afforded their non-disabled peers.

Actually, it is important to note that 50% of students with disabilities who receive a bachelor's degree began their postsecondary education in a California community college. RCCD currently ranks #12, out of 110 community colleges, in numbers of students with a disability served.

#### DSP&S Staff Accomplishments:

- Provides approximately 45,000 accommodation service hours each semester.
- Participates in numerous "Disability Awareness Activities" both on and off campus – doing presentations for college departments, community groups, feeder high schools, and professional conferences in addition to serving on both college and state-wide committees
- Provides training for faculty and staff on the ADA access and accommodation, disability-related issues in the classroom, adaptive technology and web-site accessibility thru workshops, in-service training and participation on individual college district-wide committees
- Provides access technology for students with disabilities in all computer labs, district wide.
- Promotes "Syllabi Statements" on access for students with disabilities to all faculty
- Promotes institution-wide use of access statements on college materials and for college activities
- Made significant progress in captioning the District's video library and training district faculty and staff in creating accessible websites and on-line courses
- Maintains documentation files that continue to be models for the state.
- Demonstrates through RCCD research data, that DSP&S students rank high when compared to other student populations, in retention, persistence and successful completion of classes

## DSP&S Highlights & Trend DSP&S, 2008-2009

- **Access to Information:** Our Alternate Media Specialist and Adaptive Technology Specialist in collaboration with the Instructional Media Department, have been instrumental in developing and ensuring access to all classroom learning environments and online courses.
- **Physical Access:** DSP&S, in collaboration with the Office of Diversity, Equity and Compliance, and the Facilities Department, conducted an audit of all buildings to assist the District in establishing funding priorities for access to classroom and administrative buildings, places of public accommodation (football stadium, etc) and parking.
  - **Universal Design:** is becoming the driving framework for services and accommodations. DSP&S staff are encouraging dialogue in the adoption of Universal Design and supporting efforts toward universally designed courses, programs, facilities, services, and activities.
- **Veterans Issues:** DSP&S on each of the campuses is anticipating an emerging population of returning veterans, many of whom will have disabilities. For this reason, DSP&S personnel are participating on the District Veteran's Task Force and on each campus Veteran's Services Committee. Task force membership includes personnel from Admissions, Counseling, Health Services, Outreach, Student Financial Services, EOPS and other departments to ensure that non-stigmatizing services are in place to meet the unique needs of this population. Physical disabilities (amputations, hearing loss, and visual impairments) are obvious types of disabling conditions that can result from combat; however, the Department of Defense has reported that there will be a dramatic increase in the numbers of "hidden" disabilities. Among these conditions are: general and severe anxiety disorders, post-traumatic stress disorders (PTSD), major depression and traumatic brain injuries (TBI) - a type of disability that is highly individual in scope and severity.
- **Remote Interpreting:** This relatively new technology is being explored in a collaborative effort between DSP&S, Human Resources, and the Instructional Media Center staff in an effort to make more effective and efficient use of sign language interpreters. Video Remote Interpreting is a process that places sign language interpreters in classrooms or meetings via a high-speed internet video connection. This allows participants to see and hear the interpreters. Interpreters, in turn, will be able to see Deaf participants and hear the presenters. Interpreters work from the Digital Library (or any other location in the district) and can be broadcast to other locations in the district – or in the world!
- **Outreach efforts:** Presentations are made to feeder high schools and local organizations by Disabled Student Programs & Services staff throughout each school year. The purpose of these visits is to inform students with disabilities of the academic programs and available services offered in the Riverside Community College District to meet their

specific accommodation needs. DSP&S staff also hosts booths at numerous events on the campuses which provide information about programs and services available to individuals with disabilities and has developed two DVD's highlighting services and accommodations which have allowed students with disabilities to participate actively in all aspects of college life...from the classroom to the football field to the basketball court, to the swimming pool, to the Homecoming Court, to student government on to employment.

## Summary:

For almost 50 years, RCCD has been a leader in the provision of services to students with disabilities. The District fosters institutional accountability and administrative responsibility for disability access while enhancing the quality, effectiveness, and efficiency of DSP&S operations. We can – and we will continue our service to students with disabilities by seeing the possibilities and making them a reality!

Our goal is to increase the awareness of DSP&S as a resource, for students, faculty, staff, administration, and the community. It is through this awareness that students with disabilities will become comfortable in seeking the services that will help to level the playing field as they strive to overcome seemingly insurmountable odds to compete with their non-disabled peers.

Who are these students? They are your sons and daughters, brothers and sisters, neighbors, friends, and colleagues! Disabilities do not discriminate. Disability knows no race, gender, religion, or socio-economic status. Each of us is only an accident or illness away from a possible disability. Fortunately, RCCD's competent and caring staff stands ready with the knowledge and resource technology to make the college experience for students with disabilities as normal as is the experience for their non-disabled peers. In the Riverside Community College District – EVERYONE MATTERS! We celebrate and appreciate our diversity. We see those with disabilities as adding to the richness of diversity found on our campuses.



## Attachment A

RIVERSIDE COMMUNITY COLLEGE  
 DISABLED STUDENT PROGRAMS & SERVICES  
 PROGRAM ANALYSIS – 1961 TO PRESENT  
 UNDUPLICATED STUDENT COUNT  
 Primary/Secondary Combined

Year	Mobility	Visual	Other	Hearing	Speech	L.D.	ABI	DDL	Psych	TOTAL
1961/62	0	0	0	12	0	0	0	0	0	12
1962/63	0	0	0	24	0	0	0	0	0	24
1963/64	0	0	0	22	0	0	0	0	0	22
1964/65	0	0	0	20	0	0	0	0	0	20
1965/66	0	0	0	21	0	0	0	0	0	21
1966/67	0	0	0	23	0	0	0	0	0	23
1967/68	0	0	0	31	0	0	0	0	0	31
1968/69	0	0	0	25	0	0	0	0	0	25
1969/70	0	0	0	22	0	0	0	0	0	22
1970/71	0	0	0	26	0	0	0	0	0	26
1971/72	0	0	0	31	0	0	0	0	0	31
1972/73	0	0	0	26	0	0	0	0	0	26
1973/74	0	0	0	46	0	0	0	0	0	46
1974/75	0	0	0	31	0	0	0	0	0	31
1975/76	0	0	0	50	0	0	0	0	0	50
1976/77	149	0	0	39	0	0	0	0	0	188
1977/78	160	10	80	70	0	0	0	0	0	320
1978/79	149	15	55	61	0	0	0	0	0	280
1979/80	203	21	81	76	0	0	0	0	0	381
1980/81	166	18	89	100	0	30	0	0	0	403
1981/82	200	10	77	116	0	80	0	0	0	483
1982/83	209	16	77	95	0	110	0	0	0	507
1983/84	183	13	50	85	0	88	0	0	0	419
1984/85	146	14	8	63	0	106	0	0	0	337
1985/86	145	18	12	89	1	99	0	0	0	364
1986/87	137	23	21	87	2	142	0	2	0	414
1987/88	140	24	24	85	2	62	0	0	0	337
1988/89	110	18	25	93	1	82	11	0	0	340
1989/90	121	19	31	99	2	79	12	3	0	366
1990/91	166	25	39	86	0	90	15	0	0	421
1991/92	144	27	48	88	0	92	15	0	0	414

<b>Year</b>	<b>Mobility</b>	<b>Visual</b>	<b>Other</b>	<b>Hearing</b>	<b>Speech</b>	<b>L.D.</b>	<b>ABI</b>	<b>DDL</b>	<b>Psych</b>	<b>TOTAL</b>
<b>1992/93</b>	141	22	39	130	0	123	16	0	32	<b>503</b>
<b>1993/94</b>	214	41	89	140	0	170	24	0	59	<b>737</b>
<b>1994/95</b>	304	55	151	170	0	203	27	6	97	<b>1013</b>
<b>1995/96</b>	245	45	152	143	0	257	24	23	84	<b>973</b>
<b>1996/97</b>	232	51	161	128	0	301	24	16	129	<b>1042</b>
<b>1997/98</b>	302	50	244	134	0	287	26	24	106	<b>1173</b>
<b>1998/99</b>	270	45	212	96	1	281	0	24	109	<b>1039</b>
<b>1999/00</b>	316	50	223	126	5	288	40	44	160	<b>1252</b>
<b>2000/01</b>	302	65	337	132	5	310	49	50	159	<b>1409</b>
<b>2001/02</b>	316	57	335	121	9	327	40	49	184	<b>1438</b>
<b>2002/03</b>	334	65	503	120	9	337	45	55	211	<b>1679</b>
<b>2003/04</b>	339	64	558	115	3	308	43	52	220	<b>1702</b>
<b>2004/05</b>	341	51	628	124	5	296	48	49	242	<b>1784</b>
<b>2005/06</b>	311	54	637	115	4	261	40	44	247	<b>1714</b>
<b>2006/07</b>	277	49	687	125	5	246	36	33	247	<b>1705</b>
<b>2007/08</b>	306	48	773	138	7	0	38	45	337	<b>1921</b>

**DISTRICT 2007-2008 – DSP&S Student Count by Disability**

Disability	Primary	Secondary	Total
Mobility	272	34	306
Visual	43	5	48
Hearing Impaired	136	2	138
Speech	2	5	7
Learning Disabled	227	2	229
Other Disabilities	682	91	773
Acquired Brain Injury	38	0	38
Developmentally Delayed Learner	40	5	45
Psychologically Disabled	258	79	337
<b>TOTAL</b>	<b>1698</b>	<b>223</b>	<b>1921</b>

**RIVERSIDE**

Disability	Primary	Secondary	Total
Mobility	165	24	189
Visual	28	3	31
Hearing Impaired	102	0	102
Speech	1	3	4
Learning Disabled	135	1	136
Other Disabilities	406	54	460
Acquired Brain Injury	22	0	22
Developmentally Delayed Learner	9	2	11
Psychologically Disabled	156	43	199
<b>TOTAL</b>	<b>1024</b>	<b>130</b>	<b>1154</b>

**MORENO VALLEY**

Disability	Primary	Secondary	Total
Mobility	51	2	53
Visual	11	0	11
Hearing Impaired	16	0	16
Speech	0	0	0
Learning Disabled	56	0	56
Other Disabilities	126	20	146
Acquired Brain Injury	5	0	5
Developmentally Delayed Learner	21	2	23
Psychologically Disabled	56	20	76
<b>TOTAL</b>	<b>342</b>	<b>44</b>	<b>386</b>

**NORCO**

Disability	Primary	Secondary	Total
Mobility	56	8	64
Visual	4	2	6
Hearing Impaired	18	2	20
Speech	1	2	3
Learning Disabled	36	1	37
Other Disabilities	150	17	167
Acquired Brain Injury	11	0	11
Developmentally Delayed Learner	10	1	11
Psychologically Disabled	46	16	62
<b>TOTAL</b>	<b>332</b>	<b>49</b>	<b>381</b>

Table 1 shows totals for all three campuses

Table 2/3/4 Individual campus enrollments

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-A-3

Date: December 9, 2008

Subject: Sabbatical Leave Report

Background: Attached for the Board's information is a sabbatical leave report from David Nelson.

Information Only.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Kristina Kauffman  
Associate Vice Chancellor, Institutional Effectiveness

David Nelson  
Sabbatical Report  
2007-2008

September 8, 2008

Dr. Linda Lacy, President  
Riverside Community College  
4800 Magnolia Avenue  
Riverside, CA 92506

Dr. Lacy:

Before outlining the professional experiences gained and the institutional benefits of my recent sabbatical leave, I want to express my gratitude to you, the District's Board of Trustees and the members of the Professional Growth and Sabbatical Leave Committee for giving me the opportunity to research and write my book on performing Shakespearean-heightened verse. It has been a wonderful experience that I feel will be of benefit to my students and the district for many years.

The purpose of my sabbatical was to create a workbook for student actors to understand and perform Shakespearean heightened verse. Elevated or heightened verse is poetic in nature and is built on a rhythmic structure with a compression of imagery as opposed to prose, where the structure is built on the logical progression of ideas and where the dialogue is rooted in everyday speech patterns. Performing heightened verse requires specialized skills in text analysis, scansion, meter, rhythm, imaging, stressing, inflections and word meanings and personalization.

In America the emphasis in actor training is based on the Stanislavski system. The Stanislavski system trains actors in the realistic style of prose acting that is necessary for modern realistic text. Realistic acting is most like ordinary life in that the emphasis is in capturing the naturalistic rhythm, cadence and emotions of day-to-day life and recreating those for the stage. However realistic actor training is only partially useful in performing Shakespearean-heightened verse as heightened verse doesn't resemble the speech of ordinary life. Heightened text is dense, archaic, and layered with multiple compressed poetic images. Therefore, I wanted to write a workbook that would be a systematic approach to understanding and performing heightened verse for the American actor.

The first part of the sabbatical was spent researching all areas of actor training in heightened verse and classical actor training. This was broken into two areas. The first was researching and analyzing textbooks and related materials on heightened verse and Shakespearean text. These books dealt with the history, structure and form of heightened verse and were crucial in developing exercises for the workbook. This was especially true in understanding the contributing social, educational, political and religious aspects to the development of the Golden Age in Elizabethan drama and literature. These profound social changes helped produce some of the greatest literature in Western culture. The second part was reviewing and analyzing existing textbooks in all areas of actor training, both realistic and alternative acting styles, to develop the practical acting exercises that would help students understand and master heightened verse.

In addition, I attended productions of Shakespearean plays at The Old Globe in San Diego and the Utah Shakespeare Festival. I spoke with actors, directors and dramaturges associated with

these productions to get their views and insights on the actor training process for heightened verse. Almost without exception, they stated that most American actors are not prepared to deal with the formal structure of heightened verse. Therefore, they attempt to perform the verse as though it were realistic text, trying to avoid the formal structure that is inherent in heightened verse. They were able to furnish me with many ideas for the textbook, especially in the areas of implementing the acting exercises.

After completing my research I divided the proposed book into five major learning areas for understanding and performing heightened verse: 1) Meter and Rhythm, 2) Word Meaning and Personalization, 3) Imaging, 4) Stressing, and 5) Inflections. I called these the five pillars to understanding and performing heightened verse. The eleven chapters of the book cover these five areas in detail and provide students with multiple exercises to develop and practice the skills necessary in performing heightened verse.

The workbook lays out in a systematic approach the technical skills necessary in understanding the structure of verse and how to effectively perform the text for an audience. This is done through the use of work pages, exercises, reading and practical applications. Per my research, the textbooks currently available in the market address the literary aspects of heightened verse but offer little practical applications for learning how to perform said verse for an audience. Therefore the thrust of my workbook was geared toward students learning how to master the techniques of heightened verse for the performance process.

The workbook far exceeded my initial estimates for length. I thought I would be able to cover the material in about two hundred and fifty pages. However, I realized that students would need far more exercises to understand and apply the techniques being taught in the book. The workbook is a little over four hundred pages which includes eleven chapters, a glossary and a Key to the exercises from the chapters.

I have included the cover page, table of contents, index to the exercises and three chapters for your review. Chapter four, Meter and Rhythm, deals with the basic structure of heightened verse. The chapter outlines the formal structure of iambic pentameter and how that structure affects the text. Chapter seven, Word and Line Meanings, Text Interpretations and Personalization, deals with the archaic and dense language of heightened verse and how to interpret that text for performance. It then helps the student to personalize the text for the acting process. Chapter eight, Imaging, deals with the poetic structure of heightened verse and provides a system for marking the text with symbols to isolate visual images and connect those images together in coherent thought patterns. In addition, I have included the Key to the Exercises for the corresponding chapters so that you can see how the students may check their own work to gain more insights into the material.

One of the most difficult aspects of the sabbatical was formatting the text with the appropriate symbols for scansion, imaging, stressing and inflections. It required constant manipulation to make the text and symbols line up correctly. However, I believe that it gives the reader a clear idea of the process and how to format the text on their own. I have edited the book three times but still feel that it needs further work.

I will be teaching Shakespearean acting in spring 2009, and plan to use the workbook in the class. This will allow me to get student feedback on the text as to what works and what doesn't. This will help me in the final edit of the manuscript before I submit it for publication. I will be able to see if the text is clear enough for beginning students and if the exercises need any modifications.

This workbook will be an invaluable resource for my theatre students in the coming years as it provides the necessary skills for understanding and performing heightened verse. In addition, there are areas of the book that are applicable to all forms of play texts. The chapters dealing with imaging, stressing, word and line meaning, personalization and inflections can be used in all areas of acting. Also, those same chapters can be used by anyone who wishes to improve their public speaking and communication skills, and therefore would be of benefit to students across the district.

I truly enjoyed this experience and felt that I gained insights into teaching that will inspire me for years to come. Again, thank you for this opportunity to pursue my intellectual goals and to write a textbook which I believe will be of benefit to my students and the district.

Most respectfully submitted,

David Wayne Nelson  
Associate Professor of Theatre  
Performing Arts Department  
Riverside Community College District

Enclosures  
/dwn



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-A-4

Date: December 9, 2008

Subject: Workforce Preparation at Riverside City College

Background: Attached for the Board's information is a presentation on Workforce Preparation programs. The programs serve a variety of RCC students and community members. Included in this presentation is an overview of the services provided, populations served, and the functions of some of these programs.

Information Only.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Shelagh Camak  
Executive Dean, Workforce Development

# Workforce Preparation Part 1

At

Riverside City College

Board Presentation  
2008

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Workforce Preparation  
At  
Riverside City College

From its inception, Workforce Preparation has taken seriously the mission of educational access established by the California Master Plan for Higher Education and reflected in Riverside Community College District's mission statement. By "repackaging" curriculum and student support services, Workforce Preparation has widely opened the door to higher education, providing access to those marginalized, underserved, and nontraditional students who thought a college education was not possible for them. In addition, the Workforce Preparation resource centers have the reputation of providing high quality customer care to students in need of on- and off-campus resources. The philosophy of all Workforce Preparation programs is that students will have the resources they need before they walk out the door, regardless if they need an answer to a quick question or to transition from a program toward the next step in their life. Each of the following Workforce Preparation programs serves a variety of RCC students and community members that have unique and challenging barriers to higher education, self-sufficiency and/or caregiver issues. The descriptions below identify each program's distinctive function, the population served, services provided, and the collaborative efforts with outside agencies. Workforce Preparation's Gateway to College Early College High School, California High School Exit Exam Preparation (CAHSEE Prep) Program and the Independent Living Program at RCC (ILP@RCC) will be presented at separate board committee meetings at a later date.

CalWORKs

The Workforce Preparation CalWORKs Program has been serving students at Riverside Community College since 1998. Workforce Preparation coordinates and implements RCC's CalWORKs program on the Riverside, Moreno Valley and Norco campuses. The Riverside and Moreno Valley campuses have well established efficiently run resource centers comprised of a computer lab, counselors, and support staff providing the necessary support to CalWORKs students. The Norco campus CalWORKs students are served by a CalWORKs counselor on an as-needed basis. The CalWORKs program served 321 students in 2007-2008 on the Moreno Valley, Norco, and Riverside City campuses. The CalWORKs program provides:

- Support services to Temporary Assistance for Needy Families (TANF) recipients with minor children who are employed and attending or planning to attend school.
  - Supportive services include academic and career counseling, priority registration, resume assistance, work study, skill-building courses, and intensive joint case management with the Riverside County Department of Social Services GAIN program.
- Case management services to develop student educational plans and support student success.
- Work study opportunities for CalWORKs students needing employment receive on-the-job training, promotional opportunities, and thereby increase student marketability.
- The TANF-Child Development Career Program to CalWORKs students with the goal of earning a California associate and/or preschool teacher permit. The program integrates

education, work experience, and extensive support services for students interested in becoming educators. The TANF-Child Development Career Program provides services to 55 students per term.

- Skills Classes and/or any of the 100+ certificate and degree programs providing CalWORKs students with an avenue to end their reliance on county assistance.
- Number of students served (Annual)  
321
- General demographics (Annual)  
 Gender: Female-95%, Male-5%  
 Ethnicity: Asian-1.6%, African American-30.2%, Hispanic 38.6%, Native American-0.3%, White-19.3%, Other-2.5%, Unknown-7.5%  
 Average Age: 28

	Success	Retention	Persistence
Summer 07	60%	94%	76%
Fall 07	50%	85%	62%
Winter 08	83%	93%	92%
Spring 08	57%	85%	Data not available

- Success – Is defined as the percentage of students receiving a “C” (or Cr”) or better.
- Retention – Is defined as the percentage of students who did not receive a “W”.
- Persistence – Is defined as the percentage of students enrolling in one term who also enrolled in the next term.

The RCC CalWORKs program collaborates with many departments and programs on campus to ensure exceptional student services for students. CalWORKs students have received priority registration through Admissions and Records which processes CalWORKs student vouchers for parking permits. The bookstore allows CalWORKs students to utilize county issued vouchers for book purchases. Financial aid and Admissions and Records refer students who report they are receiving cash aid to the CalWORKs program. The CalWORKs office works with Disabled Student Program and Services to provide students with disabilities reasonable accommodations.

It is a challenge to educate and enlighten the college departments on what is available for the CalWORKs student. To ensure a better understanding of the CalWORKs program, CalWORKs counselors attend department meetings such as Student Services, Early Childhood Education, Disabled Student Program and Services, and Counseling. In addition, the CalWORKs Counselor participates in a variety of forums to ensure representation and promote the RCC CalWORKs program.

**Strengths**

- Dedicated staff to serve the CalWORKs student’s needs
- CalWORKs students receive one-stop support services (i.e. counseling, financial aid)

- Relationship between RCC and Riverside County DPSS GAIN continues to have a positive impact on the CalWORKs students
- CalWORKs Work Study program assists CalWORKs students obtain suitable, gainful employment in the community
- Program promotes self-sufficient employed individuals
- Strong collaborative partnerships with other RCC departments, the various GAIN Offices, Economic Development Agency, and the Employment Development Department.

#### Areas for Improvement

- Continue to develop and expand the CalWORKs Work Study program
- Build relationships with industry to improve job opportunities
- Expand the CalWORKs Program on the Norco Campus.

#### CalWORKs Work Study Program

30% of the CalWORKs funding is mandated toward a work study program. To that end the Workforce Preparation Education and Employment (E2) Opportunity Program was developed in partnership with the Riverside County Department of Social Services. By teaming up with employers in the local area, the Education and Employment program at RCC pays employers a percentage of CalWORKs student's wages to hire and train them as qualified employees. The program is designed to benefit both the employer and the student/employee. Employers are able to fill open vacancies and train new employees at a reduced cost, and the student gains valuable on-the-job experience in a field related to their education.

Additional assistance is available by the RCC Workforce preparation staff to help students/employee's succeed and grow with their new job. Assistance can include job coaching, supportive services, and specialized counseling to help the individual balance the rigors of education and work.

#### TANF-Child Development Careers Program

Funded through the Foundation for California Community Colleges, the TANF-CDC Program is designed as an integrated and innovative approach to the education and training of 50 CalWORKs recipients pursuing a Preschool Teacher Permit. Current and prospective RCC students who meet the criteria for eligibility may receive services through the TANF-CDC and CalWORKs Programs. Eligible students find their way to the program via referrals. Referrals are typically from Riverside County GAIN counselors, community preschools, peers, or early childhood educators. Through an integrated training program, work experience, and extensive CalWORKs supportive services, participants are prepared to apply for the Preschool Teacher Permit. CalWORKs supportive services include counseling, priority registration, job search, resume assistance, parenting, life skills workshops, resource referrals, book services, transportation assistance, and gift incentives.

The goal of the program is to educate and train students to earn a Preschool Teacher Permit, and assist them in climbing the career ladder in the field of Early Childhood Education (ECE). During the first semester, students enroll in four core required ECE classes. After completing the first two ECE courses students qualify for RCC ECE Assistant Teacher Certificate. Upon completion of the four core ECE courses and fifty-days experience students qualify for the

Associate Teacher Permit. After completion of four additional elective ECE courses and 16 units of general education, students qualify for the Teacher Permit.

Workforce Preparation Skills Classes

Workforce Preparation Skills Classes began winter 2003 offering courses in math, English, reading, computer applications, and workshops in academic and life management skills. Through the past 4+ years, Business English courses have been added to the curriculum, and we have modified the math courses to align with the sequence leading to an associate’s degree. These courses were initially utilized by a majority of CalWORKs students. However, in 2007-08, 87% of Skills Classes were comprised of general RCC students. The reason for this widespread appeal to all segments of RCC’s student body is the innovative structure of Skills Classes. All courses are offered on an open-entry, self-paced basis facilitated by faculty who are actively involved in each student’s progress through the curriculum. From its initiation to present, the Workforce Preparation Skills Classes have served the following functions:

- Foundational skill development for both academic and workplace success
- Innovative instructional methods that accommodate
  - Various learning styles
  - Varying work schedules
  - Students with other adult responsibilities
  - Each student’s individual pace to the subject matter
  - Immediate entry of students throughout the semester
- Academic support to students who are struggling in other RCC courses
- Access to RCC for students who would not enter higher education through traditional pathways
  - Percent and number of general and CalWORKs students attending skills classes
  - General: 87%
  - CalWORKs: 13%
  - Completion, retention, and persistence rates for students enrolled.

	Success	Retention	Persistence
Summer 07	58%	93%	63%
Fall 07	52%	94%	59%
Winter 08	71%	98%	69%
Spring 08	51%	96%	Data not available

- Success – Is defined as the percentage of students receiving a “C” (or “Cr”) or better.
- Retention – Is defined as the percentage of students who did not receive a “W”.
- Persistence – Is defined as the percentage of students enrolling in one term who also enrolled in the next term.

- For students completing the English skills course (ENG 60A 1 – 4) and continuing on to ENG 60B achieved 92% success and 96% retention in 60B.

#### Strengths

- Offer innovative competency based, open entry, self paced skill-building courses.
- Skills classes frequently used by DSPS students.
- General counselors refer nontraditional students they encounter who may benefit from the skills classes' innovative approach.
- Frequent usage by occupational students who need to strengthen foundational skills before entering certificate courses.
- Community agencies (EDA, drug rehabilitation centers, etc.) utilize skills classes as an entry point for their participants.

#### Areas for Improvement

- Need employers to be more informed about skills classes as a resource for their employees.
- Address the concern of categorically funded Workforce Preparation staff serving general students.

There has been a vast improvement in the flow of information to other units since the beginning of the skills classes. A Workforce Preparation counselor attends counseling and student services meetings in order to keep other student service units abreast of the newest skills class developments. Flyers are distributed to units with high student traffic and posted in approved areas on campus.

It would be a positive move if the counselors and staff of the various on-campus programs such as DSP&S and EOPS were more integrated with the progress of their students utilizing skills classes.

#### Foster and Kinship Care Education Program (FKCE)

The Foster and Kinship Care Education Program (first known as the Foster Care Education Program) was established by the Chancellor of the California Community Colleges in 1984, to provide mandated training and education to foster parents (SB 2003). In April 1999, Riverside Community College joined 65 other colleges throughout the state in providing these services. The program is guided by the philosophy that children and youth will achieve their full potential when they belong to families that are safe, consistent and nurturing. Better foster care outcomes are achieved when caregivers are knowledgeable, qualified and caring, and collaborate with community support services. Because program guidelines require a total of 150 hours of caregiver training annually, each year the program at RCC has grown and provided increased services and now provides more than 300 hours annually.

The main functions of the FKCE program are to

- Provide quality educational opportunities to caregivers of children and youth in foster care.
- Ensure that educational training for caregivers meets the state of California requirements in four primary areas: age-appropriate child development, health issues in foster care, positive discipline & self esteem enhancement, and emancipation & independent living skills.



- Offer comprehensive training opportunities in educational areas not mandated but requested by caregivers – such as attachment issues, special needs children, the impact of trauma, involvement with gangs/drugs, self mutilation, violence in the media, stress reduction and burn-out prevention for the caregiver.
- Give training opportunities that are responsive to the needs of the caregivers in various locations throughout the county, at various times throughout the day/week, and in Spanish as well as English.
- Provide training that addresses the needs and concerns to the diverse population of caregivers (and children in out-of-home care) in Riverside County with regard to ethnicity, culture, religion, sexual orientation, etc.
- Reach out to Kinship Providers (grandparents, aunts, uncles and siblings who may be caring for children) to encourage their involvement with current educational opportunities.
- Develop separate educational training for Kinship Providers when appropriate, and requested.
- Develop, review and revise educational materials as necessary to keep pace with current research in the field of human development.
- Collaborate on a consistent basis with Riverside County Department of Social Services, Foster Parent Associations, community agencies and other entities involved with children in out-of-home care.
- Develop and provide professional development seminars for DPSS social work staff and administrators.

The number of training hours provided for foster parents/kinship providers during 2007/08 fiscal year equaled 357.5, an increase of 32.5 hours over the 2006/07 year, and more than double the funding requirement. The number of participants attending FKCE workshops in 2007/08 equaled 371, an increase of 48 from the previous year.

#### Participant characteristics:

- Foster Parents – 327, an increase of 36 from prior year
- Kinship Providers – 21, an increase of 5 from prior year
- Group Home/Social Work, Other professional – 23, an increase of 7 from prior year.

#### The FKCE Program statistics tracked are:

- Hours of service provided.
- Total number of participants
- Effectiveness of training via evaluation form completed by participants, rating topic, content, and facilitator.

#### Strengths

The FKCE program has provided services to several departments within the RCC community. The Early Childhood Studies Department (ECE) receives the FKCE Class schedule each semester and staff/faculty routinely promotes attendance to ECE students, and Self Help Initiates Necessary Education (SHINE) students. FKCE collaborates regularly with the Department of Social Services, Foster Parent Associations, private foster agencies and other community resource groups including Family Service Agency, First Five, CASA,

Prevent Child Abuse Riverside County, Riverside Adult School and RCOE who work with children and families.

Even though there has been improved communication, there is still more to be done, in improving collaborations with other departments so that all students who are parents are aware of and have access to the FKCE workshops – especially the ones that are held on the RCCD Riverside Campus and Rubidoux Annex.

FKCE is a valuable program within the community of Riverside County and results in feedback about the college within this community. Those who have attended FKCE trainings and their associated families (some of whom may, in fact, become RCC students in the future) often express gratitude and appreciation for the program. Additionally, the in-service workshops and other trainings provided on campus have been well-received by staff. Evaluations completed annually by the participants served by the program indicate that the FKCE program at RCC is indeed, providing the services needed and wanted.

Riverside Community College District  
*Workforce Preparation Programs & Services*  
Riverside City Campus, Lovekin F2 • (951) 222-8648

# Skills Classes

*Open entry classes for all students*

## What is Workforce Preparation?

Workforce Preparation is a collection of grant-funded programs and services for students at Riverside Community College. Our mission is to provide a continuum of services that help learners achieve academic success, gainful employment and self-sufficiency.

## What are the skills classes?

The skill-building classes build a strong foundation of reading, writing, math, computer, and life management skills to enhance success in the workplace and in further college courses.

## What makes the skills classes unique?

The skills classes are presented in a student-paced, instructor-led format with multiple entry dates within any given week. Students may add open-entry courses in Reading, Mathematics, English, Business English and Computer Applications. Dependent upon the class, there are multiple course offerings per day. Our instructors are student centered and class sizes are relatively small.

## Who benefits from the skills classes?

The skills classes are fundamental building blocks for both workplace skills and academic coursework. There are a wide variety of students who have benefited from the skill classes, including first-time college students to those with college degrees who are seeking to enhance and/or refresh their skills in reading, writing, grammar, math, and computer applications.

## What are the eligibility requirements?

*Skills classes are open to all students.*

RCC students may visit the Workforce Preparation Resource Center (LVKN F2) for additional class offering material or refer to the Schedule of Classes..

## What is the cost of a skills class?

Each skill-building class provides students with up to one unit of college credit at a time, at \$20.00 per unit. Many of the skills courses have no material or book costs.

**For more information call (951) 222-8648**

# Fall 2008

## SKILL-BUILDING COURSE MEETING TIMES

### Business English (CAT 30A-C)

Develop business-level grammar, punctuation, spelling, vocabulary, and communication skills.

Monday and Wednesday

10:30 – 12:12 PM or 1:45 – 3:27 PM MLK 226

Students may start Business English any Monday or Wednesday from 9/03/08 through 12/17/08

*(Last day to add: 12/05/08)*

### Computer Applications (CAT 99A,C,D,E)

Computer for beginners—Keyboarding (CAT 99A), Word (CAT 99C), Excel (CAT 99D), and PowerPoint (CAT 99E)

Monday or Wednesday 12:30 - 1:38 PM MLK 226

Students may start computer applications any Monday or Wednesday from 09/03/08 through 12/17/08

*(Last day to add: 12/05/08)*

### English (ENG 60A1-4)

Completion of all four 1.0 unit courses is equivalent to ENG 60A.

Monday and Wednesday

12:00 – 1:30 PM or 1:30 – 3:00 PM or 6:00 – 7:30 PM LVKN F3

Students may start English any Monday or Wednesday from 9/03/08 through 12/19/08

*(Last day to add: 11/22/08)*

### Math (MAT 90ABC)

Completion of MAT 90A-C is equivalent to MAT 63-Arithmetic.

Math 90ABC – Tuesday and Thursday

8:45 – 10:17 AM or 4:15 – 7:32 PM LVKN F3

Students may start Math 90ABC on Tuesday or Thursday from 9/02/08 through 12/19/08

*(Last day to add: 11/22/08)*

### Math (MAT 90DEF)

Completion of MAT 90D-F is equivalent to MAT 64-Pre-Algebra.

Math 90DEF – Tuesday and Thursday

8:45 – 10:17 AM MLK 306 or 4:15 – 7:32 PM LVKN F3

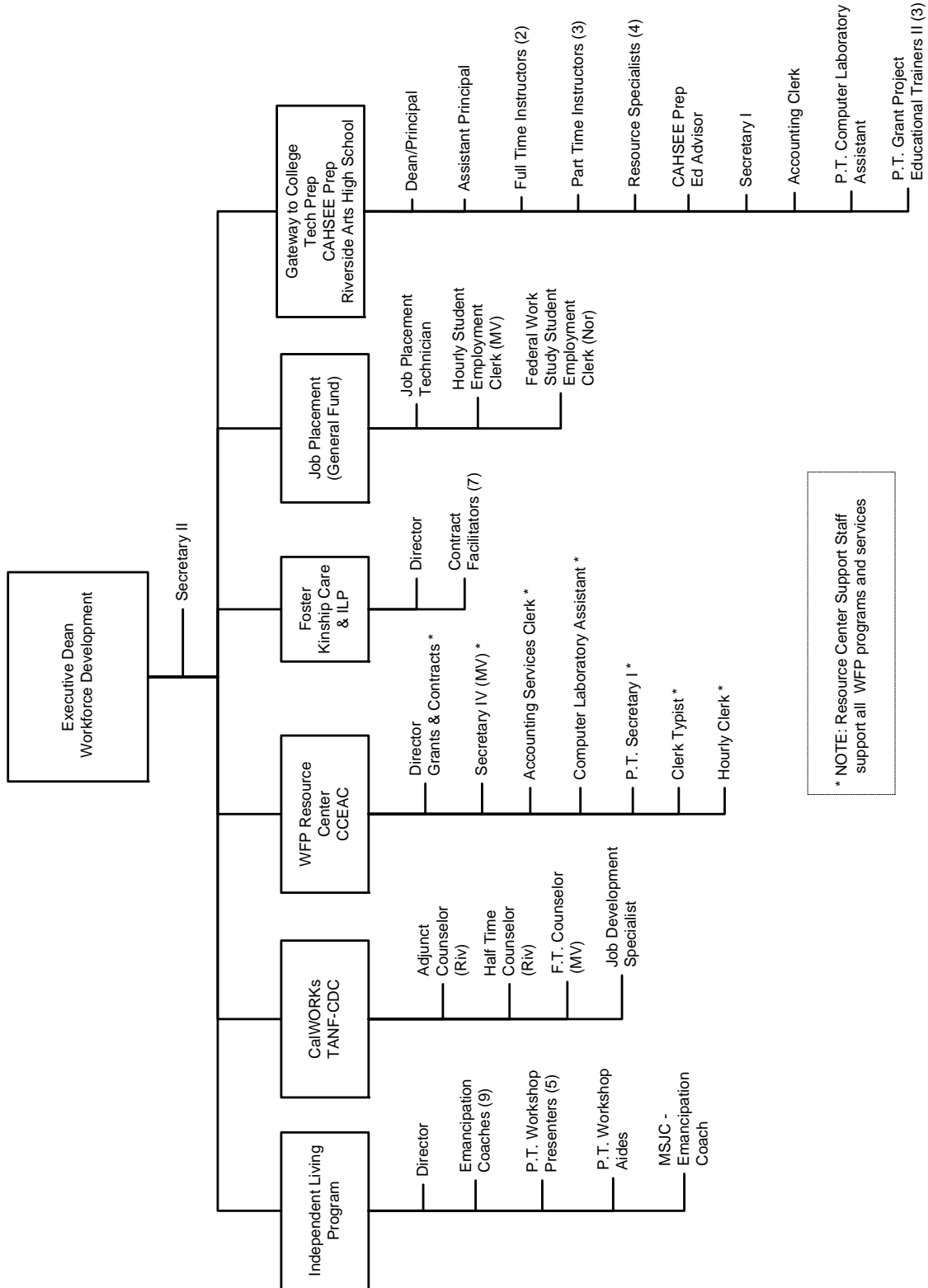
Students may start Math 90DEF on any Tuesday or Thursday from 9/02/08 through 12/19/08

*(Last day to add: 11/22/08)*

Program Name	Begin Date	Ending Date	Annual Amount	Funding Agency	Purpose of Funding
FY 2008-2009					
Foster/Kinship Care Education	7/1/2008	6/30/2009	\$124,123	California Community Colleges Chancellor's Office	Provides the continuing education workshops that are state mandated, for licensed foster parents in Riverside County.
Foster/Kinship Care Education	7/1/2008	6/30/2009	\$42,250	Riverside County Dept. of Public Social Services	Provides the continuing education workshops that are state mandated, for licensed foster parents in Riverside County.
Emancipation Coaching Services	3/1/2008	6/30/2009	\$146,250	Riverside County Office of Education	Designed to provide an array of support services to current and former foster youth ages 16-21 throughout Riverside County
Independent Living Program	7/1/2005	6/30/2009	\$1,100,000	Riverside County Dept. of Public Social Services	Designed to provide an array of support services to current and former foster youth ages 16-21 throughout Riverside County
Community College Educational Assistance Center	7/1/2008	6/30/2009	\$185,000	Riverside County Economic Development Agency	Designed to provide enhanced linkages to education for WIA Title I participants
Temporary Aid for Needy Families-Child Development Careers	7/1/2008	6/30/2009	\$121,710	Foundation for California Community Colleges	Designed to educate and train CalWORKs recipients pursuing a Child Development Permit at the Teacher level.
Set-aside Funds	7/1/2008	6/30/2009	\$150,000	California Community Colleges Chancellor's Office	Designed to provide administrative and fiscal oversight to support the community colleges CalWORKs program peer review and statewide training.

Program Name	Begin Date	Ending Date	Annual Amount	Funding Agency	Purpose of Funding
FY 2008-2009					
B of A Sustaining Gateway to College	1/2/2006	6/30/2009	\$22,687	Bank of America	Designed to provide professional development for guidance and teaching for Gateway to College students.
Gateway to College Tech Prep	7/1/2005	6/30/2010	\$348,457	U.S. Department of Education	Designed to provide and to explore school to career pathways in Automotive Technology Manufacturing and Logistics Information.
Gateway to College				Start up Portland Community College	Designed to provide at-risk youth 16-20 who have dropped out of school or are near dropping out of school, with the opportunity to earn a high school diploma while achieving college success.
Temporary Aid for Needy Families (TANF)	12/1/2003	6/30/2009	\$1,100,000	California Community Colleges Chancellor's Office	Designed to promote self-sufficiency through employment and education.
California Work Opportunities and Responsibility to Kids (CalWORKs)	7/1/2008	6/30/2009	\$97,448	California Community Colleges Chancellor's Office	Designed to promote self-sufficiency through employment and education.
California High School Exit Exam Prep Program	7/1/2008	6/30/2009	\$441,443	California Community Colleges Chancellor's Office	Designed to provide additional academic assistance to students who did not pass the California High School Exit Exam beginning with the graduation class of 2006
	1/2/2007	4/30/2009	\$362,607	Chancellor's Office	
		Total	\$4,241,975		

# Workforce Development Org Chart Fall 08



\* NOTE: Resource Center Support Staff support all WFP programs and services

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
RESOURCES COMMITTEE MEETING  
December 2, 2008, 7:15 p.m.  
Board Room, AD122, Riverside City College

Committee Members: Mark Takano, Committee Chairperson  
Virginia Blumenthal, Vice Chairperson  
James L. Buysse, Vice Chancellor, Administration and  
Finance  
Melissa Kane, Vice Chancellor, Diversity and Human  
Resources  
Doug Beckstrom, Academic Senate Representative  
(Moreno Valley Campus)  
Tim Brown, Academic Senate Representative (Riverside)  
Patricia Worsham, Academic Senate Representative (Norco)  
Amber Casolari, CTA Representative (Riverside)  
Shari Yates, CTA Representative (Riverside)  
Karin Skiba, CTA Representative (Norco)  
Gustavo Segura, CSEA Representative (Moreno Valley)  
Tamara Caponetto, CSEA Representative (Norco)  
Tish Chavez, Confidential Representative (Riverside)  
Zulma Michaca, ASRCCD  
Meshay Brown, ASRCCD

AGENDA

VI. Board Committee Reports

B. Resources Committee

1. Physical Education Complex Phase II (Wheelock Gym Project) - Design Services Agreement - GKK Works  
- The Committee to consider a design services agreement for the Physical Education Complex Phase II (Wheelock Gym Project).
2. Phase III - Norco/Industrial Technology Project - Change Orders  
- The Committee to review change orders for the Phase III - Norco/Industrial Technology Project.
3. 2007-2008 Independent Audit Report for the Riverside Community College District Foundation  
- The Committee to consider an independent audit report for the Riverside Community College District Foundation.
4. Remodel of Building A, Riverside City College - Film, Television and



Video Program

- The Committee to consider a proposal to solicit bids for a remodel project.

5. Remodel of Black Box Theatre, Riverside City College - Performing Arts (Theatre) Program

- The Committee to consider a proposal to solicit bids for a remodel project.

6. Remodel of the A.G. Paul Quadrangle Basement, Riverside City College

- The Committee to consider a proposal to solicit bids for a remodel project.

7. 2007-2008 Independent Audit Report for the Riverside Community College District

- The Committee to review an independent audit report of the District's 2007-2008 financial statements.

8. 2008-2009 State Budget Update

- Staff to brief the Committee on any new information relative to the State budget.

9. Comments from the public

Adjourn

Prepared by: Charlotte Zambrano  
Administrative Assistant,  
Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: December 9, 2008

Subject: Physical Education Complex Phase II (Wheelock Gym) Project – Design Services Agreement – GKK Works

Background: On June 20, 2006, the Board of Trustees approved the 2008-2012 Five-Year Capital Construction Plan, which included the Final Project Proposal (FPP) for the Physical Education Complex Phase II (Wheelock Gym) project at the Riverside City campus. The District has received approval from the State Chancellor’s office to initiate the development of final architecture plans and specifications.

Based on a competitive interview process, the proposal and reference checks made with past clients, their significant experience designing community college modernization projects, as well as a discounted architectural fee, staff is recommending that the District enter into an agreement with GKK Works to provide design services for the development of design, working drawings, specifications, and a project cost estimate for the Physical Education Complex Phase II (Wheelock Gym) project. Staff will bring the final project design and proposed project budget to the Board for final approval at a later date. The estimated fee for design services with GKK Works is \$1,360,000 including reimbursable expenses. The fee is based on the current Final Project Proposal (FPP) cost of construction (\$15,198,000 x 8.95%). The fee will be adjusted based on the actual cost of construction when bids are approved by the Board of Trustees. Agreement attached.

To be funded by the State Construction Act Funds (Resource 4100) and District Measure “C” Funds (Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve the agreement with GKK Works for the Physical Education Complex Phase II (Wheelock Gym) Project in the amount of \$1,360,000 and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Orin L. Williams  
Associate Vice Chancellor  
Facilities Planning, Design and Construction

C. Michael Webster  
Riverside Community College District Planning Consultant  
Facilities Planning, Design and Construction

**AGREEMENT BETWEEN**  
**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**And**

**GKK WORKS**

THIS AGREEMENT is made and entered into on the 10<sup>th</sup> day of December, 2008, by and between GKK WORKS hereinafter referred to as “Consultant” and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the “District.”

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant’s office(s), and on site at Riverside Community College District, Riverside City Campus.
3. The services rendered by the Consultant are subject to review by the Associate Vice Chancellor of Facilities Planning, Design & Construction or his designee.
4. The term of this agreement shall be from December 10, 2008, to the estimated completion date of April 1, 2011, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement is \$1,360,000 including expenses. The payment is calculated on the current Final Project Proposal (FPP) cost of construction (\$15,198,000 x 8.95%). The fee will be adjusted based on the actual cost of construction when bids are approved by the Board of Trustees. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor of Facilities Planning, Design & Construction, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Associate Vice Chancellor of Facilities Planning, Design & Construction.
6. All data prepared by Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its

use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at District's sole risk, and provided further, that Consultant shall be indemnified against any damages resulting from such use. In the event Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall first obtain approval of District's representative in writing.

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

10. Consultant shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant's activities as well as District's activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.
11. District may terminate this Agreement for convenience at any time upon written notice to Consultant, in which case District will pay Consultant in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Consultant, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Consultant shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, religion, medical condition, disability, marital status, sex, age or sexual orientation. Consultant understands that harassment of any student or employee with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.
13. Consultant is an independent contractor and no employer-employee relationship exists between Consultant and District.
14. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
15. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
16. This Agreement will be governed by and construed in accordance with the laws of the State of California.

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

GKK Works

Riverside Community College District

\_\_\_\_\_  
Kris Kay  
Principal  
2355 Main St. #220  
Irvine, CA 92614

\_\_\_\_\_  
James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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

## **Exhibit I**

### **Scope of the Project:**

As described in the Final Project Proposal (FPP) this project is a renovation/modernization of the Riverside City campus (circa 1928) Gymnasium building. The renovation will include seismic strengthening, addition of elevator and stair towers, accessibility upgrades and modernization of the gym, offices, instructional space, locker and rest rooms. The project will include the need to conduct abatement assessment for asbestos and lead paint and will need to have the building abated or encapsulated for asbestos or lead paint containing (hazardous) materials prior to the start of construction. There will be a need to develop plans for interim housing for occupants and users of the building, and to manage site logistics for construction around the constrained building site and play fields in proximity to the building. The District is in the process of doing a feasibility study to determine if needed renovation and accessibility work to the football stadium could, and should, be bundled with the gymnasium project. Planning for the gymnasium project will need to be closely coordinated with the planning for the renovation of the football stadium.

### **Scope of Services:**

#### **Program Validation (Under Separate Agreement)**

##### ***General***

1. Review design for conformance with FPP.
2. Prepare list of recommended sustainable design items for District review.
3. Perform Building code analysis and evaluation of building and design.
4. Prepare Conceptual Level Cost Estimate
5. Prepare Design and Construction Schedule

##### ***Site***

1. Visit site and review plans to document existing adjacent site and architectural conditions of Wheelock Gymnasium.
2. Verify points of connections for utilities.
3. Identify any service access areas.
4. Review ADA access path of travel from upper campus and bus drop off to the gymnasium.
5. Prepare Conceptual Site Plan indicating work to be performed.
6. Work with Consultant in-house construction personnel to identify construction area access points and prep/lay down areas.

##### ***Building***

1. Develop Room Data Sheets (materials, finishes, systems, furniture, specific needs, etc.), identify specific room modernizations.
2. Develop prescriptive approach to seismic upgrades.
3. Develop approach to electrical and data systems.
4. Develop approach to mechanical system upgrades.
5. Incorporate sustainable design approaches that do not impact budget.

### **Preliminary Design Phase**

1. Obtain existing building drawings or provide filed verification through preliminary facility assessment.
2. Preparation of background drawings.
3. Provide preliminary structural assessment.
4. Conduct an initial review with Division of State Architect San Diego Office .
5. Prepare project budget review with Site, Building, and Fixtures, Furnishings, and Equipment costs (FF&E).
6. Review schedule for milestones, review durations and other project implications.
7. Develop phasing strategies for project renovation, identify interim housing.
8. Involve identified stake holders (user groups, administration, staff, students, project manager, multiple prime construction manager, and Board of Trustees) throughout the decision making process of design solutions.

During the preliminary design phase it will be important to confirm the floor plan that will consider user needs and adjacencies and will also consider cost of demolition and new construction. Creative reuse of existing spaces will address the program and user needs as well as potentially save on construction cost. Consultant will develop a project budget during this phase which will be reconciled to schematic floor plans prior to moving forward to the design developments phase.

### **Design Development Phase**

1. Incorporate technology systems and provide ample new conduits and/or raceways and chases as required for future flexibility.
2. Prepare estimates of project cost and review or reconcile with Multiple Prime Construction Manager (MPCM) cost estimate.
3. Provide value engineering efforts to keep project within budget.
4. Consultant will work with engineering consultants to further develop the schematic design with the responsibility to specifically look at electrical panels and circuit and mechanical HVAC unit ducting reroutes, lighting and any structural upgrades. This assessment will provide information to determine what can be salvaged and what should be demolished.
5. Consultant will complete the design development phase with floor and site plans, elevations, room data sheet and a design development estimate presented to the stake holders in a binder for a final review meeting with stakeholders. Consultant will be prepared to propose any value engineering ideas if the estimate exceeds the budget.
6. Upon approval by the District the Consultant will proceed with the development of the construction document phase.

### **Construction Document Phase**

1. Conduct discipline coordination review prior to 90% completion.
2. Coordinate with MPCM to provide a constructability review.
3. Contact DSA for submittal date.
4. Strategize and define additive/deductive alternates with District staff and MPCM to ensure that budget target is met on bid day.
5. Develop front end documents with MPCM to ensure District bidding consistency.



6. During the construction document phase the Consultant will provide services necessary to prepare, from the approved design development documents, detailed drawings for site/building construction along with specifications including architectural, structural mechanical, and electrical calculations including coordinating with the District's Information Technology design consultant to insure that low voltage electrical specifications, including data, fire alarm, and telephone are included as appropriate in the detailed drawings.
7. Consultant will provide those services necessary to obtain approvals from agreed upon agencies including DSA and provide a cost estimate at 90% completion of this phase as a cross check to assure a project delivered within the project budget.

### **Bidding Phase**

1. Consultant will provide services that relate to answering questions and preparing addenda, instructions, and notices of any changes in the bidding procedures.
2. Consultant will prepare for pre bid meeting and discuss potential addenda strategy with District and MPCM and assist in the technical review of bids.

### **Construction Administration Phase**

1. Review material submittals, shop drawings, and system drawings.
2. Attend Owners' Construction Meetings (Approximately two per month).
3. Provide detailed project inspection with District staff and MPCM staff to evaluate conformity to the contract documents.
4. Compile and document changes to the record drawings and specifications.
5. Assist the District and MPCM with commissioning the building and managing any warranty issues that arise during the first year of occupancy.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-2

Date: December 9, 2008

Subject: Phase III-Norco/Industrial Technology Project – Change Orders

Background: On October 17, 2006, the Board of Trustees 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 Trustees approved thirty-two (32) construction prime 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 Board approval of Change Orders for modifications to the Phase III-Norco/Industrial Technology Project for the following contractors:

- Blazing Industrial Steel, Inc. \$205,458.26
- D.F. Perez Construction, Inc. \$49,231.03
- Dennis Reeves, Inc. \$5,450.87
- HP Construction & Management, Inc. (\$1,447.57)

A description of change order work is noted in the attached Change Order Summary.

To be funded from the Board approved project budget change order contingency, (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 Blazing Industrial Steel, Inc. - \$205,458.26, D.F. Perez Construction Inc. - \$49,231.03, Dennis Reeves, Inc. - \$5,450.87 and HP Construction & Management, Inc. credit of (\$1,447.57) and authorize the Associate Vice Chancellor of Facilities Planning, Design and Construction to sign the Change Orders.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Orin L. Williams  
Associate Vice Chancellor  
Facilities Planning, Design and Construction

Rick Hernandez  
Director, Capital Planning  
Facilities Planning, Design and Construction

Riverside Community College District  
Facilities, Planning, Design and Construction  
Phase III-Norco/Industrial Technology Project

CHANGE ORDER SUMMARY

Change Order: 1  
Contractor: Blazing Industrial Steel, Inc.

<i>Approved Contract Amount:</i>	\$ 2,849,000.00
<i>Change Order Amount:</i>	<u>\$ 126,612.80</u>
<i>Revised Contract Sum:</i>	\$ 2,975,612.80
<i>Remaining Project Contingency:</i>	\$ 5,755.00

Change Order Description:

The work consists of welding rebar to 6x6 columns. Provide additional braced frames and embedments to stair #1 and #2. Install new columns. Provide and install (6) W12x19 beams at grid line 12-14 to support recessed floor deck. Install additional beams at second floor. Install additional beams at roof framing per drawings to support precast concrete panels and to prevent "story drift" structural failure.

*Requested by:* DSA and Structural Engineer

*Accountability:* There is no recourse for reimbursement from the Division of State Architects; however, some compensation may be due from the precast structural engineer if a delay to the project is realized. This work was added to maintain the project schedule following changes requested by DSA.

Change Order: 2  
Contractor: Blazing Industrial Steel., Inc.

<i>Approved Contract Amount:</i>	\$ 2,975,612.80
<i>Change Order Amount:</i>	<u>\$ 78,845.46</u>
<i>Revised Contract Sum:</i>	\$ 3,054,458.26
<i>Remaining Project Contingency:</i>	\$ 5,755.00

Change Order Description:

The work consists of installing additional beams to support precast panels. Furnish and install revised new outrigger braces. Modify roof access opening to accommodate relocated roof access hatch.

*Requested by:* DSA and Structural Engineer

*Accountability:* There is no recourse for reimbursement from the Division of State Architects; however, some compensation may be due from the precast structural engineer if a delay to the project is realized. This work was added to maintain the project schedule following changes requested by DSA.

Change Order: 3  
Contractor: D.F. Perez Construction, Inc

<i>Approved Contract Amount:</i>	\$ 1,092,300.06
<i>Change Order Amount:</i>	<u>\$ 49,231.03</u>
<i>Revised Contract Sum:</i>	\$ 1,141,531.09
<i>Remaining Project Contingency:</i>	\$ 54,845.00

**Change Order Description:**

The work consists of providing and assembling alternate welded plate embedments for precast connections on the behalf of HP Construction & Management, Inc. Provide block outs in slab at areas where precast design was incomplete. Includes forming, and chipping out concrete between the metal deck depressions; encompasses all sections of the second floor. Adjust forms, add rebar and widen the footings. Provide metal stair nosing for concrete stairs. Revise width of existing grade beam and relocate embedments at gridline 19/L. Provide a bulkhead dam at grade beam at gridline #1 and #13 where it intersects stair #1 and #2. Add epoxy threaded rods for revised anchor bolt layout. Additional rental of temporary stairs. Additional excavation and concrete at revised stair grade beams and footings.

*Requested by:* DSA, District, Construction Manager and Structural Engineer

*Accountability:* There is no recourse for reimbursement from the Division of State Architects; however, some compensation may be due from the precast structural engineer if a delay to the project is realized. This work was added to maintain the project schedule following changes requested by DSA.

Change Order: 1  
Contractor: Dennis Reeves, Inc.

<i>Approved Contract Amount:</i>	\$ 57,500.00
<i>Change Order Amount:</i>	<u>\$ 5,450.87</u>
<i>Revised Contract Sum:</i>	\$ 62,950.87
<i>Remaining Project Contingency:</i>	\$ 299.00

**Change Order Description:**

The work consists of adding (4) base cabinets in the Environmental Lab, replace lower/upper cabinets with microscope cabinets and revise depth of epoxy sinks.

*Requested by:* District (Campus)

*Accountability:* Users requested the change to store and secure instructional equipment and allow for improved student access to sinks. Value was added to the project; therefore no cost will be recouped.

Change Order: 1  
Contractor: HP Construction & Management, Inc.

<i>Approved Contract Amount:</i>	\$ 1,842,000.00
<i>Change Order Amount:</i>	<u>\$ (1,447.57)</u>
<i>Revised Contract Sum:</i>	\$ 1,840,552.43
<i>Remaining Project Contingency:</i>	\$ 185,647.57

**Change Order Description:**

The credit consists of a back charge for embed plates fabricated in the field by D.F. Perez Construction, Inc. because the material that arrived in shop could not be accepted by the testing lab due to lack of and/or incorrect welding procedure standards. Due to this delay, the design engineer approved an embedment that could be fabricated in the field by D.F. Perez Construction, Inc., there were no delays to the project.

*Requested by:* DSA, Construction Manager and District

*Accountability:* Compensation in the form of a credit is requested for a portion of the D. F. Perez Construction, Inc. change order number 3 (above). For the remainder of the change, there is no recourse for reimbursement from the Division of State Architects. However, some compensation may be due from the precast structural engineer if a delay to the project is realized. This work was added to maintain the project schedule following changes requested by DSA.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-3

Date: December 9, 2008

Subject: 2007-2008 Independent Audit Report for the Riverside Community College  
District Foundation

Background: An independent audit of the Foundation's 2007-2008 financial statements was performed by Vavrinek, Trine, Day & Co., LLP Certified Public Accountants (VTD). A representative of the firm will be available to present the report. The Foundation's Board of Directors accepted the audit report on November 18, 2008. Results of the audit are summarized below.

Management Recommendations

There were no reported management recommendations for fiscal year 2007-2008.

There were no reported management recommendations for the prior fiscal year 2006-2007.

Audit Adjustments to the Financial Statements

VTD recommended two audit adjustments to the Foundation's financial statement:

- The first audit adjustment was to defer \$77,148 of revenue from the James Irvine Foundation that was received prior to the corresponding expense being incurred.
- The second audit adjustment was to recognize the in-kind donated assets and related expenses contributed by Riverside Community College District.

Auditor's Required Communication – Audit Completion

In accordance with Statement on Auditing Standards No. 114, at the conclusion of the audit engagement VTD is required to communicate information to the Board of Directors regarding their responsibility under United States Generally Accepted Auditing Standards, significant accounting policies, accounting estimates, significant audit adjustments and uncorrected misstatements, disagreements with management, consultation with other independent accountants, issues discussed prior to retention of the independent auditors and difficulties encountered in performing the audit. Attached for your information is the required communication issued by VTD.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-3

Date: December 9, 2008

Subject: 2007-2008 Independent Audit Report for the Riverside Community College  
District Foundation (continued)

Recommended Action: It is recommended that the Board of Trustees receive the Riverside Community College District Foundation's independent audit report for the year ended June 30, 2008 for the permanent file of the District.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Bill J. Bogle, Jr.  
Controller

Amy Cardullo  
Director, RCCD Foundation and Alumni Affairs



To the Governing Board  
Riverside Community College District Foundation  
Riverside, California

We have audited the financial statements of the Riverside Community College District Foundation (the Foundation) for the year ended June 30, 2008, and have issued our report thereon dated October 28, 2008. Professional standards require that we provide you with the following information related to our audit.

#### Our Responsibility under Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

#### Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you and management in our meeting about planning matters.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Foundation are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year ended June 30, 2008. We noted no transactions entered into by the Foundation during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the Unrealized Gain/(Loss) on Investments is based on current fair market valuations for the investments owned within the Permanently and Temporarily restricted funds of the Foundation. We evaluated the key factors and assumptions used to develop the Unrealized Gain/(Loss) in determining that it is reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

To the Governing Board  
Riverside Community College District Foundation  
Page 2

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have provided to management, and they have reviewed and accepted, the attached list of adjustments noted during our audit. Management has posted these adjustments to the financial accounting records.

*Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 28, 2008. Management has read and signed this letter and returned it to our office.

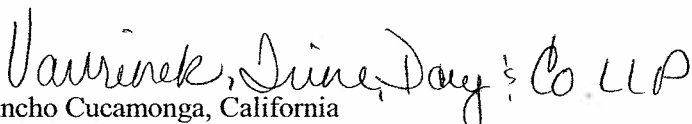
*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Foundation's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Foundation's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

This information is intended solely for the use of the Governing Board and management of Riverside Community College District Foundation and is not intended to be and should not be used by anyone other than these specified parties.

  
Rancho Cucamonga, California  
October 28, 2008



**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**

**Audit Difference Evaluation Form**

Temporarily Restricted Scholarships (Irvine, James Foundation Fund)	\$	77,148	
Refunded advances - liability			\$ 77,148
Donated assets - revenues		21,044	
Donated material - revenues		50,146	
Donated services - revenues		406,859	
Donated assets - expenses			21,044
Donated material - expenses			50,146
Donated services - expenses			406,859

**RIVERSIDE COMMUNITY COLLEGE  
DISTRICT FOUNDATION**

**(A California Nonprofit Corporation)**

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**ANNUAL FINANCIAL REPORT**

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**JUNE 30, 2008 AND 2007**



**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
(A California Nonprofit Corporation)**

**JUNE 30, 2008 AND 2007**

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**Vavrinek, Trine, Day & Co., LLP**  
Certified Public Accountants

VALUE THE DIFFERENCE

## INDEPENDENT AUDITORS' REPORT

The Board of Directors  
Riverside Community College Foundation  
Riverside, California

We have audited the accompanying statements of financial position of Riverside Community College District Foundation (the Foundation) (a California nonprofit corporation) as of June 30, 2008 and 2007, and the related statements of activities, cash flows, and functional expenses for the years then ended. These financial statements are the responsibility of Riverside Community College District Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Riverside Community College District Foundation as of June 30, 2008 and 2007, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Our audits were conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary schedules on pages 13 through 25 are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audits of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

  
Rancho Cucamonga, California  
October 28, 2008

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**STATEMENTS OF FINANCIAL POSITION**  
**JUNE 30,**

	<u>2008</u>	<u>2007</u>
<b>ASSETS</b>		
Current Assets		
Cash and Cash Equivalents		
Unrestricted	\$ 61,852	\$ 213,063
Restricted	1,972,479	1,344,588
Accounts receivable	267	7,129
Unconditional promises to give	72,607	149,260
Total Current Assets	<u>2,107,205</u>	<u>1,714,040</u>
Noncurrent Assets		
Investments - restricted	2,739,990	3,242,131
Long-term unconditional promises to give, net of allowance	276,585	170,879
Total Noncurrent Assets	<u>3,016,575</u>	<u>3,413,010</u>
Total Assets	<u>\$ 5,123,780</u>	<u>\$ 5,127,050</u>
 <b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts payable	\$ 181,470	\$ 113,900
Refundable advances	77,148	150,000
Total Current Liabilities	<u>258,618</u>	<u>263,900</u>
Long-Term Liabilities		
Long-term obligation to Riverside Community College District	610,870	421,368
Total Long-Term Liabilities	<u>610,870</u>	<u>421,368</u>
Total Liabilities	<u>869,488</u>	<u>685,268</u>
 <b>NET ASSETS</b>		
Unrestricted		
Undesignated	214,419	206,088
Board designated	(912,392)	(586,644)
Total Unrestricted	<u>(697,973)</u>	<u>(380,556)</u>
Temporarily restricted	2,018,794	1,977,541
Permanently restricted	2,933,471	2,844,797
Total Net Assets	<u>4,254,292</u>	<u>4,441,782</u>
Total Liabilities and Net Assets	<u>\$ 5,123,780</u>	<u>\$ 5,127,050</u>

See the accompanying notes to financial statements.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED JUNE 30,**

	2008			Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
<b>REVENUES</b>				
Donations	\$ 38,274	\$ 629,173	\$ 197,254	\$ 864,701
In-kind donations				
Donated assets	21,044	-	-	21,044
Donated material	50,146	-	-	50,146
Donated services	406,859	-	-	406,859
Assets released from restrictions	702,196	(628,425)	(73,771)	-
Total Revenues	<u>1,218,519</u>	<u>748</u>	<u>123,483</u>	<u>1,342,750</u>
<b>EXPENSES</b>				
Operating expenses	694,564	-	-	694,564
Program expenses	714,132	-	-	714,132
Fundraising expenses	133,856	-	-	133,856
Total Expenses	<u>1,542,552</u>	<u>-</u>	<u>-</u>	<u>1,542,552</u>
<b>OTHER INCOME (EXPENSE)</b>				
Realized gain (loss) on sale of investments	138	70	1,583	1,791
Unrealized gain (loss)	(8,122)	(2,018)	(92,867)	(103,007)
Interest and dividends income	5,887	62,676	67,306	135,869
Interest expense	(22,341)	-	-	(22,341)
Transfers	31,054	(20,223)	(10,831)	-
Total Other Income (Expense)	<u>6,616</u>	<u>40,505</u>	<u>(34,809)</u>	<u>12,312</u>
<b>CHANGE IN NET ASSETS</b>	<u>(317,417)</u>	<u>41,253</u>	<u>88,674</u>	<u>(187,490)</u>
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>(380,556)</u>	<u>1,977,541</u>	<u>2,844,797</u>	<u>4,441,782</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ (697,973)</u>	<u>\$ 2,018,794</u>	<u>\$ 2,933,471</u>	<u>\$ 4,254,292</u>

See the accompanying notes to financial statements.

2007			
Unrestricted	Temporarily Restricted	Permanently Restricted	Total
\$ 181,871	\$ 641,114	\$ 238,598	\$ 1,061,583
104,075	-	-	104,075
43,734	-	-	43,734
390,231	-	-	390,231
754,328	(699,569)	(54,759)	-
<u>1,474,239</u>	<u>(58,455)</u>	<u>183,839</u>	<u>1,599,623</u>
445,069	-	-	445,069
1,082,902	-	-	1,082,902
194,076	-	-	194,076
<u>1,722,047</u>	<u>-</u>	<u>-</u>	<u>1,722,047</u>
(67)	(1,042)	(4,345)	(5,454)
4,420	68,416	285,409	358,245
1,633	25,274	105,434	132,341
(14,635)	-	-	(14,635)
25,461	64,842	(90,303)	-
<u>16,812</u>	<u>157,490</u>	<u>296,195</u>	<u>470,497</u>
(230,996)	99,035	480,034	348,073
(149,560)	1,878,506	2,364,763	4,093,709
<u>\$ (380,556)</u>	<u>\$ 1,977,541</u>	<u>\$ 2,844,797</u>	<u>\$ 4,441,782</u>

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED JUNE 30,**

	<u>2008</u>	<u>2007</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Assets	\$ (187,490)	\$ 348,073
Adjustments to Reconcile Change in Net Assets to Net Cash Flows From Operating Activities		
Unrealized (gain) loss on investments	103,007	(358,245)
Contributions of long-term investments	(632,068)	(655,190)
Changes in Assets and Liabilities		
(Increase) decrease in accounts receivable	6,862	(7,129)
Increase in unconditional promises to give	(29,053)	(45,947)
Increase in accounts payable	67,570	40,059
Decrease in refundable advances	(72,852)	-
Net Cash Flows From Operating Activities	<u>(744,024)</u>	<u>(678,379)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of investments	(609,325)	(1,688,760)
Proceeds from sale of investments	380,568	1,706,447
Net Cash Flows From Investing Activities	<u>(228,757)</u>	<u>17,687</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Proceeds from issuance of debt	189,502	244,331
Collections of contributions restricted for long-term purposes	632,068	655,190
Net Cash Flows From Financing Activities	<u>821,570</u>	<u>899,521</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	(151,211)	238,829
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	213,063	(25,766)
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>\$ 61,852</u>	<u>\$ 213,063</u>
<b>REQUIRED DISCLOSURE</b>		
Interest paid	<u>\$ 22,341</u>	<u>\$ 14,635</u>

See the accompanying notes to financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**STATEMENTS OF FUNCTIONAL EXPENSES**  
**FOR THE YEARS ENDED JUNE 30,**

	2008			
	Operating	Program	Fundraising	Total
In-Kind Distributions				
Donated assets	\$ -	\$ 21,044	\$ -	\$ 21,044
Donated services	406,859	50,146	-	457,005
Support - Instructional and student programs	169,884	131,725	-	301,609
Scholarships	-	511,217	-	511,217
Printing	12,308	-	3,076	15,384
Uncollected pledges	1,529	-	-	1,529
Investment fees	29,255	-	-	29,255
Professional services	-	-	-	-
Office supplies	2,013	-	894	2,907
Postage	372	-	-	372
Other services	72,344	-	129,886	202,230
<b>TOTAL EXPENSES</b>	<b>\$ 694,564</b>	<b>\$ 714,132</b>	<b>\$ 133,856</b>	<b>\$ 1,542,552</b>

See the accompanying notes to financial statements.

2007			
Operating	Program	Fundraising	Total
\$ -	\$ 104,075	\$ -	\$ 104,075
390,231	43,734	-	433,965
17,808	53,590	-	71,398
-	504,251	-	504,251
2,436	2,220	5,071	9,727
1,646	1,147	-	2,793
18,944	9,346	-	28,290
-	181,073	181,074	362,147
24	331	2,276	2,631
485	390	-	875
13,495	182,745	5,655	201,895
<u>\$ 445,069</u>	<u>\$ 1,082,902</u>	<u>\$ 194,076</u>	<u>\$ 1,722,047</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008 AND 2007**

***NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES***

**Organization and Nature of Activities**

The Riverside Community College District Foundation (the Foundation) was formed as a nonprofit corporation on October 21, 1975, to solicit funds, provide support for the programs and projects of the Riverside Community College District (the District), and to account for the issuance of scholarships to the students of the District. The Foundation also serves as a link between the District and the community. The Foundation is considered a Voluntary Health and Welfare Organization (VHWO) as defined by Statement of Financial Accounting Standard (SFAS) No. 117.

**Basis of Accounting**

The financial statements of the Foundation have been prepared in accordance with accounting principles generally accepted in the United States of America (US GAAP) on the accrual basis of accounting. The statement of activities is a statement of financial activities related to the current reporting period. Using this method, revenues are recognized when earned, and expenses are recognized when incurred.

**Public Support and Revenue**

The Foundation receives substantially all of its revenue from direct donations and pledges. Revenues are reported as increases in unrestricted net assets unless use of the related asset is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Realized gains/losses and unrealized gains/losses on investments and other assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law. Expiration of restrictions on net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) is reported as assets released from restriction between the applicable classes of net assets.

Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the time of the gift.

**Comparative Financial Information**

Comparative financial information for the prior year has been presented for additional analysis; certain amounts presented in the prior year data have been reclassified in order to be consistent with the current year's presentation.

**Donated Assets, Service, and Facilities**

The Foundation records the value of donated assets, services, and facilities when there is an objective basis available to measure their value. Donated facilities are reflected as support in the accompanying statements at their estimated values at date of donation and fair market value of facilities for the year. Donated assets are capitalized at the stated donated value and depreciated in accordance with Foundation policies, unless they are passed through to the District. Donated services are reflected in the accompanying statements when the criteria for recognition under SFAS No. 116 have been met and are recorded at fair value.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2008 AND 2007**

**Use of Estimates**

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Income Taxes**

The Foundation is a charitable, not-for-profit, tax-exempt organization qualified under provisions of Section 501(c)(3) of the Internal Revenue Code and corresponding California provisions. Accordingly, no provision for income taxes has been provided in the financial statements. The Foundation has also been classified as an entity that is not a private foundation within the meaning of Section 509(a). The Foundation annually files information returns, Forms 990, 199, and RRF-1, with the appropriate agencies. There were no unrelated business activities during the years ended June 30, 2008 and 2007.

**Cash Equivalents for Statements of Cash Flows**

For purposes of the statements of cash flows, the Foundation considers all highly liquid investments available for current use purchased with an initial maturity of three months or less to be cash equivalents.

**Investments**

The Foundation has adopted SFAS No. 124, *Accounting for Certain Investments Held by Not-for-Profit Organizations*, as amended. Under SFAS No. 124, investments in marketable securities with readily determinable fair values are presented at their fair values in the statements of financial position. Unrealized gains and losses are included in the change in net assets.

**Pledges Receivable**

Contributions are recognized when the donor makes a promise to give to the Foundation that is, in substance, unconditional. Donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

The Foundation uses the allowance method to determine uncollectible unconditional promises receivable. The allowance is based on prior years' experience and management's analysis of specific promises made. Management has determined the amount of allowance for uncollectible promises to give at June 30, 2008 and 2007, to be \$18,378 and \$16,849, respectively.

**Functional Allocation of Expenses**

The costs of providing various programs and activities have been summarized on a functional basis. Accordingly, based upon management's estimates, certain costs have been allocated among the programs, support services, and fundraising activities.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2008 AND 2007**

***NOTE 2 - CONCENTRATION OF RISK***

Cash accounts maintained by the Foundation are insured up to \$100,000 by the Federal Deposit Insurance Corporation. Additionally, the Foundation deposits are covered under the collateralization of governmental funds agreement which provides for collateralization of deposits with eligible securities at a rate of 110 percent of the deposit on hand. As of June 30, 2008, the balances held in financial institutions of \$1,767,727 were not fully insured, but were collateralized with securities held by the financial institution, but not in the Foundation's name. Management reviews the balances and the financial condition of these financial institutions on a periodic basis.

***NOTE 3 - RESTRICTIONS ON NET ASSETS***

Permanently restricted net assets are gifts of cash and securities restricted by donors in ways that permit only the earnings to be used for specific programs, scholarships, and general operations of the Foundation. As restrictions on the net assets expire, due to time passing and earnings becoming available for expenditure, the funds are released to either temporarily restricted net assets or unrestricted net assets as applicable.

Temporarily restricted net assets have donor-imposed restrictions that permit the Foundation to use up or expend the donated assets as specified and are satisfied either by the passage of time or by actions of the Foundation. As the restrictions expire and become available for expenditure, the funds are released to unrestricted net assets.

Permanently restricted net assets consist of endowments to be held in perpetuity, the income in expendable for the donor's stated purpose.

Temporarily restricted net assets are available for the following purposes:

	2008	2007
Riverside Community College District Programs	\$ 383,494	\$ 263,264
Scholarships	1,635,300	1,714,277
	<u>\$ 2,018,794</u>	<u>\$ 1,977,541</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2008 AND 2007**

**NOTE 4 - UNCONDITIONAL PROMISES TO GIVE**

Unconditional promises to give at June 30, 2008 and 2007, consists of pledges and are due within the following schedule:

	2008	2007
Unconditional promises to give - other	\$ 367,570	\$ 336,988
Less: Allowance for uncollectible promises to give	(18,378)	(16,849)
Total	<u>\$ 349,192</u>	<u>\$ 320,139</u>
	2008	2007
Due within 1 year	\$ 72,607	\$ 149,260
Due within 1 to 5 years	294,963	187,728
Less: Allowance for uncollectible promises to give	(18,378)	(16,849)
Total	<u>\$ 349,192</u>	<u>\$ 320,139</u>

**NOTE 5 - INVESTMENTS**

Investments are presented at fair value in the financial statements and are composed of the following at June 30, 2008:

	Adjusted Cost	Fair Market Value	Unrealized Appreciation (Depreciation)
Equity	\$ 1,977,658	\$ 1,806,706	\$ (170,952)
Corporate bonds	465,581	533,526	67,945
Government bonds	399,758	399,758	-
	<u>\$ 2,842,997</u>	<u>\$ 2,739,990</u>	<u>\$ (103,007)</u>

Investments are presented at fair value in the financial statements and are composed of the following at June 30, 2007:

	Adjusted Cost	Fair Market Value	Unrealized Appreciation (Depreciation)
Equity	\$ 1,798,939	\$ 2,129,922	\$ 330,983
Corporate bonds	905,262	932,524	27,262
Government bonds	179,685	179,685	-
	<u>\$ 2,883,886</u>	<u>\$ 3,242,131</u>	<u>\$ 358,245</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2008 AND 2007**

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended June 30, 2008:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Interest and dividends	\$ 5,887	\$ 62,676	\$ 67,306	\$ 135,869
Net realized and unrealized gains	(7,984)	(1,948)	(91,284)	(101,216)
	<u>\$ (2,097)</u>	<u>\$ 60,728</u>	<u>\$ (23,978)</u>	<u>\$ 34,653</u>

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended June 30, 2007:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Interest and dividends	\$ 1,633	\$ 25,274	\$ 105,434	\$ 132,341
Net realized and unrealized gains (losses)	4,353	67,374	281,064	352,791
	<u>\$ 5,986</u>	<u>\$ 92,648</u>	<u>\$ 386,498</u>	<u>\$ 485,132</u>

**NOTE 6 - REFUNDABLE ADVANCES LIABILITY**

During the year ended June 30, 2006, the Foundation received a \$300,000 grant award to develop an education model in conjunction with a local unified school district through the summer of 2008. As of June 30, 2008, the remaining \$77,148 of the \$300,000 total grant was received and is included in refundable advances pending expenditures next fiscal year.

**NOTE 7 - OBLIGATIONS PAYABLE TO DISTRICT**

During the year ended June 30, 2006, the Foundation entered into an agreement with the District whereby the District will advance funds up to \$1.3 million to the Foundation to cover costs associated with the Major Gifts Campaign. Repayment of advances will be in equal semi-annual payments beginning July 1, 2009, with the final payment due on or before June 30, 2011. Balances accrue interest at the rate realized by the District from the Riverside County Treasurer, which is 3.15 percent at June 30, 2008. Total amounts due to the District at June 30, 2008 and 2007, is \$610,870 and \$421,368, respectively, which includes \$22,340 and \$14,635, respectively, in accrued interest. The repayment schedule is presented below:

Year Ending June 30,	Principal	Interest	Total Payment
2010	\$ 290,716	\$ 37,071	\$ 327,787
2011	320,154	7,663	327,817
Total Due	<u>\$ 610,870</u>	<u>\$ 44,734</u>	<u>\$ 655,604</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008 AND 2007**

***NOTE 8 - RELATED PARTY TRANSACTIONS***

The Foundation provides various levels of monetary support and service to the District. The transactions are recorded within the financial statements as distributions, student programs, and scholarship expense. The District provides office space and other support to the Foundation. As described in Note 7, the Foundation has a long-term debt balance of \$610,870 at June 30, 2008, with the District. Interest expenses for the year ended June 30, 2008, was \$22,340. The Foundation office is currently housed in a building, which is owned by the District, and is jointly used by both the District and the Foundation. The Foundation leases the property at a cost of \$1.00 per year. This agreement expires November 30, 2008.

The Foundation received contributed employee services, other professional services, and materials valued at \$457,005 and \$433,965 from the District for the years ended June 30, 2008 and 2007, respectively. During the years ended June 30, 2008 and 2007, the Foundation also received donated assets of \$21,044 and \$104,075, respectively, which they passed through to the District for use in its facilities and programs.

***NOTE 9 - COMMITMENTS***

During the year ended June 30, 1997, the Foundation began the "Passport to College" program which was designed to encourage local elementary-age school children to pursue a college education. As part of this program, the Foundation guaranteed scholarships to eligible local elementary school students who would be beginning their first year of college at the District in the fall of 2005. At June 30, 2008, \$30,556 is included to fund the remaining Passport to College scholarships in the Foundation's temporarily restricted scholarship funds. During the year ended June 30, 2008, the Foundation paid \$0 to the District for scholarships and expenses related to the program.

The Foundation is the fiscal agent for a scholarship component of a District Gear-Up Grant through the Department of Education. As of June 30, 2008, the Foundation has received a total of \$1,289,400 for years one through five of the five-year grant. At June 30, 2008, the funds, including interest income less a small amount expended for investment management fees, are included in the Foundation's temporarily restricted scholarship funds and total \$1,254,659. The Foundation will hold the funds until the scholarships are distributed beginning in the summer of 2007. During the year ended June 30, 2008, the Foundation has expended \$152,620 in scholarships and expenses related to the program.

***NOTE 10 - TRANSFERS BETWEEN FUNDS***

During the year ended June 30, 2008, management reviewed donor instructions and determined donations in the amounts of \$10,831 and \$20,223 had been classified as permanently and temporary restricted, respectively, when the donor's intent was to have the funds be temporary and unrestricted.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2008 AND 2007**

***NOTE 11 - DEFICIT NET ASSETS***

The unrestricted fund of the Foundation has incurred operating deficits in past years that created a net deficit ending balance. Management has increased unrestricted fundraising efforts and has reduced operating costs to correct this deficit. During the years ended June 30, 2008 and 2007, the unrestricted fund noted negative in ending balances of (\$697,973) and (\$380,555), respectively. The deficit account balance is a result of the Major Gift Campaign expenses and will be in the deficit until such time as there are sufficient gifts from the Campaign. Management is continuing to address this deficit and has developed a plan to be in a positive position within three years.

***NOTE 12 - BEQUESTS***

The Foundation is involved in a bequest which is considered to be a special kind of pledge. The bequest received generally requires compliance with terms and conditions specified in the agreement. During the year ended June 30, 2008, the Foundation received a bequest which the donor bequeathed a life insurance policy to the Foundation which has a value of \$560,000. However, in the opinion of management, based on terms and conditions specified, the pledge is not expected to have a material adverse effect on the overall financial position of the Foundation at June 30, 2008.

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**Supplementary Information**

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**SCHEDULE OF UNRESTRICTED NET ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2008**

	Balance July 1, 2007	Additions/ Transfers	Expenditures Transfers	Balance June 30, 2008
<b>Unrestricted</b>				
Undesignated	\$ 206,088	\$ 67,376	\$ (59,044)	\$ 214,420
Total Unrestricted - Undesignated	<u>206,088</u>	<u>67,376</u>	<u>(59,044)</u>	<u>214,420</u>
<b>Unrestricted - Board Designated</b>				
Major Gifts Campaign	(601,656)	100	(325,605)	(927,161)
Powell, Berkeley Douglas Endowment	15,012	(94)	(150)	14,768
Total Board Designated	<u>(586,644)</u>	<u>6</u>	<u>(325,755)</u>	<u>(912,393)</u>
<b>Total Unrestricted</b>	<u>\$ (380,556)</u>	<u>\$ 67,382</u>	<u>\$ (384,799)</u>	<u>\$ (697,973)</u>

See accompanying notes to supplementary information.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
 (A California Nonprofit Corporation)**

**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS  
 FOR THE YEAR ENDED JUNE 30, 2008**

	Balance July 1, 2007	Additions/ Transfers	Expenditures Transfers	Balance June 30, 2008
<b>TEMPORARY RESTRICTED PROGRAMS</b>				
Alumni House Bricks	\$ (16,566)	\$ 700	\$ -	\$ (15,866)
Alumni House Library	14,559	-	-	14,559
Advanced Technology Center - Norco	5,903	-	4,577	10,480
Alumni House Program	74,062	942	(338)	74,666
Art Gallery	535	-	-	535
Annual Recognition Event	3,669	14,005	(17,045)	629
Airey, Wilfred J. Library Fund	650	-	-	650
RCC Associates	9,295	3,290	(3,016)	9,569
Arbor Fund	5,000	5,000	(2,000)	8,000
African American Heritage Fund	4,751	167	50	4,968
Supplies for Art Department	1,154	-	15	1,169
Aquatics Fund	(4,000)	77,380	(6,721)	66,659
Athletics	12,603	2,650	(628)	14,625
Baseball Program Fund	50	150	-	200
Best Technician Academy	3,598	-	(3,251)	347
Campus Account - Moreno Valley	905	-	-	905
Basic Skills and Readiness - Riverside	3,611	90	37	3,738
Basic Skills and Readiness - Norco	564	-	6	570
Basic Skills and Readiness - Moreno Valley	1,827	-	19	1,846
Center for Primary Education La Sierra	1,927	-	30	1,957
Chancellor Retirement	4,002	-	-	4,002
Chemistry Department Equipment	414	-	5	419
Chemistry Instructional Improvements (Bond)	306	-	-	306
College Safety and Police	98	-	-	98
Community Events	131	-	-	131
Construction Technology	2,000	-	-	2,000
Culinary Arts	21	-	-	21

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS, CONTINUED**  
**FOR THE YEAR ENDED JUNE 30, 2008**

	Balance July 1, 2007	Additions/ Transfers	Expenditures Transfers	Balance June 30, 2008
Dance Studio Renovation	\$ 195	\$ -	\$ -	\$ 195
DSP&S	209	-	-	209
Dental Assisting Program	500	-	(73)	427
Dental Hygiene Grant	264	-	-	264
Dental Hygiene Program	20,789	81,455	(80,358)	21,886
Dental Hygiene Clinic	1,025	-	-	1,025
Digital Library Opening	3,199	-	-	3,199
Early Childhood Studies	6,291	165	-	6,456
Early Childhood Studies - Moreno Valley	2,959	453	(1,082)	2,330
EMS Program Event	575	350	(150)	775
Faculty Development - Moreno Valley	1,439	-	15	1,454
Ford Asset	96	-	-	96
Forensics	28,867	19,327	(7,930)	40,264
Foundation Restricted	255	-	-	255
Guthrie Insurance Policy Gift	-	28,035	(5,607)	22,428
Handicapped Students	1,164	-	-	1,164
Instructional Media Services	79	-	-	79
International Students Program	230	-	20	250
Journalism Department	1,635	-	-	1,635
Library Acquisition	1,354	-	-	1,354
Library, Moreno Valley	153	-	-	153
Loma Linda Toy Project	283	-	-	283
Machine Shop	604	-	-	604
McGaugh Building Fund	-	4,000	-	4,000
Men's Tennis Program	2,880	250	30	3,160
Moreno Valley Outreach	60	-	-	60
Music Department	2,240	1,100	-	3,340
Musical Theater Conservatory	-	500	(400)	100
Moreno Valley Campus Grounds Beautification	1,427	480	(5)	1,902
Moreno Valley Music Department	696	-	(4)	692
New Nursing Prep Program - Moreno Valley	747	-	7	754

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS, CONTINUED**  
**FOR THE YEAR ENDED JUNE 30, 2008**

	Balance July 1, 2007	Additions/ Transfers	Expenditures Transfers	Balance June 30, 2008
Norco Children's Playground	\$ 154	\$ -	\$ -	\$ 154
Norco ECS Fund	836	-	4	840
Nursing Immersion	4,357	-	-	4,357
Off-Broadway	509	-	-	509
Okubo, Mine Memorial Fund	3,770	-	-	3,770
Passport Plus	260	-	-	260
Performance Riverside	14,591	37,917	(41,732)	10,776
Physician Assistant Program	1,109	11,100	(11,200)	1,009
Planetarium Development	934	-	-	934
President's Discretionary	149	-	-	149
Professional Auto Tech Center	1,080	-	10	1,090
Public Art - Norco	1,000	2,000	-	3,000
Public Safety and Homeland Security	2,104	-	21	2,125
Puente Alumni Fund	-	1,325	(832)	493
Retiree Luncheon	175	-	-	175
Riverside Master Chorale	145	1,000	-	1,145
RSA Rotella Fund	5,225	20	-	5,245
School of Nursing	6,090	5,240	(196)	11,134
Showcase Singers	200	-	-	200
Stover Fund for Music and Arts	-	100	-	100
Study Abroad Program	500	-	-	500
Teacher Prep Program	500	700	(600)	600
Theatre Department	-	1,735	(1,600)	135
Toyota T-Ten	3,551	6,175	(6,595)	3,131
Toyota T-Ten Books	2,999	-	-	2,999
Toyota T-Ten Regionals	518	-	-	518
Tworek, Dr. Richard Retirement	1,054	-	(1,054)	-
Young at Heart	170	-	-	170
<b>Total Temporarily Restricted - Programs</b>	<b>\$ 263,264</b>	<b>\$ 307,801</b>	<b>\$ (187,571)</b>	<b>\$ 383,494</b>

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS, CONTINUED**  
**FOR THE YEAR ENDED JUNE 30, 2008**

	Balance July 1, 2007	Additions/ Transfers	Expenditures Transfers	Balance June 30, 2008
<b>TEMPORARILY RESTRICTED SCHOLARSHIPS</b>				
AARP	\$ 200	\$ -	\$ (200)	\$ -
AAUW Scholarship	350	-	-	350
Aguilar, Joe Scholarship	140	-	(140)	-
Aiko, Dora Katono Scholarship	-	300	(300)	-
Air Force Association Scholarship	750	1,000	(500)	1,250
Allied Health Scholarship	200	-	-	200
Alpha Delta Kappa Scholarship	4,825	-	(1,215)	3,610
American Legion Scholarship	200	300	(200)	300
Amrich, Leora Tracy Memorial Scholarship	200	-	(200)	-
Angel, Nicholas Scholarship	618	50	-	668
Applied Technology Scholarship	3,690	75	-	3,765
Art Club Scholarship	-	500	(500)	-
Ayres, Tillie Scholarship	643	360	(498)	505
Anderberg Nursing Scholarship	5,086	1,528	(3,505)	3,109
Armstrong, Devonne Music Scholarship	-	1,000	-	1,000
Baum, Drs. Bradley and Carla Lidner	1,000	-	-	1,000
Bigbee, Elizabeth Scholarship	25	-	-	25
Belote, Roberta Memorial Scholarship	1,349	660	(1)	2,008
Business Office Scholarship	1,840	-	(394)	1,446
Blaker, Bill Memorial Scholarship	940	280	-	1,220
Boyd, Allan Memorial Scholarship	-	800	-	800
Courbat, Thomas Citizen Activist Scholarship	-	1,000	-	1,000
Corona Rotary Textbook Scholarship	-	2,000	(138)	1,862
Communication Department Scholarship - Norco	381	1,270	(38)	1,613
Cancer Federation Award Scholarship	550	250	(300)	500
Carnes, Carl and Margaret Scholarship	250	-	-	250
Carranza Memorial Scholarship	570	120	2	692
Clark, Christopher A. Scholarship	125	250	(125)	250
Thomas/Vallejo Family Scholarship	5,958	685	(1,411)	5,232
Clark, Megan E. Memorial Scholarship	4,266	-	(500)	3,766

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS, CONTINUED**  
**FOR THE YEAR ENDED JUNE 30, 2008**

	Balance July 1, 2007	Additions/ Transfers	Expenditures Transfers	Balance June 30, 2008
College for Kids Scholarship	\$ 2,862	\$ 240	\$ -	\$ 3,102
Community Foundation Scholarship	15,678	46,056	(46,411)	15,323
Community Foundation Designated Scholarship	2,905	10,730	(13,135)	500
Corona Rotary Club Scholarship	-	2,000	(2,000)	-
Creative Writing Scholarship	4,319	640	12	4,971
Cutter, Albert B. Memorial Scholarship	450	1,350	(1,800)	-
Deutsch, Osker Memorial Nursing	250	-	(250)	-
Dance Department Scholarship	6,857	850	(3,500)	4,207
Dassow Memorial Scholarship	86	-	-	86
Dance - Dorella Anderson Scholarship	-	1,000	-	1,000
Deluhery, James Memorial Scholarship	500	-	-	500
Dieguez, Alcira Memorial Scholarship	1,700	-	(228)	1,472
DLLRC Scholarship	500	-	-	500
Dyer, Bob Memorial Scholarship	1,575	-	-	1,575
Ehret, Dr. Charles F. Memorial Scholarship	906	24	2	932
Ellis, Robert Memorial Scholarship	50	-	-	50
EOPS Scholarship Fund	2,877	-	30	2,907
ESL Scholarship	49	-	(49)	-
Eslamidoust, Pouran Memorial Scholarship	295	-	-	295
Exchange Club Scholarship	3,500	2,500	(2,500)	3,500
Faculty Memorial Scholarship	9,188	1,686	2	10,876
Foreman Scholarship	1,250	750	(1,000)	1,000
Gateway to College	26,321	-	(197)	26,124
Gear-Up Scholarship	1,201,695	61,781	(152,617)	1,110,859
Gentry Scholarship	-	500	-	500
Gospel Singers Scholarship	805	-	-	805
Grant, David Memorial Scholarship	50	120	(1)	169
Griffin, Dale and Theresa	104,792	-	-	104,792

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS, CONTINUED**  
**FOR THE YEAR ENDED JUNE 30, 2008**

	Balance July 1, 2007	Additions/ Transfers	Expenditures Transfers	Balance June 30, 2008
History Department Scholarship	\$ 974	\$ 50	\$ 25	\$ 1,049
Hispanic Educators Scholarship	380	-	-	380
History Day Scholarship	-	150	(75)	75
Hunt, Glen Scholarship	-	4,352	(4,352)	-
International Student Scholarship	344	50	6	400
Insurance Women San Bernardino/ Riverside Scholarship	800	-	(800)	-
Iravani, Roya Telecom Scholarship	-	300	-	300
Irvine, James Foundation Fund	96,633	72,852	(114,681)	54,804
Jacobs, Doug Memorial Scholarship	1,890	120	(494)	1,516
Kaiser Community Service Grant	5,000	-	(5,000)	-
Kaiser Volunteer Scholarship	-	1,000	(500)	500
Kinser, William M. Nursing Scholarship	4,978	1,189	(500)	5,667
Latino Network Leadership Institution	-	300	-	300
Locke Family Scholarship	4,603	1,400	-	6,003
Locke, Owen Memorial Scholarship	-	50,000	(40,000)	10,000
MacDonald Family Scholarship	6,170	-	(6,170)	-
Maguire Family Scholarship	1,245	-	(145)	1,100
Medrano, Martin J. Memorial Scholarship	1,606	-	5	1,611
Mehegan, Dr. James Memorial Scholarship	2,710	650	(293)	3,067
Mosaic Scholars Foster Youth	649	-	13	662
Moors, Susen Study Abroad Scholarship	2,034	-	15	2,049
Moreno Valley Middle College HS Program	287	-	3	290
Music Department Faculty Scholarship	1,950	250	-	2,200
Moreno Valley Math/Science Scholarship	3,330	2,000	94	5,424
Neufeld, Bill Scholarship	120	-	(120)	-
Nightingales, Memorial Scholarship	450	550	(500)	500
Norco Campus Student Book Scholarship	1,000	1,075	(500)	1,575

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS, CONTINUED**  
**FOR THE YEAR ENDED JUNE 30, 2008**

	Balance July 1, 2007	Additions/ Transfers	Expenditures Transfers	Balance June 30, 2008
Norco Math Tutor Scholarship	\$ -	\$ 1,000	\$ -	\$ 1,000
Nursing Leadership Scholarship	1,555	1,350	(600)	2,305
Ogata-Sarafian Family Memorial	500	100	(500)	100
Oksman, Dr. Linda Cosmetology	100	200	-	300
Panhellenic Association Scholarship	550	500	(450)	600
Parker, Chrystine Memorial Scholarship	1,205	340	(100)	1,445
Passport to College Program	30,819	(263)	-	30,556
Pauley, Blaga S. Memorial	4,774	50	(266)	4,558
Perkic, Alex Memorial Telecom Scholarship	-	3,117	-	3,117
Pepsi Bottling Group Scholarship	-	750	-	750
Pond, Lena T. Scholarship	-	16,611	(16,611)	-
Quin Piano Scholarship	600	1,000	(1,500)	100
RCC Moreno Valley Campus Student Services	5,977	1,300	(988)	6,289
Renaissance Scholars - Moreno Valley	952	-	9	961
Richards, Regina Education Scholarship	-	1,000	-	1,000
Rickson, Roger Memorial Scholarship	4,204	-	(400)	3,804
Riverside Community Hospital Auxiliary				
Nursing Scholarship	-	5,000	(2,000)	3,000
Riverside School for the Arts	7,643	15,230	(502)	22,371
Riverside Scholars Scholarship	21,500	20,000	(10,000)	31,500
Riverside Women's Club Scholarship	-	2,000	(2,000)	-
Nursing Faculty Scholarship Fund	-	54	(54)	-
Roby, Paul Memorial Nursing Scholarship	2,000	-	(250)	1,750
Rotary Club of Magnolia Center Scholarship	-	5,150	(3,600)	1,550
Rotary Norco Scholarship	775	2,100	(2,500)	375
Russell, Hazel M. Hawkins Scholarship	372	-	-	372
Ruiz, Shawn Marie Memorial CIS Scholarship	-	3,918	(126)	3,792
Ryan's Scholarship	2,455	800	(550)	2,705
Scandura, Al Scholarship	50	-	-	50
Schmitt, Chuck Memorial Scholarship	138	-	-	138
Smith, Brodie James Scholarship	6,317	220	(300)	6,237
So Cal Restaurant Writers Scholarship	-	1,000	-	1,000

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
 (A California Nonprofit Corporation)**

**SCHEDULE OF TEMPORARILY RESTRICTED NET ASSETS, CONTINUED  
 FOR THE YEAR ENDED JUNE 30, 2008**

	Balance July 1, 2007	Additions/ Transfers	Expenditures Transfers	Balance June 30, 2008
Spoto, Luciana Memorial Scholarship	\$ 740	\$ 50	\$ (200)	\$ 590
Stalder, Cecil Scholarship	750	500	(250)	1,000
Stalder, Evelyn RN Scholarship	500	500	(500)	500
Strickland, Dean E. Memorial Scholarship	5,600	1,500	(450)	6,650
Student Financial Aid Scholarship	239	-	-	239
Student Equity Scholarship	17,520	375	(355)	17,540
Stull, Georgenia L. Memorial Nursing	1,000	-	(1,000)	-
Telecom Award Fund	300	500	-	800
Tassari, Patrick Memorial	250	500	(500)	250
Textbook Assistance	2,021	-	-	2,021
Thonis Family Scholarship	8,500	1,500	(10,000)	-
Tolson, Jay Memorial Scholarship	125	-	-	125
Tworek, Dr. R K President Scholarship	6,505	5,608	(149)	11,964
Ursua, Genora Memorial	-	250	-	250
Ursua Memorial Scholarship	505	745	(750)	500
RCC Norco Campus Faculty Scholarship	1,488	300	(1,000)	788
Vargas, Gina Memorial Scholarship	8,594	1,190	(224)	9,560
Victor, Lucille Book Fund	-	10,800	-	10,800
Veltum, Ann Memorial Scholarship	1,482	-	-	1,482
Vocational/Occupational Scholarship	2,123	-	-	2,123
Voiture 394 Scholarship	250	1,500	(125)	1,625
Walsh, Bonita Scholarship	2,230	-	-	2,230
Zimmerman Family Scholarship	300	300	-	600
<b>Total Temporarily Restricted Scholarships</b>	<u>1,714,277</u>	<u>387,588</u>	<u>(466,565)</u>	<u>1,635,300</u>
<b>GRAND TOTAL TEMPORARY RESTRICTED NET ASSETS</b>	<u>\$ 1,977,541</u>	<u>\$ 695,389</u>	<u>\$ (654,136)</u>	<u>\$ 2,018,794</u>

See accompanying notes to supplementary information.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**SCHEDULE OF PERMANENTLY RESTRICTED NET ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2008**

	Balance July 1, 2007	Additions/ Transfers	Transfers and Losses	Balance June 30, 2008
Blakely, Marjorie C. Memorial Endowed	\$ 10,074	\$ (85)	\$ 28	\$ 10,017
Brown, Bartholomew Endowed Memorial	12,737	19	(377)	12,379
Coudures, John M. Health Sciences Endowed	-	39,658	-	39,658
Day, Betty Endowed Scholarship	18,229	46	(882)	17,393
Distribution Management Association Endowment	20,473	6,538	(705)	26,306
Hawkins-Newstead Endowed Scholarship	41,364	64,075	(1,414)	104,025
Hayashi, Norio Endowed Scholarship	12,277	(95)	(573)	11,609
Hockett, Bruce Memorial Directors Choice Award	-	10,906	-	10,906
Hord, Roy Endowed Scholarship	17,981	(93)	(530)	17,358
Hunt, Debby Endowed Nursing Scholarship	26,438	184	(1,264)	25,358
Information Services Endowed Scholarship	21,094	618	(814)	20,898
Jaeger, Edmund Endowment	16,209	(128)	(612)	15,469
Kincell, Dorothy - For Lang Endowment	30,725	(243)	(996)	29,486
Kincell, Dorothy - Spanish Endowment	29,974	(237)	(1,000)	28,737
Knox, Harley Endowed Scholarship	103,426	92	531	104,049
Arlington/Riverside Gakuen Endowment	13,794	(96)	(1,138)	12,560
ASRCC Endowment	221,239	(1,640)	(12,562)	207,037
RCC Associates Endowment	55,624	931	(1,806)	54,749
Barron, Paul Memorial Endowment	30,632	(254)	(306)	30,072
Bates, Cheri Jo Endowment	12,704	(90)	(627)	11,987
Birren, Don Endowed Scholarship	-	10,012	(225)	9,787
Board of Realtors/Devonne Armstrong Endowment	30,683	279	(807)	30,155
Brauti, T. Martin Memorial Endowment	19,275	(152)	(693)	18,430
Castro, Rodolpho Endowment	97,655	(778)	(2,566)	94,311
Chemistry/Allied Health Endowment	5,735	4,540	(115)	10,160
Chin, Harry S.P. Endowment	16,348	(128)	(663)	15,557
Coil, Horace O. Endowment	16,459	(128)	(815)	15,516
Coil, James L. Endowment	17,432	(142)	(824)	16,466
Corona, Frank and Mary Endowment	22,150	(170)	(443)	21,537
DeAro, Steven Memorial Endowment	12,926	(57)	(504)	12,365
DeFrancisco, Nate Endowment	17,594	(138)	(676)	16,780
Riverside Public Utilities Energy Tech Endowment	45,987	(350)	(1,085)	44,552
Faculty Memorial Endowment	53,570	(300)	(2,286)	50,984
Fauth, Bette Memorial Endowment	27,584	(119)	(1,276)	26,189
Finch, Vernon and Sylvia Endowment	21,014	(167)	(610)	20,237
Ford, Charles and Elaine Endowment	131,320	(942)	(5,878)	124,500
Foster, Sandra Memorial Endowment	10,613	(75)	(506)	10,032

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**SCHEDULE OF PERMANENTLY RESTRICTED NET ASSETS, CONTINUED**  
**FOR THE YEAR ENDED JUNE 30, 2008**

	Balance July 1, 2007	Additions/ Transfers	Transfers and Losses	Balance June 30, 2008
Virginia Blumenthal FOF Endowment	\$ 10,743	\$ (82)	\$ (215)	\$ 10,446
Friends of Forensics Endowment	16,434	(133)	(164)	16,137
Alan and Jan Pauw FOF Endowment	11,464	(93)	(115)	11,256
Elsie Ferne McCoy FOF Endowment	12,868	(104)	(129)	12,635
Louise Griffiths FOF Endowment	9,999	79	7	10,085
Lionel Rentschler FOF Endowment	11,279	(91)	(113)	11,075
John W. and Dina Stallings FOF Endowment	13,258	(107)	(133)	13,018
Leila Vahdani FOF Endowment	21,202	(162)	(424)	20,616
Geluso, Annie Memorial Endowment	-	1,502	-	1,502
General Scholarship Endowment	116,886	(109)	(2,733)	114,044
General Scholarship Endowment - Riverside	62,074	2,890	(1,210)	63,754
General Scholarship Endowment - Moreno Valley	55,199	(442)	(411)	54,346
General Scholarship Endowment - Norco	41,399	(297)	(506)	40,596
Grindstaff, Leonard Memorial Endowment	12,240	(88)	(572)	11,580
Groves, Eleanore Endowed Nursing	17,898	(111)	(1,358)	16,429
Heers, John C. Memorial Endowment	19,358	(137)	(944)	18,277
Holmes, Clifford W., Jr. Endowment	23,053	69	(1,131)	21,991
Holmes, Dale S. Endowment	24,163	212	(1,142)	23,233
Hunt, Glenn Endowment	-	4,835	-	4,835
Johnson, Tom Memorial Endowment Scholarship	14,737	(132)	(580)	14,025
Kaiser Permanente Nursing Endowment	98,049	(729)	(4,480)	92,840
Kane, Charles A. Endowment	29,924	(238)	(799)	28,887
Kipper, Daniel J. Memorial Civil Engineers	33,878	(269)	(939)	32,670
Kiwanis Endowment	38,568	(300)	(1,886)	36,382
Knopf, Arthur C. Memorial Endowment	49,149	(400)	(1,492)	47,257
Knopf, Dorothy Memorial Endowment	30,157	504	(1,302)	29,359
Lamar, Margaret Endowment	15,670	(122)	(757)	14,791
Leonard, John L. Memorial Endowment	25,305	(183)	(928)	24,194
L.P.E.C. Club Endowed Scholarship	14,537	(108)	(695)	13,734
MacDonald Family Endowed Scholarship	-	9,838	-	9,838
Management Association Endowment	17,208	(27)	(672)	16,509
Marsh, Jack and Jean Endowment	21,466	(161)	(715)	20,590
McCoy, Ferne Future Teachers	18,635	(131)	(936)	17,568
Moeller, Karen/Harold Memorial Endowment	160,049	(1,191)	(5,600)	153,258
Moors/Goodwill Memorial Endowment	13,435	(105)	(634)	12,696

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**SCHEDULE OF PERMANENTLY RESTRICTED NET ASSETS, CONTINUED**  
**FOR THE YEAR ENDED JUNE 30, 2008**

	Balance July 1, 2007	Additions/ Transfers	Transfers and Losses	Balance June 30, 2008
Moreno Valley Community Partners Endowment	\$ -	\$ 12,013	\$ (525)	\$ 11,488
Nursing Faculty Endowed Scholarship	12,999	3,355	(926)	15,428
Patterson, Lewis/Jessie Memorial Endowment	16,135	(115)	(761)	15,259
Alan and Jan Pauw Endowment	66,707	(463)	(2,667)	63,577
Playday for Women	25,008	(179)	(1,150)	23,679
Poison Garden Endowment	12,527	(96)	(251)	12,180
Kathleen Gonzales Puente Program Book Fund	15,467	1,927	(909)	16,485
Ramirez Family Endowed	12,093	(85)	(621)	11,387
Riverside Sunrise Rotary Endowment	18,539	211	(710)	18,040
Roberts, Dell Endowed Scholarship	23,982	845	(816)	24,011
Rotary Club of Riverside Endowment	16,252	(105)	(763)	15,384
Schlein, David and Sadie Memorial Endowment	11,309	399	(613)	11,095
Singletary Family Endowment	20,263	(157)	(1,003)	19,103
Soroptimist Intl Corona/Norco Endowment	17,838	(126)	(878)	16,834
Stover Fellowship Endowment	52,950	(325)	(1,629)	50,996
Swoffer, Betty J. and Gordon N. Endowment	10,334	(73)	(503)	9,758
Taber Family Endowment	20,749	(11)	(1,008)	19,730
Thompson and Colegate Endowment	16,439	(128)	(764)	15,547
Thonis Family Endowment Scholarship	-	10,402	-	10,402
Toro Company Endowment	16,931	(111)	(769)	16,051
Wadding, Richard Nursing Endowment	13,296	(95)	(619)	12,582
Waite, Martha/Ernest K. Endowment	28,226	(202)	(1,282)	26,742
Weckslar, Becky Endowment	13,524	2,452	(2,635)	13,341
Western Community Bank Endowment	17,287	(135)	(773)	16,379
Williams, Clarence R. Endowment Memorial	6,006	(21)	(111)	5,874
Willmon, David C., Jr. Endowment	17,024	219	(1,145)	16,098
Wilson, Dorcas B. Nursing	21,813	5,545	(773)	26,585
Woodruff, Timilie Endowment	-	10,165	-	10,165
Ybarra, Cecil Endowment	13,690	(87)	(687)	12,916
Young, Arthur Edward Memorial	-	3,274	-	3,274
Yount, Gwen Endowment	13,862	(112)	(139)	13,611
Zonta Club Riverside Endowment	11,924	920	(1,438)	11,406
Total Permanently Restricted	<u>\$ 2,844,797</u>	<u>\$ 194,269</u>	<u>\$ (105,595)</u>	<u>\$ 2,933,471</u>

See accompanying notes to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**(A California Nonprofit Corporation)**

**NOTE TO SUPPLEMENTARY INFORMATION**  
**JUNE 30, 2008**

***NOTE 1 - SCHEDULES OF UNRESTRICTED, TEMPORARILY RESTRICTED, AND PERMANENTLY RESTRICTED NET ASSETS***

These schedules are presented as optional schedules at the request of management. The schedules show the changes under the various funds within the larger classifications. These schedules are prepared on the same basis as the financial statements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-4

Date: December 9, 2008

Subject: Remodel of Technology Building A, Riverside City College – Film, Television and Video Program

Background: The Film, Television and Video Program has four areas of emphasis: 1) Film Production, 2) Television Production, 3) Sound Engineering, and 4) Digital Media Motion Graphics. The programs have been added to the new program inventory and it is anticipated that the programs will include interdisciplinary and inter-departmental course offerings and that they will be an integral part of the Riverside School for the Arts.

The teaching facilities and labs required by Film, Television and Video Program are very specialized spaces that have very specific architectural requirements. Although there have been many proposals to move the program over the years, no place has yet been available or adequate to meet the program's needs. For this reason, the ability of the program to grow is limited by the facility in which they are located. The facility needs for the program are included in the Riverside City College Long Range Facility Master Plan.

The need for facility renovation of Tech A to meet the needs of the Film, Television and Video Program has been documented in the department Program Review and presented to the Riverside City College Strategic Planning Committee for consideration. The project has received the highest priority ranking on the campus from the Strategic Planning Committee for the last two years.

The project will include the renovation of approximately 3,400 gross square feet. Based on recent bids for similar projects of this nature, the project cost estimate is approximately \$935,000, including soft costs and contingency. Actual bid results will determine final project budget.

Recommended Action: It is recommended that the Board of Trustees approve the Remodel of Technology Building A project and authorize the Associate Vice Chancellor of Facilities, Planning, Design and Construction to solicit bids for the project. It is also recommended that the Board of Trustees approve funding for this project from Measure C.

Irving Hendrick  
Interim Chancellor

Prepared by: Orin Williams  
Associate Vice Chancellor  
Facilities Planning, Design and Construction

Becky Elam  
Vice President, Business Services  
Riverside City College

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-5

Date: December 9, 2008

Subject: Remodel of Black Box Theatre, Riverside City College – Performing Arts (Theatre) Program

Background: With the renovation of the Quadrangle and demolition of McDermott Hall, the Performing Arts (Theatre) Program lost its principal performance space for audiences in the 175-275 range. Landis Auditorium is used when it is available but is too large for most student productions. The sound does not travel past the proscenium, and the sight lines are poor, with the stage far above most of the audience.

At this time, the Performing Arts (Theatre) Program has no dedicated space and is currently utilizing Landis Auditorium, the Quadrangle auditorium and the Digital Library Auditorium on a limited basis. The lack of a dedicated space adds to the workload and logistics associated with student performances.

The need for facility renovation of the Black Box Theater portion of the Landis Auditorium to meet the needs of the Performing Arts (Theatre) Program has been documented in the department Program Review and presented to the Riverside City College Strategic Planning Committee for consideration. The project has received high priority ranking on the campus from the Strategic Planning Committee for the last two years.

The project will include the renovation of 2,770 gross square feet. Based on recent bids for similar projects of this nature, the project cost estimate is approximately \$ 761,750, including soft costs and contingency. Actual bid results will determine final project budget.

Recommended Action: It is recommended that the Board of Trustees approve the Remodel of the Black Box Theatre project and authorize the Associate Vice Chancellor of Facilities, Planning, Design and Construction to solicit bids for the project. It is also recommended that the Board of Trustees approve funding for this project from Measure C.

Irving Hendrick  
Interim Chancellor

Prepared by: Orin Williams  
Associate Vice Chancellor  
Facilities Planning, Design and Construction

Becky Elam  
Vice President, Business Services  
Riverside City College

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-6

Date: December 9, 2008

Subject: Remodel of the A.G. Paul Quadrangle Basement, Riverside City College

Background: Prior to the A.G. Paul Quadrangle Modernization Project (Quad Project) the Photography Program was located in the Quadrangle Basement. In order to provide continuity for the Photography Program during the Quad Project construction, the wet and dry labs were relocated to the Lovekin Complex. As a result of this move, the improved facility has met the needs of the Photography Program, therefore creating usable space in the Quadrangle Basement.

During the construction of the Quad Project, several faculty offices were converted to classroom space, resulting in fewer faculty office spaces than previously allocated. Presently, several faculty members are assigned to the Lovekin Complex, removing them from their associated classroom environment.

One of the campus goals is to relocate these faculty members closer to their respective disciplines. The Remodel of the Quadrangle Basement project will provide for 10 faculty offices and one (1) conference room. These improvements will provide the faculty offices necessary to achieve the campus goal. This project has been presented to the Riverside City College Strategic Planning Committee for consideration. The project has received high priority ranking on the campus from the Strategic Planning Committee for the last two years.

The project will include the renovation of 1,700 gross square feet. Based on recent bids for similar projects of this nature, the project cost estimate is approximately \$ 467,500 which includes soft costs and contingency. Actual bid results will determine the final project budget.

Recommended Action: It is recommended that the Board of Trustees approve the Remodel of the A.G. Paul Quadrangle Basement project and authorize the Associate Vice Chancellor of Facilities, Planning, Design and Construction to solicit bids for the project. It is also recommended that the Board of Trustees approve funding for this project from Measure C.

Irving Hendrick  
Interim Chancellor

Prepared by: Orin Williams  
Associate Vice Chancellor  
Facilities Planning, Design and Construction

Becky Elam  
Vice President, Business Services  
Riverside City College

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-7

Date: December 09, 2008

Subject: 2007-2008 Independent Audit Report for the Riverside Community College District

Background: In accordance with Education Code Section 84040(b), an independent audit of the District's 2007-2008 financial statements was performed by Vavrinek, Trine, Day & Co., LLP Certified Public Accountants (VTD). A representative of the firm will be available to present the report. Results of the audit are summarized below.

Current Year Audit Finding

One current year audit finding is summarized below (pages 73 through 74):

- Ineligible CalWORKs Recipients Were Provided Services: Several CalWORKs recipients did not have the proper County Welfare Department eligibility documentation for each academic term the recipient was served.

Prior Year Audit Findings

The recommendations for the three prior year audit findings related to Compensation for Personal Services, Suspension or Debarment Certification for Contracts between \$25,000 to \$100,000, and Student Health Fees have been fully implemented (pages 75 through 79).

Audit Adjustments

There were no audit adjustments to the District's financial statements.

Auditor's Required Communication – Audit Completion

In accordance with Statement on Auditing Standards No. 114, at the conclusion of the audit engagement VTD is required to communicate information to the Board of Trustees regarding their responsibility under United States Generally Accepted Auditing Standards and OMB Circular A-133, significant accounting policies, accounting estimates, significant audit adjustments and uncorrected misstatements, disagreements with management, consultation with other independent accountants, issues discussed prior to retention of independent auditors and difficulties encountered in performing the audit. Attached for your information is the required communication issued by VTD.



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-7

Date: December 09, 2008

Subject: 2007-2008 Independent Audit Report for the Riverside Community College  
District (continued)

Management Recommendations

Two current year recommendations to improve operational controls were recommended to management as shown in the attached letter.

Recommended Action: It is recommended that the Board of Trustees receive the Riverside Community College District's independent audit report for the year ended June 30, 2008 for the permanent file of the District.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Bill J. Bogle, Jr.  
Controller



To the Board of Trustees  
Riverside Community College District  
Riverside, California

We have audited the basic financial statements of the business-type activities of Riverside Community College District (the District) for the year ended June 30, 2008, and have issued our report thereon dated November 14, 2008. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and OMB Circular A-133

As stated in our engagement letter dated March 6, 2008, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered Riverside Community College District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

As part of obtaining reasonable assurance about whether Riverside Community College District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also, in accordance with OMB Circular A-133, we examined, on a test basis, evidence about Riverside Community College District's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement" applicable to each of its major federal programs for the purpose of expressing an opinion on Riverside Community College District's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on Riverside Community College District's compliance with those requirements.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters.

To the Board of Trustees  
Riverside Community College District  
Page 2

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Riverside Community College District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during year end June 30, 2008. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was the cost of capital assets net of accumulated depreciation. Depreciation is the recognition of the use of your capital assets over time. Conditions may exist that result in assets having a longer or shorter useful life than is reflected within these statements. We evaluated the key factors and assumptions used to develop depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 14, 2008.

To the Board of Trustees  
Riverside Community College District  
Page 3

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Trustees and management of Riverside Community College District and is not intended to be and should not be used by anyone other than these specified parties.

*Vaurinek, Irine, Day & Co. LLP*

Rancho Cucamonga, California  
November 14, 2008



RIVERSIDE COMMUNITY  
COLLEGE DISTRICT

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ANNUAL FINANCIAL REPORT

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**JUNE 30, 2008**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
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***FINANCIAL SECTION***

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## INDEPENDENT AUDITORS' REPORT

Board of Trustees  
Riverside Community College District  
Riverside, California

We have audited the accompanying basic financial statements of the business-type activities of the Riverside Community College District (the District) as of and for the years ended June 30, 2008 and 2007, and its discretely presented component unit, the Riverside Community College District Foundation, as listed in the Table of Contents. These basic financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of the Riverside Community College District and its discretely presented component unit as of June 30, 2008 and 2007, and the respective changes in financial position and cash flows, for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 14, 2008, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and is important for assessing the results of our audit.

The Management's Discussion and Analysis, as listed in the Table of Contents, is not a required part of the basic financial statements, but is supplementary information required by the Governmental Accounting Standards Board. This supplementary information is the responsibility of the District's management. We have applied certain limited procedures, consisting principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The supplementary information listed in the table of contents, including the Schedule of Expenditures of Federal Awards, which is required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The Additional Supplementary Information on pages 81 through 88 has been presented at the request of District management for purposes of additional analysis. We have applied certain limited procedures consisting primarily of analysis and inquiry regarding presentation; however, we did not audit the information. Accordingly, we express no opinion on them.



Rancho Cucamonga, California  
November 14, 2008

# RIVERSIDE COMMUNITY COLLEGE

Moreno Valley • Norco • Riverside

## ***USING THIS ANNUAL REPORT***

The purpose of this annual report is to provide readers with information about the activities programs and financial condition of the Riverside Community College District (the District) as of June 30, 2008. The report consists of three basic financial statements: the Statement of Net Assets; Statement of Revenues, Expenses, and Changes in Net Assets; and Statement of Cash Flows and provides information about the District as a whole. This section of the annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on June 30, 2008. Please read it in conjunction with the District's financial statements, which immediately follow this section. Responsibility for the completeness and accuracy of this information rests with District management.

## ***OVERVIEW OF THE FINANCIAL STATEMENTS***

The Riverside Community College District's financial statements are presented in accordance with Governmental Accounting Standards Board Statements (GASB) No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* and No. 35, *Basic Financial Statements - and Management Discussion and Analysis - for Public College and Universities*. These statements allow for the presentation of financial activity and results of operations which focuses on the District as a whole. The entity-wide financial statements present the overall results of operations whereby all of the District's activities are consolidated into one total versus the traditional presentation by fund type. The focus of the Statement of Net Assets is designed to be similar to the bottom line results of the District. This statement combines and consolidates current financial resources with capital assets and long-term obligations. The Statement of Revenues, Expenses, and Changes in Net Assets focuses on the costs of the District's operational activities with revenues and expenses categorized as operating and nonoperating, and expenses are reported by natural classification. The Statement of Cash Flows provides an analysis of the sources and uses of cash within the operations of the District.

The California Community Colleges Chancellor's Office has recommended that all State community colleges follow the Business Type Activity (BTA) model for financial statement reporting purposes.

## ***FINANCIAL HIGHLIGHTS***

- The District's primary funding source is from apportionment received from the State of California. The primary basis of this apportionment is the calculation of Full Time Equivalent Students (FTES). During the 2007-2008 fiscal year, total reported FTES were 27,011 as compared to 23,967 in the 2006-2007 fiscal year. The District's credit FTES was fully funded except for 141 Credit FTES for fiscal year 2007-2008 and was fully funded for fiscal year 2006-2007.
- Several construction and modernization projects at the District's three campuses resulted in completed buildings, building improvements, and improvements to sites of \$32,970,042 in the 2007-2008 fiscal year. The projects, listed below, are funded both through State construction revenues and through the District's voter approved general obligation bond, Measure C.

Parking Structure - Riverside  
Stokoe Innovative Learning Center  
Emergency Phones Installation Project  
Modular Redistribution Project - Norco  
Tech B Booster Unit Project - Riverside  
Quad Terrace Project - Riverside

Modular Redistribution Project - Moreno Valley  
PBX Operations Center Project - Riverside  
Roofing Projects - Riverside  
Carpeting and Flooring Projects - Norco and Riverside  
Bradshaw Building Concrete Work



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RCC Norco • 2001 Third Street, Norco, CA 92860-2600 • (951) 372-7000 • FAX (951) 372-7050  
RCC Riverside • 4800 Magnolia Avenue, Riverside, CA 92506-1299 • (951) 222-8000 • FAX (951) 222-8036

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2008

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- Costs for employee salaries increased by 8.53 percent or \$8.7 million from the 2006-2007 fiscal year, and costs associated with employee benefits increased by 7.19 percent or \$1.6 million. The increase in salaries is primarily due to COLA of 4.53 percent, scheduled salary step increases, employee reclassifications and an increased number of categorically funded positions. The increase in the benefit costs is due to rising costs of health and welfare benefits paid on behalf of both current employees and retirees.
- During the 2007-2008 fiscal year, the District provided almost \$25.5 million in financial aid to students attending classes at the three campuses. This aid was provided in the form of grants, scholarships, loans, and tuition reductions funded through the Federal government, State Chancellor's Office, and local funding as shown below.

Federal Pell Grants (PELL)	\$15,339,252
Federal Supplement Education Opportunity Grant (FSEOG)	716,869
Federal Family Education Loans (FFEL)	1,976,657
Federal Work Study Program (FWS)	784,390
Federal Academic Competitiveness Grant (ACG)	6,875
State of California Cal Grant B (CALG-B)	1,525,620
State of California Cal Grant C (CALG-C)	85,239
California Community College Board of Governor's Fee Wavier	<u>5,032,822</u>
Total Financial Aid Provided to Students	<u>\$25,467,724</u>

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2008

### THE DISTRICT AS A WHOLE

#### Net Assets

**Table 1**

(Amounts in thousands)

	2008	2007	Change	2006	Change
<b>ASSETS</b>					
Current Assets					
Cash and investments	\$ 150,191	\$ 162,395	\$ (12,204)	\$ 80,321	\$ 69,870
Accounts receivable (net)	23,186	21,120	2,066	12,326	10,860
Other current assets	148	162	(14)	89	59
Total Current Assets	<u>173,525</u>	<u>183,677</u>	<u>(10,152)</u>	<u>92,736</u>	<u>80,789</u>
Other noncurrent assets	949	1,017	(68)	-	949
Capital assets (net)	190,938	172,156	18,782	143,102	47,836
Total Assets	<u><u>\$365,412</u></u>	<u><u>\$356,850</u></u>	<u><u>\$ 8,562</u></u>	<u><u>\$235,838</u></u>	<u><u>\$ 129,574</u></u>
<b>LIABILITIES</b>					
Current Liabilities					
Accounts payable and accrued liabilities	\$ 25,699	\$ 22,225	\$ 3,474	\$ 15,041	\$ 10,658
Amounts held in trust for others	2,166	2,043	123	1,034	1,132
Current portion of long-term obligations	8,372	9,183	(811)	7,239	1,133
Total Current Liabilities	<u>36,237</u>	<u>33,451</u>	<u>2,786</u>	<u>23,314</u>	<u>12,923</u>
Long-Term Obligations	<u>148,619</u>	<u>153,936</u>	<u>-</u>	<u>68,597</u>	<u>80,022</u>
Total Liabilities	<u><u>184,856</u></u>	<u><u>187,387</u></u>	<u><u>2,786</u></u>	<u><u>91,911</u></u>	<u><u>92,945</u></u>
<b>NET ASSETS</b>					
Invested in capital assets	127,166	106,844	20,322	110,337	16,829
Restricted	34,874	43,892	(9,018)	33,590	1,284
Unrestricted	18,516	18,727	(211)	-	18,516
Total Net Assets	<u><u>\$180,556</u></u>	<u><u>\$169,463</u></u>	<u><u>\$ 11,093</u></u>	<u><u>\$143,927</u></u>	<u><u>\$ 36,629</u></u>

Cash and investments consist primarily of funds held in the Riverside County Treasury. The changes in our cash position are explained in the Statement of Cash Flows on pages 15 and 16.

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2008

### Operating Results for the Year

The results of this year's operations for the District as a whole are reported in the Statement of Revenues, Expenses, and Changes in Net Assets on page 14.

**Table 2**

(Amounts in thousands)

	2008	2007	Change	2006	Change
<b>Operating Revenues</b>					
Tuition and fees	\$ 12,494	\$ 12,923	\$ (429)	\$ 14,294	\$ (1,800)
Grants and contracts	36,934	31,814	5,120	29,617	7,317
Other operating revenues	98	2	96	-	98
<b>Total Operating Revenues</b>	<u>49,526</u>	<u>44,739</u>	<u>4,787</u>	<u>43,911</u>	<u>5,615</u>
<b>Operating Expenses</b>					
Salaries and benefits	135,211	124,868	10,343	112,642	22,569
Supplies and maintenance	53,690	47,700	5,990	37,831	15,859
Depreciation	5,918	5,166	752	5,115	803
<b>Total Operating Expenses</b>	<u>194,819</u>	<u>177,734</u>	<u>17,085</u>	<u>155,588</u>	<u>39,231</u>
<b>Loss on Operations</b>	<u>(145,293)</u>	<u>(132,995)</u>	<u>(12,298)</u>	<u>(111,677)</u>	<u>(33,616)</u>
<b>Nonoperating Revenues</b>					
State apportionments	89,611	88,437	1,174	68,270	21,341
Property taxes	43,895	43,101	794	43,803	92
State revenues	4,288	4,529	(241)	4,689	(401)
Net investment income	8,125	4,170	3,955	4,030	4,095
Net interest expense	(7,840)	(3,516)	(4,324)	(3,036)	(4,804)
Other nonoperating revenues	11,399	12,190	(791)	6,080	5,319
Gain (Loss) on disposal of assets	(390)	-	(390)	8,752	(9,142)
<b>Total Nonoperating Revenue</b>	<u>149,088</u>	<u>148,911</u>	<u>177</u>	<u>132,588</u>	<u>16,500</u>
<b>Other Revenues</b>					
State and local capital income	7,298	9,620	(2,322)	5,270	2,028
<b>Net Increase in Net Assets</b>	<u>\$ 11,093</u>	<u>\$ 25,536</u>	<u>\$ (14,443)</u>	<u>\$ 26,181</u>	<u>\$ (15,088)</u>

The District's primary revenue is from the State apportionment calculation which is comprised of three sources: local property taxes, student enrollment fees, and State apportionment. Property taxes levied and received from property within the County increased slightly as did State apportionments.

Grant and contract revenues relate primarily to student financial aid, as well as to specific Federal and State grants received for programs serving the students and programs of the District. These grant and program revenues are restricted as to the allowable expenses related to the programs.

Interest income of \$8.1 million was off set by interest expense of \$7.8 million. The interest income is primarily the result of cash held in the Riverside County Treasury. Interest income is up approximately \$3.5 million over the 2006-2007 fiscal year. Interest income and expenses have increased over fiscal year 2006-2007 due to the Series C General Obligation Bond issuance in late June 2007, and the majority of the issuance has been in the Riverside County Treasury during fiscal year 2007-2008.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
 JUNE 30, 2008**

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In accordance with requirements set forth by the California Community Colleges Chancellor's Office, the District reports operating expenses by object code. Operating expenses by functional classification are as follows:

**Table 3**

Year ended June 30, 2008:

	Salaries and Employee Benefits	Supplies, Material, and Other Expenses and Services	Equipment, Maintenance, and Repairs	Depreciation	Total
Instructional activities	\$ 65,765,774	\$ 3,865,892	\$ 2,814,116	\$ -	\$ 72,445,782
Academic support	35,400,897	15,258,329	905,475	-	51,564,701
Student services	14,946,563	1,648,556	323,534	-	16,918,653
Plant operations and maintenance	6,173,866	3,908,410	474,797	-	10,557,073
Instructional support services	4,472,223	374,850	370,278	-	5,217,351
Community services and economic development	1,671,848	923,945	76,682	-	2,672,475
Ancillary services and auxiliary operations	6,707,754	2,817,415	142,859	-	9,668,028
Student aid	-	18,458,245	-	-	18,458,245
Physical property and related acquisitions	72,750	1,182,297	144,435	-	1,399,482
Unallocated depreciation	-	-	-	5,917,666	5,917,666
<b>Total</b>	<b>\$135,211,675</b>	<b>\$ 48,437,939</b>	<b>\$ 5,252,176</b>	<b>\$ 5,917,666</b>	<b>\$194,819,456</b>

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2008

Year ended June 30, 2007:

	Salaries and Employee Benefits	Supplies, Material, and Other Expenses and Services	Equipment, Maintenance, and Repairs	Depreciation	Total
Instructional activities	\$ 61,619,751	\$ 4,009,189	\$ 2,271,756	\$ -	\$ 67,900,696
Academic support	31,425,851	14,793,669	730,944	-	46,950,464
Student services	14,166,180	1,575,367	261,103	-	16,002,650
Plant operations and maintenance	5,770,803	3,725,775	383,083	-	9,879,661
Instructional support services	4,244,377	374,270	298,969	-	4,917,616
Community services and economic development	1,224,664	311,300	61,768	-	1,597,732
Ancillary services and auxiliary operations	6,349,764	2,614,357	115,220	-	9,079,341
Student aid	-	14,017,066	-	-	14,017,066
Physical property and related acquisitions	66,514	2,039,622	116,613	-	2,222,749
Unallocated depreciation	-	-	-	5,165,636	5,165,636
<b>Total</b>	<b>\$124,867,904</b>	<b>\$ 43,460,615</b>	<b>\$ 4,239,456</b>	<b>\$ 5,165,636</b>	<b>\$177,733,611</b>

### Changes in Cash Position

**Table 4**

(Amounts in thousands)

	2008	2007	Change	2006	Change
Cash Provided by (Used in)					
Operating activities	\$ (135,546)	\$ (125,332)	\$ (10,214)	\$ (104,666)	\$ (30,880)
Noncapital financing activities	134,532	130,134	4,398	124,019	10,513
Capital financing activities	(18,167)	73,275	(91,442)	(26,489)	8,322
Investing activities	6,976	3,999	2,977	4,007	2,969
Net Increase (Decrease) in Cash	(12,205)	82,076	(94,281)	(3,129)	(9,076)
Cash, Beginning of Year	162,396	80,320	82,076	83,449	78,947
Cash, End of Year	<u>\$ 150,191</u>	<u>\$ 162,396</u>	<u>\$ (12,205)</u>	<u>\$ 80,320</u>	<u>\$ 69,871</u>

The Statement of Cash Flows on pages 15 and 16 provides information about our cash receipts and payments during the year. This statement also assists users in assessing the District's ability to meet its obligations as they come due and its need for external financing. The District's primary operating receipts are student tuition and fees and Federal, State, and local grants and contracts. The primary operating expense of the District is the payment of salaries and benefits to faculty, administrators, and classified staff.

While State apportionment revenues and property taxes are the primary source of noncapital related revenue, the GASB accounting standards require that this source of revenue is shown as nonoperating revenue as it comes from the general resources of the State and not from the primary users of the college's programs and services, the students. The District depends upon this funding to continue the current level of operations.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
 JUNE 30, 2008**

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***CAPITAL ASSET AND DEBT ADMINISTRATION***

**Capital Assets**

At June 30, 2008, the District had \$190,938,137 in a broad range of capital assets, including land, buildings, and furniture and equipment. At June 30, 2007, the District's net capital assets were \$172,155,534. Major capital improvement projects are ongoing throughout the college campuses. These projects are primarily funded through State Construction Revenues and General Obligation Bonds. Projects are accounted for within our Construction in Progress account until the project is completed at which time the cost of the buildings and/or improvements will be recorded to the depreciable Buildings and Improvement category.

**Table 5**

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
Land and construction in progress	\$ 84,991,875	\$ 21,432,362	\$ (32,375,488)	\$ 74,048,749
Buildings and land improvements	110,665,575	32,970,042	(428,419)	143,207,198
Equipment and vehicles	19,669,005	3,063,215	(291,868)	22,440,352
Subtotal	215,326,455	57,465,619	(33,095,775)	239,696,299
Accumulated depreciation	(43,170,921)	(5,917,666)	330,425	(48,758,162)
	<u>\$ 172,155,534</u>	<u>\$ 51,547,953</u>	<u>\$ (32,765,350)</u>	<u>\$ 190,938,137</u>

**Obligations**

At the end of the 2007-2008 fiscal year, the District had \$151,354,238 in General Obligation Bonds outstanding. These bonds are repaid annually in accordance with the obligation requirements through property tax assessments on property within the Riverside Community College District boundaries.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
 JUNE 30, 2008**

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In addition to the above obligations, the District is obligated to employees of the District for vacation and load banking benefits and lease purchase agreements for equipment.

**Table 6**

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
General obligation bonds	\$159,139,934	\$ 593,201	\$ (8,378,897)	\$151,354,238
Other liabilities	3,978,721	2,784,740	(1,126,689)	5,636,772
Total Long-Term Obligations	<u>\$163,118,655</u>	<u>\$ 3,377,941</u>	<u>\$ (9,505,586)</u>	<u>\$156,991,010</u>
Amount due within one year				<u>\$ 8,372,155</u>

***GENERAL FUND BUDGETARY HIGHLIGHTS***

Over the course of the year, the District revises its budget to provide for unanticipated changes in revenues and expenditures. The Board of Trustees adopted the final amendment to the budget for the 2007-2008 fiscal year on June 17, 2008.

The District's final revised budget for the unrestricted General Fund anticipated that expenditures would exceed revenue by \$7.9 million. The actual results for the year showed revenues exceeded expenditures by \$2.5 million.

***ECONOMIC FACTORS AFFECTING THE FUTURE OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT***

The economic position of the District is closely tied to the State of California as State apportionments and property taxes allocated to the District represent approximately 83.68 percent of the total unrestricted sources of revenues received within the General Fund. The District increased reported FTES during fiscal year 2007-2008. The District continues to monitor enrollment and operating costs of the District to ensure ongoing financial stability and retain the reserve levels required by Board Policy and the State Chancellor's Office.

***CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT***

This financial report is designed to provide the District's citizens, taxpayers, students, and investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need any additional financial information, contact the Riverside Community College District at 4800 Magnolia Avenue, Riverside, California 92506.

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***BASIC FINANCIAL STATEMENTS***

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## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### STATEMENTS OF NET ASSETS JUNE 30, 2008 AND 2007

	<u>2008</u>	<u>2007</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash and cash equivalents	\$ 2,711,773	\$ 2,748,567
Investments - Unrestricted	36,942,057	36,582,869
Investments - Restricted	110,536,702	123,064,078
Accounts receivable	22,538,827	20,634,115
Student accounts receivable, net	648,152	485,867
Prepaid expenses	60,348	73,137
Deferred cost on issuance	67,802	67,802
Stores inventories	19,353	21,310
<b>Total Current Assets</b>	<u>173,525,014</u>	<u>183,677,745</u>
<b>Noncurrent Assets</b>		
Deferred cost on issuance - noncurrent portion	949,227	1,017,029
Nondepreciable capital assets	74,048,749	84,991,875
Depreciable capital assets, net of depreciation	116,889,388	87,163,659
<b>Total Noncurrent Assets</b>	<u>191,887,364</u>	<u>173,172,563</u>
<b>TOTAL ASSETS</b>	<u>365,412,378</u>	<u>356,850,308</u>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accounts payable	14,567,402	13,477,156
Accrued interest payable	2,806,625	1,122,959
Deferred revenue	5,023,107	4,794,287
Claims liability	3,302,565	2,831,205
Amounts held in custody on behalf of others	2,165,652	2,042,870
Compensated absences payable - current portion	1,046,309	620,886
Bonds payable - current portion	6,385,000	8,040,000
Lease obligations - current portion	14,674	17,195
Other long-term obligations - current portion	926,172	504,619
<b>Total Current Liabilities</b>	<u>36,237,506</u>	<u>33,451,177</u>
<b>Noncurrent Liabilities</b>		
Compensated absences payable - noncurrent portion	1,562,349	1,707,857
Bonds payable - noncurrent portion	137,622,557	143,414,386
Net debt premium	7,346,681	7,685,578
Lease obligations - noncurrent portion	41,576	56,250
Other long-term obligations - noncurrent portion	2,045,692	1,071,884
<b>Total Noncurrent Liabilities</b>	<u>148,618,855</u>	<u>153,935,955</u>
<b>TOTAL LIABILITIES</b>	<u>184,856,361</u>	<u>187,387,132</u>
<b>NET ASSETS</b>		
Invested in capital assets, net of related debt	127,165,585	106,843,923
Restricted for:		
Debt service	15,362,003	17,618,543
Capital projects	12,516,469	21,070,311
Other activities	6,995,880	5,202,943
Unrestricted	18,516,080	18,727,456
<b>TOTAL NET ASSETS</b>	<u>\$ 180,556,017</u>	<u>\$ 169,463,176</u>

The accompanying notes are an integral part of these financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENTS OF REVENUES, EXPENSES,  
AND CHANGES IN NET ASSETS  
FOR THE YEARS ENDED JUNE 30, 2008 AND 2007**

	<b>2008</b>	<b>2007</b>
<b>OPERATING REVENUES</b>		
Student Tuition and Fees	\$ 17,220,116	\$ 18,278,142
Less: Scholarship discount and allowance	(4,726,243)	(5,354,970)
Net tuition and fees	<u>12,493,873</u>	<u>12,923,172</u>
Grants and Contracts, noncapital:		
Federal	25,132,430	19,939,276
State	11,801,545	11,874,851
Other Operating Revenues	98,054	1,631
<b>TOTAL OPERATING REVENUES</b>	<u>49,525,902</u>	<u>44,738,930</u>
<b>OPERATING EXPENSES</b>		
Salaries	110,676,431	101,977,931
Employee benefits	24,535,244	22,889,973
Supplies, materials, and other operating expenses and services	48,437,939	43,460,615
Equipment, maintenance, and repairs	5,252,176	4,239,456
Depreciation	5,917,666	5,165,636
<b>TOTAL OPERATING EXPENSES</b>	<u>194,819,456</u>	<u>177,733,611</u>
<b>OPERATING LOSS</b>	<u>(145,293,554)</u>	<u>(132,994,681)</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>		
State apportionments, noncapital	89,611,058	88,436,441
Local property taxes levied for general purposes	32,330,029	29,604,089
Local property taxes levied for capital debt	11,565,586	13,496,402
State taxes and other revenues	4,287,522	4,529,367
Investment income	7,445,762	4,170,219
Interest expense on capital related debt	(7,839,793)	(3,928,624)
Investment income on capital asset-related debt, net	679,403	412,550
Deletion of capital assets	(389,862)	-
Other nonoperating revenue	11,398,245	12,190,417
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<u>149,087,950</u>	<u>148,910,861</u>
<b>INCOME BEFORE OTHER REVENUES AND EXPENSES</b>	<u>3,794,396</u>	<u>15,916,180</u>
State revenues, capital	7,298,445	9,619,978
<b>TOTAL INCOME BEFORE OTHER REVENUES AND EXPENSES</b>	<u>7,298,445</u>	<u>9,619,978</u>
<b>CHANGE IN NET ASSETS</b>	<u>11,092,841</u>	<u>25,536,158</u>
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>169,463,176</u>	<u>143,927,018</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 180,556,017</u>	<u>\$ 169,463,176</u>

The accompanying notes are an integral part of these financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENTS OF CASH FLOWS  
 FOR THE YEARS ENDED JUNE 30, 2008 AND 2007**

	<b>2008</b>	<b>2007</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Tuition and fees	\$ 12,208,973	\$ 12,715,382
Federal grants and contracts	8,297,410	7,720,570
State grants and contracts	11,831,167	12,419,336
Drawdowns of Federal direct student aid	16,847,386	12,218,706
Disbursement of Federal direct student aid	(16,847,386)	(12,218,706)
Payments to vendors for supplies and services	(34,692,449)	(34,010,246)
Payments to or on behalf of employees	(133,412,121)	(125,095,809)
Other operating receipts	220,836	918,005
<b>Net Cash Flows From Operating Activities</b>	<u>(135,546,184)</u>	<u>(125,332,762)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>		
State apportionments	89,646,982	87,997,324
Property taxes - nondebt related	32,391,969	28,572,601
State taxes and other apportionments	3,288,415	1,810,325
Other nonoperating	9,204,648	11,753,823
<b>Net Cash Flows From Noncapital Financing Activities</b>	<u>134,532,014</u>	<u>130,134,073</u>
<b>CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES</b>		
Purchase of capital assets	(23,818,870)	(32,486,516)
Proceeds from sale of general obligation bonds	-	92,816,967
Proceeds from issuance of capital leases	-	138,445
State revenue, capital projects	7,298,445	9,619,978
Property taxes - related to capital debt	11,565,586	13,496,402
Principal paid on capital debt	(8,396,092)	(6,547,837)
Interest paid on capital debt	(6,156,127)	(3,928,624)
Interest received on capital asset-related debt	679,403	412,550
Accreted interest on general obligation bonds	593,201	838,247
Deferred cost on issuance	67,802	(1,084,831)
<b>Net Cash Flows From Capital Financing Activities</b>	<u>(18,166,652)</u>	<u>73,274,781</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Interest received from investments	6,975,840	3,999,020
<b>Net Cash Flows From Investing Activities</b>	<u>6,975,840</u>	<u>3,999,020</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	(12,204,982)	82,075,112
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	162,395,514	80,320,402
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>\$150,190,532</u>	<u>\$162,395,514</u>

The accompanying notes are an integral part of these financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENTS OF CASH FLOWS, Continued  
 FOR THE YEARS ENDED JUNE 30, 2008 AND 2007**

	<u>2008</u>	<u>2007</u>
<b>RECONCILIATION OF NET OPERATING LOSS TO NET CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Operating Loss	\$ (145,293,554)	\$ (132,994,681)
Adjustments to Reconcile Operating Loss to Net Cash Flows from Operating Activities:		
Depreciation and amortization expense	5,917,666	5,165,636
Changes in Operating Assets and Liabilities:		
Receivables, net	(153,449)	(34,249)
Stores inventories	1,957	7,606
Prepaid expenses	12,789	(12,417)
Accounts payable and other accrued liabilities	1,941,559	(328,752)
Deferred revenue	228,820	1,817,435
Funds held for others	122,782	1,009,241
Compensated absences	1,675,246	37,419
Total Adjustments	<u>9,747,370</u>	<u>7,661,919</u>
<b>Net Cash Flows From Operating Activities</b>	<u><u>\$ (135,546,184)</u></u>	<u><u>\$ (125,332,762)</u></u>

**CASH AND CASH EQUIVALENTS CONSIST OF THE FOLLOWING:**

Cash in banks	\$ 2,711,773	\$ 2,748,567
Unrestricted cash in county treasury	36,942,057	36,582,869
Restricted cash in county treasury	110,536,702	123,064,078
<b>Total Cash and Cash Equivalents</b>	<u><u>\$ 150,190,532</u></u>	<u><u>\$ 162,395,514</u></u>

**NON CASH TRANSACTIONS**

On behalf payments for benefits	\$ 2,824,786	\$ 2,720,297
Deletion of capital assets	389,862	-
	<u><u>\$ 3,214,648</u></u>	<u><u>\$ 2,720,297</u></u>

The accompanying notes are an integral part of these financial statements.

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***DISCRETELY PRESENTED COMPONENT UNIT  
RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION***

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**DISCRETELY PRESENTED COMPONENT UNIT  
RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2008 AND 2007**

	<u>2008</u>	<u>2007</u>
<b>ASSETS</b>		
Current Assets		
Cash and Cash Equivalents		
Unrestricted	\$ 61,852	\$ 213,063
Restricted	1,972,479	1,344,588
Accounts receivable	267	7,129
Unconditional promises to give	72,607	149,260
Total Current Assets	<u>2,107,205</u>	<u>1,714,040</u>
Noncurrent Assets		
Investments - restricted	2,739,990	3,242,131
Long-term unconditional promises to give, net of allowance	276,585	170,879
Total Noncurrent Assets	<u>3,016,575</u>	<u>3,413,010</u>
Total Assets	<u>\$ 5,123,780</u>	<u>\$ 5,127,050</u>
 <b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts payable	\$ 181,470	\$ 113,900
Refundable advances	77,148	150,000
Total Current Liabilities	<u>258,618</u>	<u>263,900</u>
Long-Term Obligations		
Long-term obligation to Riverside Community College District	610,870	421,368
Total Long-Term Obligations	<u>610,870</u>	<u>421,368</u>
Total Liabilities	<u>869,488</u>	<u>685,268</u>
 <b>NET ASSETS</b>		
Unrestricted		
Undesignated	214,419	206,088
Board designated	(912,392)	(586,644)
Total Unrestricted	<u>(697,973)</u>	<u>(380,556)</u>
Temporarily restricted	2,018,794	1,977,541
Permanently restricted	2,933,471	2,844,797
Total Net Assets	<u>4,254,292</u>	<u>4,441,782</u>
Total Liabilities and Net Assets	<u>\$ 5,123,780</u>	<u>\$ 5,127,050</u>

The accompanying notes are an integral part of these financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**DISCRETELY PRESENTED COMPONENT UNIT  
 RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
 STATEMENTS OF ACTIVITIES  
 FOR THE YEARS ENDED JUNE 30, 2008 AND 2007**

	<b>2008</b>			Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
<b>REVENUES</b>				
Donations	\$ 38,274	\$ 629,173	\$ 197,254	\$ 864,701
In-kind donations				
Donated assets	21,044	-	-	21,044
Donated material	50,146	-	-	50,146
Donated services	406,859	-	-	406,859
Assets released from restrictions	702,196	(628,425)	(73,771)	-
Total Revenues	<u>1,218,519</u>	<u>748</u>	<u>123,483</u>	<u>1,342,750</u>
<b>EXPENSES</b>				
Operating expenses	694,564	-	-	694,564
Program expenses	714,132	-	-	714,132
Fundraising expenses	133,856	-	-	133,856
Total Expenses	<u>1,542,552</u>	<u>-</u>	<u>-</u>	<u>1,542,552</u>
<b>OTHER INCOME (EXPENSE)</b>				
Realized gain (loss) on sale of investments	138	70	1,583	1,791
Unrealized gains	(8,122)	(2,018)	(92,867)	(103,007)
Interest and dividends income	5,887	62,676	67,306	135,869
Interest expense	(22,341)	-	-	(22,341)
Transfers	31,054	(20,223)	(10,831)	-
Total Other Income (Expense)	<u>6,616</u>	<u>40,505</u>	<u>(34,809)</u>	<u>12,312</u>
CHANGE IN NET ASSETS	(317,417)	41,253	88,674	(187,490)
NET ASSETS, BEGINNING OF YEAR	(380,556)	1,977,541	2,844,797	4,441,782
NET ASSETS, END OF YEAR	<u>\$ (697,973)</u>	<u>\$2,018,794</u>	<u>\$2,933,471</u>	<u>\$ 4,254,292</u>

The accompanying notes are an integral part of these financial statements.

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<b>2007</b>			
Unrestricted	Temporarily Restricted	Permanently Restricted	Total
\$ 181,871	\$ 641,114	\$ 238,598	\$ 1,061,583
104,075	-	-	104,075
43,734	-	-	43,734
390,231	-	-	390,231
754,328	(699,569)	(54,759)	-
<u>1,474,239</u>	<u>(58,455)</u>	<u>183,839</u>	<u>1,599,623</u>
445,069	-	-	445,069
1,082,902	-	-	1,082,902
194,076	-	-	194,076
<u>1,722,047</u>	<u>-</u>	<u>-</u>	<u>1,722,047</u>
(67)	(1,042)	(4,345)	(5,454)
4,420	68,416	285,409	358,245
1,633	25,274	105,434	132,341
(14,635)	-	-	(14,635)
25,461	64,842	(90,303)	-
<u>16,812</u>	<u>157,490</u>	<u>296,195</u>	<u>470,497</u>
(230,996)	99,035	480,034	348,073
(149,560)	1,878,506	2,364,763	4,093,709
<u>\$ (380,556)</u>	<u>\$ 1,977,541</u>	<u>\$ 2,844,797</u>	<u>\$ 4,441,782</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**DISCRETELY PRESENTED COMPONENT UNIT  
RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2008 AND 2007**

	<u>2008</u>	<u>2007</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Assets	\$ (187,490)	\$ 348,073
Adjustments to Reconcile Change in Net Assets to Net Cash Flows From Operating Activities		
Unrealized (gain) loss	103,007	(358,245)
Changes in Assets and Liabilities		
(Increase) decrease in accounts receivable	6,862	(7,129)
Increase in unconditional promises to give	(24,876)	(45,947)
Increase (decrease) in accounts payable	67,570	40,059
Increase in refundable advances	(72,852)	-
Net Cash Flows From Operating Activities	<u>(107,779)</u>	<u>(23,189)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of investments	399,134	(1,033,570)
Proceeds from sale of investments	-	1,706,447
Net Cash Flows From Investing Activities	<u>399,134</u>	<u>672,877</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Proceeds from issuance of debt	189,502	244,331
Collections of contributions restricted for long-term purposes	(632,068)	(655,190)
Net Cash Flows From Investing Activities	<u>(442,566)</u>	<u>(410,859)</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	(151,211)	238,829
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	213,063	(25,766)
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>\$ 61,852</u>	<u>\$ 213,063</u>

The accompanying notes are an integral part of these financial statements.

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***NOTES TO FINANCIAL STATEMENTS***

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## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

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#### **NOTE 1 - ORGANIZATION**

The Riverside Community College District (the District) was established in 1916 as a political subdivision of the State of California and provides educational services to residents of the surrounding area. The District operates under a locally elected five-member Board of Trustees form of government, which establishes the policies and procedures by which the District operates. The Board must approve the annual budgets for the General Fund, special revenue funds, capital project funds, and proprietary funds, but these budgets are managed at the department level. Currently, the District operates three campuses located within western Riverside County. While the District is a political subdivision of the State of California, it is not a component unit of the State in accordance with the provisions of Governmental Accounting Standards Board (GASB) Statement No. 39.

#### **Financial Reporting Entity**

The District has adopted GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units*. This statement amends GASB Statement No. 14, *The Financial Reporting Entity*, to provide additional guidance to determine whether certain organizations, for which the District is not financially accountable, should be reported as component units based on the nature and significance of their relationship with the District. The three components used to determine the presentation are: providing a "direct benefit", the "environment and ability to access/influence reporting", and the "significance" criterion. As defined by accounting principles generally accepted in the United States of America and established by the Governmental Accounting Standards Board, the financial reporting entity consists of the primary government, the District, and the following component units:

- **Riverside Community College District Foundation**

The Riverside Community College District Foundation (the Foundation) is a legally separate, tax-exempt organization. The Foundation acts primarily as a fundraising organization to provide grants and scholarships to students and support to employees, programs, and departments of the District. Although the District does not control the timing or amount of receipts from the Foundation, the majority of resources, or income thereon, that the Foundation holds and invests are restricted to the activities of the District by the donors. Because these restricted resources held by the Foundation can only be used by, or for the benefit of, the District, the Foundation is considered a component unit of the District. The Foundation is reported in separate financial statements because of the difference in its reporting model, as further described below.

The Foundation is a not-for-profit organization under Internal Revenue Code (IRS) Section 501(c)(3) that reports its financial results under Financial Accounting Standards Board (FASB) Statements. Most significant to the Foundation's operations and reporting model are FASB Statement No. 116, *Accounting for Contributions Received and Contributions Made*, and FASB Statement No. 117, *Financial Reporting for Not-For-Profit Organizations*. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundation's financial information in the District's financial reporting entity for these differences.

Financial statements for the Foundation can be obtained from the Foundation's Business Office at 4800 Magnolia Avenue, Riverside, California 92506.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

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- **Riverside Community College District Development Corporation**

The Riverside Community College District Development Corporation (the Corporation) is a legally separate organization component unit of the District. The Corporation was formed to provide financing and acquire assets for the District. A majority of the Corporation's Board of Directors either serves by reason of their position in the District or is appointed by the District's Board of Trustees. The financial activity has been "blended" or consolidated within the financial statements as the District as if the activity was the District's. Within the other supplementary information section of the report, the activity is included as the Riverside Community College District Development Corporation Fund as a Special Revenue Fund of the District. Individually prepared financial statements are not prepared for the Corporation.

The following entities do not meet the above criteria for inclusion as component units of the District. Additional information is included in Note 14 to the financial statements.

**Public Entity Risk Pools and Joint Powers Authorities (JPAs)** The District is associated with four JPAs. These organizations do not meet the criteria for inclusion as component units of the District. Additional information is presented in Note 14 to the financial statements. These organizations are:

- **Joint Powers Agencies and Public Entity Risk Pools**

The District is associated with four joint powers agencies (JPAs). These organizations do not meet the criteria for inclusion as component units of the District. The JPAs are the Schools Excess Liability Fund (SELF), the Riverside Community College County Superintendent Self-Insurance Program for Employees (RCCCSSIPE), the Riverside Employers/Employees Plan (REEP), and the Alliance of Schools for Cooperative Insurance Program (ASCIP).

#### ***NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES***

##### **Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

For financial reporting purposes, the District is considered a special-purpose government engaged only in business-type activities as defined by GASB Statements No. 34 and No. 35 as amended by GASB Statements No. 37 and No. 38. This presentation provides a comprehensive entity-wide perspective of the District's assets, liabilities, activities, and cash flows and replaces the fund group perspective previously required. Accordingly, the District's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All material intra-agency and intra-fund transactions have been eliminated.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

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Nonexchange transactions, in which the District receives value without directly giving equal value in return, include State apportionments, property taxes, certain grants, entitlements, and donations. Revenue from State apportionments is generally recognized in the fiscal year in which it is apportioned from the State. Revenue from property taxes is recognized in the fiscal year in which the taxes are received. Revenue from certain grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include time and purpose requirements.

The accounting policies of the District conform to accounting principles generally accepted in the United States of America (US GAAP) as applicable to colleges and universities, as well as those prescribed by the California Community Colleges System's Office. The District reports are based on all applicable GASB pronouncements, as well as applicable FASB pronouncements issued on or before November 30, 1989, unless those pronouncements conflict or contradict GASB pronouncements. The District has not elected to apply FASB pronouncements after that date. When applicable, certain prior year amounts have been reclassified to conform to current year presentation. The budgetary and financial accounts of the District are maintained in accordance with the State System's Office *Budget and Accounting Manual*.

The financial statements are presented in accordance with the reporting model as prescribed in GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, and GASB Statement No. 35, *Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities*, as amended by GASB Statements No. 37 and No. 38. The business-type activities model followed by the District requires the following components of the District's financial statements:

- Management's Discussion and Analysis
- Basic Financial Statements for the District as a whole including:
  - Statement of Net Assets
  - Statement of Revenues, Expenses, and Changes in Net Assets
  - Statement of Cash Flows
- Notes to the Financial Statements

#### **Cash and Cash Equivalents**

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of one year or less from the date of acquisition. Cash equivalents also include cash with county treasury balances for purposes of the statement of cash flows. Restricted cash and cash equivalents represented balances restricted by external sources such as grants and contracts or specifically restricted for the repayment of capital debt.

#### **Investments**

In accordance with GASB Statement No. 31, *Accounting and Reporting for Certain Investments and for External Investment Pools*, investments are stated at fair value. Fair value is estimated based on published market prices at year-end. Investments for which there are no quoted market prices are not material.



## **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007**

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#### **Accounts Receivable**

Accounts receivable include amounts due from the Federal, State and/or local governments, or private sources, in connection with reimbursement of allowable expenditures made pursuant to the District's grants and contracts. Accounts receivable also consist of tuition and fee charges to students and auxiliary enterprise services provided to students, faculty, and staff, the majority of each residing in the State of California. The District provides for an allowance for uncollectible accounts as an estimation of amounts that may not be received. This allowance is based upon management's estimates and analysis. The allowance was estimated at \$277,779 and \$208,229 for the years ended June 30, 2008 and 2007, respectively.

#### **Prepaid Expenses**

Prepaid expenses represent payments made to vendors and others for services that will benefit periods beyond June 30.

#### **Stores Inventories**

Stores inventories consist primarily of cafeteria food and supplies held for resale to the students and faculty of the college. Inventories are stated at cost, utilizing the weighted average method. The cost is recorded as an expense as the inventory is consumed.

#### **Capital Assets and Depreciation**

Capital assets are long-lived assets of the District as a whole and include land, construction-in-progress, buildings, leasehold improvements, and equipment. The District maintains an initial unit cost capitalization threshold of \$5,000. Assets are recorded at historical cost, or estimated historical cost, when purchased or constructed. The District does not possess any infrastructure. Donated capital assets are recorded at estimated fair market value at the date of donation. Improvements to buildings and land that significantly increase the value or extend the useful life of the asset are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not. Major outlays for capital improvements are capitalized as construction-in-progress as the projects are constructed.

Depreciation of capital assets is computed and recorded by the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows: buildings, 15 to 50 years; improvements, 10 years; equipment, 3 to 8 years; vehicles, 5 to 10 years.

#### **Accrued Liabilities and Long-term Obligations**

All payables, accrued liabilities, and long-term obligations are reported in the entity-wide financial statements.

#### **Deferred Issuance Costs, Premiums, and Discounts**

Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight line method.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

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#### Compensated Absences

Accumulated unpaid employee vacation benefits are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the entity-wide financial statements. The amounts have been recorded in the fund from which the employees, who have accumulated the leave, are paid. The District also participates in "load-banking" with eligible academic employees whereby the employee may teach extra courses in one period in exchange for time off in another period.

Sick leave is accumulated without limit for each employee based upon negotiated contracts. Leave with pay is provided when employees are absent for health reasons; however, the employees do not gain a vested right to accumulated sick leave. Employees are never paid for any sick leave balance at termination of employment or any other time. Therefore, the value of accumulated sick leave is not recognized as a liability in the District's financial statements. However, credit for unused sick leave is applicable to all classified school members who retire after January 1, 1999. At retirement, each member will receive .004 year of service credit for each day of unused sick leave.

#### Deferred Revenue

Deferred revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the District prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized. Deferred revenues include (1) amounts received for tuition and fees prior to the end of the fiscal year that are related to the subsequent fiscal year and (2) amounts received from Federal and State grants received before the eligibility requirements are met are recorded as deferred revenue.

#### Net Assets

GASB Statements No. 34 and No. 35 report equity as "Net Assets." Net assets are classified according to external donor restrictions or availability of assets for satisfaction of District obligations according to the following net asset categories:

**Invested in Capital Assets, Net of Related Debt:** Capital Assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets.

**Restricted - Expendable:** Net assets whose use by the District is subject to externally imposed constraints that can be fulfilled by actions of the District pursuant to those constraints or by the passage of time. Net assets may be restricted for capital projects, debt repayment, and/or educational programs.

None of the District's restricted net assets have resulted from enabling legislation adopted by the District.

**Unrestricted:** Net assets that are not subject to externally imposed constraints. Unrestricted net assets may be designated for specific purposes by action of the Board of Trustees or may otherwise be limited by contractual agreements with outside parties. Substantially all unrestricted net assets are designated for special purposes.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

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When both restricted and unrestricted resources are available for use, it is the District's practice to use restricted resources first and the unrestricted resources when they are needed.

#### **Operating Revenues and Expenses**

**Classification of Revenues** - The District has classified its revenues as either operating or nonoperating. Certain significant revenue streams relied upon for operation are classified as nonoperating as defined by GASB Statement No. 35. Classifications are as follows:

**Operating revenues** - Operating revenues include activities that have the characteristics of exchange transactions, such as, (1) student tuition and fees, net of scholarship discounts and allowances, (2) sales and services of auxiliary enterprises, net of scholarship discounts and allowances, (3) most Federal, State, and local grants and contracts, and (4) interest on institutional student loans.

**Nonoperating revenues** - Nonoperating revenues include activities that have the characteristics of nonexchange transactions, such as State apportionments, property taxes, investment income, gifts and contributions, and other revenue sources described in GASB Statement No. 34.

**Classification of Expenses** - Nearly all the District's expenses are from exchange transactions and are classified as either operating or nonoperating according to the following criteria:

**Operating expenses** - Operating expenses are necessary costs to provide the services of the District and include employee salaries and benefits, supplies, operating expenses, and student financial aid.

**Nonoperating expenses** - Nonoperating expenses include interest expense and other expenses not directly related to the services of the District.

#### **State Apportionments**

Certain current year apportionments from the State are based on financial and statistical information of the previous year. Any corrections due to the recalculation of the apportionment are made in February of the subsequent year and are recorded in the District's financial records when received.

#### **On-Behalf Payments**

GASB Statement No. 24 requires direct on-behalf payments for fringe benefits and salaries made by one entity to a third party recipient for the employees for another legally separate entity be recognized as revenues and expenditures by the employer entity. The State of California makes direct on-behalf payments to the California State Teachers' Retirement System (CalSTRS) and the California Public Employees Retirement Systems (CalPERS) on behalf of all community colleges in California.

#### **Estimates**

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

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

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#### **Property Taxes**

Secured property taxes attach as an enforceable lien on property as of January 1. The County Assessor is responsible for assessment of all taxable real property. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County of Riverside bills and collects the taxes on behalf of the District. Local property tax revenues are recorded when the County notifies the District of the availability of the revenues.

The voters of the District passed a General Obligation Bond in 2004 for the acquisition, construction, and remodeling of District capital assets. As a result of the passage of the Bond, property taxes are assessed on the property within the District specifically for the repayment of the debt incurred. The taxes are billed and collected as noted above and remitted to the District when collected. The property taxes collected for the repayment of the debt for the years ended June 30, 2008 and 2007, were \$11,565,586 and \$13,496,402, respectively.

#### **Scholarship Discounts and Allowances**

Student tuition and fee revenue is reported net of scholarship discounts and allowances in the Statement of Revenues, Expenditures, and Changes in Net Assets. Scholarship discounts and allowances represent the difference between stated charges for enrollment fees and the amount that is paid by students or third parties making payments on the students' behalf. To the extent that fee waivers and discounts have been used to satisfy tuition and fee charges, the District has recorded a scholarship discount and allowance.

#### **Federal Financial Assistance Programs**

The District participates in federally funded Pell Grants, FSEOG Grants, Federal Work-Study, Academic Competitiveness Grants, and Federal Family Education Loan programs, as well as other programs funded by the Federal government. Financial aid to students is either reported as operating expenses or scholarship allowances, which reduce revenues. The amount reported as operating expense represents the portion of aid that was provided to the student in the form of cash. These programs are audited in accordance with the Single Audit Act Amendments of 1996, and the U.S. Office of Management and Budget's revised Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, and the related *Compliance Supplement*. During the year ended June 30, 2008 and 2007, the District distributed \$1,976,657 and \$1,254,931 in direct lending through the U.S. Department of Education. These amounts have not been included as revenues or expenses within the accompanying financial statements as the amounts were passed directly to qualifying students; however, the amounts are included on the Schedule of Expenditures of Federal Awards.

#### **Interfund Activity**

Exchange transactions between funds of the District are reported as revenues and expenses within the Statement of Revenues, Expenses, and Changes in Net Assets. Flows of cash or goods from one fund to another without a requirement for repayment are recognized as interfund transfers within the District's fund financial statements. Amounts owing between funds for both exchange and non-exchange transactions are recorded as interfund receivables and payables within the District's fund financial statements. Interfund transfers and interfund receivables and payables are eliminated during the consolidation process in the entity-wide financial statements.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

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#### Component Unit

The Riverside Community College District Foundation maintains its accounts in accordance with the principles and practices of fund accounting. Fund accounting is the procedure by which resources for various purposes are classified for accounting purposes in accordance with activities or objectives specified by donors. Accordingly, net assets and the changes in net assets are classified as follows:

**Permanently Restricted Net Assets** - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Foundation. Generally, the donors of these assets permit the Foundation to use all or part of the income earned on related investments for general or specific purposes.

**Temporarily Restricted Net Assets** - Net assets subject to donor-imposed stipulations that will be met by actions of the Foundation and/or the passage of time.

**Unrestricted Net Assets** - Net assets not subject to donor-imposed restrictions.

Revenues are reported as increases in the unrestricted net assets classification unless use of the related assets is limited by donor-imposed restrictions. Contributions, including unconditional promises to give, are recognized as revenue in the period received. Conditional promises to give are not recognized as revenue until the conditions on which they depend are substantially met. Contributions for in-kind gifts from outside sources are recorded at their fair market value on the date of the donation.

Expenses are reported as decreases in unrestricted net assets. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law.

Investments are reported at fair value based upon quoted market prices.

The Foundation is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and related California Franchise Tax Codes.

#### New Accounting Pronouncements

In July 2004, GASB issued GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions*. This Statement will require local governmental employers who provide other postemployment benefits (OPEB) as part of the total compensation offered to employees to recognize the expense and related liabilities (assets) in the government-wide financial statements of net assets and activities. This Statement establishes standards for the measurement, recognition, and display of OPEB expense/expenditures and related liabilities (assets), note disclosures, and, if applicable, required supplementary information (RSI) in the financial reports of State and local governmental employers.

Current financial reporting practices for OPEB generally are based on pay-as-you-go financing approaches. They fail to measure or recognize the cost of OPEB during the periods when employees render the services or to provide relevant information about OPEB obligations and the extent to which progress is being made in funding those obligations.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

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This Statement generally provides for prospective implementation - that is, that employers set the beginning net OPEB obligation at zero as of the beginning of the initial year. The District will be required to implement the provisions of this Statement for the fiscal year ended June 30, 2009. The District has had an actuarial evaluation performed and is in the process of determining the impact the implementation of this Statement will have on the government-wide statement of net assets and activities.

In June 2005, GASB issued GASB Statement No. 47, *Accounting for Termination Benefits*. GASB Statement No. 47 addresses accounting for both voluntary and involuntary termination benefits. For termination benefits that affect an employer's obligations for defined benefit OPEB, the provisions of GASB Statement No. 47 should be applied simultaneously with the requirements of GASB Statement No. 45. GASB Statement No. 45 is effective in three phases, with implementation required for Phase 1 governments in periods beginning after December 15, 2006. For all other termination benefits, including those that affect an employer's obligations for defined benefit pension benefits, GASB Statement No. 47 is effective for financial statements for periods beginning after June 15, 2005. Earlier application of GASB Statement No. 47 is encouraged. The District will be required to implement the provisions of this Statement for fiscal year ended June 30, 2009.

In May 2007, GASB issued Statement No. 50, *Pension Disclosures – an amendment of GASB Statements No. 25 and No. 27*. This Statement more closely aligns the financial reporting requirements for pensions with those for OPEB and, in doing so, enhances information disclosed in notes to financial statements or presented as RSI by pension plans and by employers that provide pension benefits. The reporting changes required by this Statement amend applicable note disclosure and RSI requirements of Statements No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans*, and No. 27, *Accounting for Pensions by State and Local Governmental Employers*, to conform with requirements of Statements No. 43, *Financial Reporting for Postemployment Benefit Plans Other than Pension Plans*, and No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions*. This Statement is effective for periods beginning after June 15, 2007, except for requirements related to the use of the entry age actuarial cost method for the purpose of reporting a surrogate funded status and funding progress of plans that use the aggregate actuarial cost method, which are effective for periods for which the financial statements and RSI contain information resulting from actuarial valuations as of June 15, 2007, or later.

In June 2007, GASB issued Statement No. 51, *Accounting and Financial Reporting for Intangible Assets*. This Statement requires that all intangible assets not specifically excluded by its scope provisions be classified as capital assets. Accordingly, existing authoritative guidance related to the accounting and financial reporting for capital assets should be applied to those intangible assets, as applicable. Such guidance should be applied in addition to the existing authoritative guidance for capital assets. The requirements of this Statement are effective for financial statements beginning after June 15, 2009. The provisions of this Statement generally are required to be applied retroactively. For governments that were classified as Phase 1 or Phase 2 governments for the purpose of implementing Statement No 34, retroactive reporting is required for intangible assets acquired in fiscal years ending after June 30, 1980, except for those considered to have indefinite useful lives as of the effective date of this Statement and those that would be considered internally generated.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

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In November 2007, GASB issued Statement No. 52, *Land and Other Real Estate Held as Investments by Endowments*. This Statement establishes consistent standards for the reporting of land and other real estate held as investments by essentially similar entities. It requires endowments to report their land and other real estate investments at fair value. Governments are required to report the changes in fair value as investment income and to disclose the methods and significant assumptions employed to determine fair value and other information that they currently present for other investments reported at fair value. The guidance in this Statement is effective for financial statements for reporting periods beginning after June 15, 2008.

In June 2008, GASB issued Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*. This Statement is intended to improve how State and local governments report information about derivative instruments, financial arrangements used by governments to manage specific risks or make investments, in their financial statements. The Statement specifically requires governments to measure most derivative instruments at fair value in their financial statements that are prepared using the economic resources measurement focus and the accrual basis of accounting. The guidance in this Statement also addresses hedge accounting requirements and is effective for financial statements for reporting periods beginning after June 15, 2009.

#### **Comparative Financial Information**

Comparative financial information for the prior year has been presented for additional analysis; certain amounts presented in the prior year data may have been reclassified in order to be consistent with the current year's presentation.

#### **NOTE 3 - CASH AND INVESTMENTS**

##### **Policies and Practices**

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

**Investment in County Treasury** - The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investment in the pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis. The County Treasurer also holds investments in a separate investment agreement account other than the County Pooled Investment noted above on behalf of the District. Funds in this investment agreement are strictly related to the District's general obligation bonds.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

#### General Authorizations

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

#### Summary of Deposits and Investments

Deposits and investments as of June 30, 2008, consist of the following:

Cash on hand and in banks	\$ 2,661,773
Cash in revolving	50,000
Investments	147,478,759
Total Deposits and Investments	<u>\$ 150,190,532</u>

#### Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Pool and County Pooled Investment Fund.



## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

#### Specific Identification

Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuation is provided by the following schedule that shows the distribution of the District's investment by maturity:

Investment Type	Fair Market Value	Maturity Date
County Pooled Investment	\$ 147,521,524	1.22*
Total	<u>\$ 147,521,524</u>	

\* Weighted average of maturity in years

#### Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investments in the County pool are rated Aaa by Moody's Investor Services as of June 30, 2008.

Investment Type	Minimum Legal Rating	Rating June 30, 2008	Fair Market Value
County Pooled Investment	Not Required	Aaa	\$ 147,521,524
Total			<u>\$ 147,521,524</u>

#### Custodial Credit Risk - Deposits

This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk. As of June 30, 2008, the District's bank balance of \$1,842,567 was exposed to custodial credit risk because it was uninsured and collateralized at 110 percent of balance over \$100,000 with securities held by the pledging financial institution's trust department or agent, but not in the name of the District. Of the \$1,842,567 exposed to custodial credit risk, \$1,372,428 relates to funds of the associated students.

#### Custodial Credit Risk - Investments

This is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. The cash held in the County Treasury is uncategorized and the fair value approximates carrying value are shown above in the credit risk schedule. Deposits with the County Treasury are not categorized because they do not represent securities which exist in physical or book entry form. The deposits with the County Treasury are valued using the amortized cost method (which approximates fair value). The fair values are provided by the County Treasurer. As of June 30, 2008, \$147,478,759 is invested in the Riverside County Treasurer's Pooled Investment Fund. The Pooled Investment Fund is currently rated Aaa by Moody's Investor Services.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2008 AND 2007**

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**NOTE 4 - ACCOUNTS RECEIVABLE**

Receivables for the District consisted primarily of intergovernmental grants, entitlements, interest, and other local sources.

The accounts receivable are as follows:

	<u>2008</u>	<u>2007</u>
Federal Government		
Categorical aid	\$ 2,057,793	\$ 2,066,629
State Government		
Apportionment	5,572,690	5,576,162
Categorical aid	5,327,060	4,842,898
Lottery	1,978,201	1,393,603
Local Sources		
Interest	1,209,174	739,252
Property taxes	3,619,567	3,681,507
Riverside Community College District Foundation	390,556	506,630
Riverside County Redevelopment Agency	1,145,600	618,459
Other local sources	1,238,186	1,208,975
Total	<u>\$ 22,538,827</u>	<u>\$ 20,634,115</u>
Student receivables	\$ 925,931	\$ 694,096
Less allowance for bad debt	<u>(277,779)</u>	<u>(208,229)</u>
Student receivables, net	<u>\$ 648,152</u>	<u>\$ 485,867</u>
Total receivables, net	<u>\$ 23,186,979</u>	<u>\$ 21,119,982</u>

**Discretely Presented Component Unit**

The Foundation's accounts receivables consist primarily of donations and unconditional promises to give. The Foundation routinely analyzes the collectability of the outstanding balance and has provided for the determined valuation.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2008 AND 2007**

**NOTE 5 - CAPITAL ASSETS**

Capital asset activity for the District for the fiscal year ended June 30, 2008, was as follows:

	Balance Beginning of Year	Additions	Deductions	Balance End of Year
Capital Assets Not Being Depreciated				
Land	\$ 32,502,697	\$ -	\$ -	\$ 32,502,697
Construction in progress	52,489,178	21,432,362	32,375,488	41,546,052
Total Capital Assets Not Being Depreciated	<u>84,991,875</u>	<u>21,432,362</u>	<u>32,375,488</u>	<u>74,048,749</u>
Capital Assets Being Depreciated				
Land improvements	5,135,661	583,476	-	5,719,137
Buildings and improvements	105,529,914	32,386,566	428,419	137,488,061
Furniture and equipment	19,669,005	3,063,215	291,868	22,440,352
Total Capital Assets Being Depreciated	<u>130,334,580</u>	<u>36,033,257</u>	<u>720,287</u>	<u>165,647,550</u>
Total Capital Assets	<u>215,326,455</u>	<u>57,465,619</u>	<u>33,095,775</u>	<u>239,696,299</u>
Less Accumulated Depreciation				
Land improvements	4,454,024	150,340	-	4,604,364
Buildings and improvements	25,635,147	3,413,776	38,557	29,010,366
Furniture and equipment	13,081,750	2,353,550	291,868	15,143,432
Total Accumulated Depreciation	<u>43,170,921</u>	<u>5,917,666</u>	<u>330,425</u>	<u>48,758,162</u>
Net Capital Assets	<u>\$172,155,534</u>	<u>\$ 51,547,953</u>	<u>\$ 32,765,350</u>	<u>\$190,938,137</u>

Depreciation expense for the year was \$5,917,666.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2008 AND 2007**

Capital asset activity for the District for the fiscal year ended June 30, 2007, was as follows:

	Balance Beginning of Year	Additions	Deductions	Balance End of Year
<b>Capital Assets Not Being Depreciated</b>				
Land	\$ 32,502,697	\$ -	\$ -	\$ 32,502,697
Construction in progress	21,378,038	31,111,140	-	52,489,178
Total Capital Assets Not Being Depreciated	<u>53,880,735</u>	<u>31,111,140</u>	<u>-</u>	<u>84,991,875</u>
<b>Capital Assets Being Depreciated</b>				
Land improvements	4,947,362	188,299	-	5,135,661
Buildings and improvements	104,369,330	1,160,584	-	105,529,914
Furniture and equipment	18,030,987	1,759,493	121,475	19,669,005
Total Capital Assets Being Depreciated	<u>127,347,679</u>	<u>3,108,376</u>	<u>121,475</u>	<u>130,334,580</u>
Total Capital Assets	<u>181,228,414</u>	<u>34,219,516</u>	<u>121,475</u>	<u>215,326,455</u>
<b>Less Accumulated Depreciation</b>				
Land improvements	4,342,272	111,752	-	4,454,024
Buildings and improvements	22,781,347	2,853,800	-	25,635,147
Furniture and equipment	11,003,141	2,200,084	121,475	13,081,750
Total Accumulated Depreciation	<u>38,126,760</u>	<u>5,165,636</u>	<u>121,475</u>	<u>43,170,921</u>
Net Capital Assets	<u>\$143,101,654</u>	<u>\$ 29,053,880</u>	<u>\$ -</u>	<u>\$172,155,534</u>

Depreciation expense for the year was \$5,165,636.

**NOTE 6 - ACCOUNTS PAYABLE**

Accounts payable for the District consisted of the following:

	2008	2007
Accrued payroll and benefits	\$ 986,197	\$ 865,664
Apportionment	3,994,280	3,961,828
State categorical programs	217,153	593,691
Construction payables	6,146,806	4,875,545
Vendor payables	2,994,940	2,538,587
Other	228,026	641,841
Total	<u>\$ 14,567,402</u>	<u>\$ 13,477,156</u>

**Discretely Presented Component Unit**

The accounts payable of the Foundation consist primarily of amounts owed to vendors for supplies and services.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2008 AND 2007**

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**NOTE 7 - DEFERRED REVENUE**

Deferred revenue at consisted of the following:

	<u>2008</u>	<u>2007</u>
Federal financial assistance	\$ 20,427	\$ -
State categorical aid	2,294,711	2,041,810
Enrollment fees	752,650	849,448
Theater subscriptions	300,275	326,092
Health and liability self-insurance	1,088,938	1,091,256
Summer community education fees	123,000	123,482
Other local	443,106	362,199
Total	<u>\$ 5,023,107</u>	<u>\$ 4,794,287</u>

**NOTE 8 - INTERFUND TRANSACTIONS**

**Interfund Receivables and Payable (Due To/Due From)**

Interfund receivables and payables consist of amounts due for cost allocation. The balances result from the time lag between the date that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made. Interfund receivable and payable balances at June 30, 2008 and 2007, have been eliminated in the consolidation process for financial statement presentation.

**Interfund Operating Transfers**

Operating transfers between funds of the District are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use restricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations. Operating transfers between funds of the District have been eliminated in the consolidation process.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2008 AND 2007**

**NOTE 9 - LONG-TERM OBLIGATIONS**

**Long-Term Obligations Summary**

The changes in the District's long-term obligations during the 2008 fiscal year consisted of the following:

	Balance Beginning of Year	Additions	Deductions	Balance End of Year	Due in One Year
<b>Bonds Payable</b>					
General obligation bonds, Series A and B	\$ 5,020,000	\$ -	\$1,545,000	\$ 3,475,000	\$ -
General obligation bonds, Refunding Bond 2005	56,434,356	593,201	475,000	56,552,557	1,260,000
Net unamortized debt premium	4,868,611	-	162,837	4,705,774	-
General obligation bonds, Series 2007 C	90,000,000	-	6,020,000	83,980,000	5,125,000
Net unamortized debt premium	2,816,967	-	176,060	2,640,907	-
Total Bonds Payable	<u>159,139,934</u>	<u>593,201</u>	<u>8,378,897</u>	<u>151,354,238</u>	<u>6,385,000</u>
<b>Other Liabilities</b>					
Compensated absences	2,328,743	279,915	-	2,608,658	1,046,309
Capital leases	73,445	-	17,195	56,250	14,674
Golden Handshake	927,706	2,261,880	916,229	2,273,357	916,229
Load banking	648,827	242,945	193,265	698,507	9,943
Total Other Liabilities	<u>3,978,721</u>	<u>2,784,740</u>	<u>1,126,689</u>	<u>5,636,772</u>	<u>1,987,155</u>
 Total Long-Term Obligations	 <u>\$ 163,118,655</u>	 <u>\$ 3,377,941</u>	 <u>\$9,505,586</u>	 <u>\$ 156,991,010</u>	 <u>\$ 8,372,155</u>

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

The changes in the District's long-term obligations during the 2007 fiscal year consisted of the following:

	Balance Beginning of Year	Additions	Deductions	Balance End of Year	Due in One Year
<b>Bonds Payable</b>					
General obligation bonds, Series A and B	\$ 9,520,000	\$ -	\$4,500,000	\$ 5,020,000	\$1,545,000
General obligation bonds, Refunding Bond 2005	57,416,109	838,247	1,820,000	56,434,356	475,000
Net unamortized debt premium	5,031,448	-	162,837	4,868,611	-
General obligation bonds, Series 2007 C	-	90,000,000	-	90,000,000	6,020,000
Net unamortized debt premium	-	2,816,967	-	2,816,967	-
<b>Total Bonds Payable</b>	<b>71,967,557</b>	<b>93,655,214</b>	<b>6,482,837</b>	<b>159,139,934</b>	<b>8,040,000</b>
<b>Other Liabilities</b>					
Compensated absences	2,066,140	262,603	-	2,328,743	620,886
Capital leases	-	138,445	65,000	73,445	17,195
Golden Handshake	1,144,395	248,959	465,648	927,706	463,853
Load banking	657,322	209,754	218,249	648,827	40,796
<b>Total Other Liabilities</b>	<b>3,867,857</b>	<b>859,761</b>	<b>748,897</b>	<b>3,978,721</b>	<b>1,142,730</b>
<b>Total Long-Term Obligations</b>	<b>\$ 75,835,414</b>	<b>\$94,514,975</b>	<b>\$7,231,734</b>	<b>\$163,118,655</b>	<b>\$9,182,730</b>

#### Description of Debt

Payments on the general obligation bonds are made by the Bond Interest and Redemption Fund with local property tax collections. The capital lease payments are made by the other special revenue fund. The compensated absences are made by the fund for which the employees' salaries are paid from. The District's General Fund makes payments for the Golden Handshake and load banking obligations.

#### Bonded Debt

##### 2004 General Obligation Bonds

During March 2004, voters of the District authorized the issuance and sale of general obligation bonds in the amount of \$350,000,000. As a result of the authorization, General Obligation Bonds Series 2004A "Series A Bonds" and Series 2004B (federally taxable) "Series B Bonds" were issued in August 2004. At June 30, 2008, the principal outstanding was \$3,475,000.

Series A Bonds were issued in the aggregate principal amount of \$55,205,000 with interest rates ranging from 4 to 5.25 percent. Series A Bonds were used to finance the acquisition, construction, and modernization of property and school facilities, to refund outstanding certificates of participation (COPs), and to pay certain costs of the bond issue. The refunded COPs are considered defeased. This current refunding was undertaken to decrease total debt service payments over the next 13 years by \$2,762,260. The Series A Bonds are subject to optional and mandatory sinking fund redemption prior to maturity.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

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Series B Bonds were issued to advance refund the District's outstanding certificates of participation. The refunded COPs are considered defeased. This advance refunding was undertaken to reduce total debt service payments over the next 13 years by \$2,298,036 and to obtain an economic gain of \$237,565. The Series B Bonds are not subject redemption prior to maturity.

The bonds are general obligations of the District. The Riverside County Board of Supervisors is obligated to levy ad valorem taxes upon all property within the District subject to taxation by the District for the payment of interest and principal on the bonds when due.

#### 2005 General Obligation Refunding Bonds

During May 2005, the District issued 2005 General Obligation Refunding Bonds with interest rates ranging from three to five percent. The bonds were issued as current interest bonds and capital appreciation bonds, with the value of the capital appreciation bonds accreting \$5,755,644, and an aggregate principal debt service balance of \$56,434,356. The bonds mature through August 1, 2024. Principal and interest on the refunded debt will be paid until such time as they can be redeemed on August 1, 2014. At June 30, 2008, the principal outstanding was \$56,552,557, and net unamortized debt premium was \$4,705,774.

The bonds are being used to advance refund all or a portion of the outstanding principal amount of the District's General Obligation Bonds, Election of 2004, Series 2004A (the Refunding Bonds). The refunded bonds were the Series A general obligation bonds including the cost of issuance of the bonds except for \$3,745,000 of the debt. The refunded bonds are considered defeased. The bonds were issued as current interest bonds and capital appreciation bonds. Interest with respect to the current interest bonds accrues from the date of their delivery and is payable semiannually on February 1 and August 1 of each year.

Net debt premium consists of the following:

	June 30, 2008
Deferred loss on refunding	\$ (3,391,923)
Debt issue costs	(774,957)
Debt premium	8,872,654
Net unamortized debt premium	<u>\$ 4,705,774</u>

#### 2007 General Obligation Bonds

During June 2007, the District issued the 2007 General Obligation Bonds in the amount of \$90,000,000. The bonds mature beginning on August 1, 2007 through August 1, 2032, with interest yields ranging from 3.62 to 4.47 percent. At June 30, 2008, the principal outstanding was \$83,980,000 and unamortized premium and issuance costs of \$2,640,907 and \$1,017,029, respectively. Premium and issuance costs are amortized over the life of the bonds as a component of interest expense on the bonds.

The bonds are being used for the purposes of financing the repair, acquisition, construction, and equipping of certain District facilities, and to pay all legal, financial, and contingent costs in connection with the issuance of the bonds. The bonds are general obligations of the District payable solely from the proceeds of ad valorem property taxes. Interest with respect of the bonds accrues from the date of their delivery and is payable semiannually on February 1 and August 1 of each year, commencing August 1, 2007.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2008 AND 2007**

The outstanding general obligation bonded debt is as follows:

Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds	Issued	Accreted	Redeemed	Bonds
				Outstanding July 1, 2007		Interest Addition		Outstanding June 30, 2008
2004	2030	4.00%-5.25%	\$ 55,205,000	\$ 5,020,000	\$ -	\$ -	\$ 1,545,000	\$ 3,475,000
2005	2025	3.00%-5.00%	68,181,109	56,434,356	-	593,201	475,000	56,552,557
2007	2033	4.00%-5.00%	90,000,000	90,000,000	-	-	6,020,000	83,980,000
				<u>\$ 151,454,356</u>	<u>\$ -</u>	<u>\$ 593,201</u>	<u>\$ 8,040,000</u>	<u>\$ 144,007,557</u>

The General Obligation Bonds, Series A and B mature through 2030 as follows:

Fiscal Year	Principal	Interest to Maturity	Total
	2009	\$ -	\$ 146,075
2010	-	146,075	146,075
2011	-	146,075	146,075
2012	500,000	136,075	636,075
2013	620,000	113,675	733,675
2014-2018	1,845,000	220,056	2,065,056
2019-2023	135,000	120,157	255,157
2024-2028	240,000	71,663	311,663
2029-2030	135,000	7,562	142,562
Total	<u>\$ 3,475,000</u>	<u>\$ 1,107,413</u>	<u>\$ 4,582,413</u>

The General Obligation Bonds, 2005 Refunding Bonds mature through 2025 as follows:

Fiscal Year	Principal	Accreted	Current	Total
		Interest	Interest to Maturity	
2009	\$ 1,260,000	\$ -	\$ 2,503,275	\$ 3,763,275
2010	1,495,000	-	2,440,762	3,935,762
2011	1,740,000	-	2,366,250	4,106,250
2012	1,451,507	378,493	2,310,500	4,140,500
2013	1,192,658	822,342	2,298,250	4,313,250
2014-2018	10,183,392	3,961,608	11,164,625	25,309,625
2019-2023	25,090,000	-	6,933,750	32,023,750
2024-2025	14,140,000	-	723,750	14,863,750
Total	<u>\$ 56,552,557</u>	<u>\$ 5,162,443</u>	<u>\$ 30,741,162</u>	<u>\$ 92,456,162</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2008 AND 2007**

The General Obligation Bonds, Series 2007 C mature through 2033 as follows:

Fiscal Year	Principal	Interest to Maturity	Total
2009	\$ 5,125,000	\$ 3,952,550	\$ 9,077,550
2010	5,160,000	3,746,850	8,906,850
2011	5,185,000	3,534,575	8,719,575
2012	-	3,425,500	3,425,500
2013	-	3,425,500	3,425,500
2014-2018	-	17,127,500	17,127,500
2019-2023	-	17,127,500	17,127,500
2024-2028	24,080,000	15,392,250	39,472,250
2029-2033	44,430,000	4,796,750	49,226,750
Total	<u>\$ 83,980,000</u>	<u>\$ 72,528,975</u>	<u>\$ 156,508,975</u>

**Capital Leases**

The District has utilized capital leases purchase agreements to primarily purchase equipment. The current lease purchase agreement in the amount of \$56,250 will be paid through 2012.

The District's principal obligations on lease agreements with options to purchase are summarized below:

Year Ending June 30,	Lease Payment
2009	\$ 17,195
2010	17,195
2011	17,195
2012	12,228
Total	<u>63,813</u>
Less: Amount Representing Interest	7,563
Present Value of Minimum Lease Payments	<u>\$ 56,250</u>

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

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#### *NOTE 10 - POSTEMPLOYMENT BENEFITS*

The District provides medical, dental, and vision insurance coverage, as prescribed in the various employee union contracts, to retirees meeting plan eligibility requirements. Eligible employees retiring from the District may become eligible for these benefits when the requirements are met. The eligibility requirement for employees participating in California Public Employees' Retirement System (CalPERS) is a minimum age of 55 and a minimum ten years of continuous service with the District. Additional age and service criteria may be required. The eligibility requirement for employees participating in California State Teachers' Retirement System (CalSTRS) is a minimum age of 60 with five years of service, or age 50 with 30 years of service. In addition, the District also has minimum continuous service requirements for retirement that range from three years to ten years and varies by employee class. The District recognizes expenditures for these post employment health benefits on a pay-as-you-go-basis as premiums are paid. During the 2008 fiscal year, the District provided insurance premium benefits to 38 retired employees with total expenditures of \$887,972.

#### *NOTE 11 - RISK MANAGEMENT*

##### **Property and Liability**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During fiscal year ending June 30, 2008, the District contracted with the Alliance of Schools for Cooperative Insurance Programs Joint Powers Authority for property and liability insurance coverage. Settled claims have not exceeded this commercial coverage in the past year. There has not been a significant reduction in coverage from the prior year.

##### **Workers' Compensation**

For fiscal year 2007-2008, the District participated in the Schools Excess Liability Fund Joint Powers Authority (JPA), an insurance purchasing pool. The District is self insured for the first \$350,000 of each workers' compensation claim. The intent of the JPA is to achieve the benefit of a reduced premium for the District by virtue of its grouping and representation with other participants in the JPA. The workers' compensation experience of the participating districts is calculated as one experience, and a common premium rate is applied to all districts in the JPA. Each participant pays its workers' compensation premium based on its individual rate. Total savings are then calculated and each participant's individual performance is compared to the overall saving. A participant will then either receive money from or be required to contribute to the "equity-pooling fund." This "equity pooling" arrangement ensures that each participant shares equally in the overall performance of the JPA. Participation in the JPA is limited to K-12 and community college districts that can meet the JPA's selection criteria.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

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Coverage provided by the following JPAs for property and liability and workers' compensation is as follows:

<u>Insurance Program / JPA Name</u>	<u>Type of Coverage</u>	<u>Limits</u>
Schools Excess Liability Fund (SELF)	Workers' Compensation	\$ 350,000
Schools Excess Liability Fund (SELF)	Excess Workers' Compensation	\$ 5,000,000
Alliance of Schools for Cooperative Insurance Program (ASCIP)	Property and Liability	\$ 5,000,000

#### Employee Medical Benefits

The District has contracted with Kaiser Permanente, Health Net, and the RCCD Plan to provide employee medical benefits. The District provides health and welfare benefits to all full-time and permanent part-time employees (20 hours or more) and their dependents. Those employees working less than full-time will receive a pro-rata share of the benefit package. Employees in positions less than 20 hours per week do not receive any fringe benefits.

If the employee elects not to enroll for health insurance coverage from one of the carriers provided by the District, such employee must provide evidence of other health insurance coverage.

- Medical - The employee has a choice of Kaiser Permanente, Health Net, or the RCCD Plan. The employee may elect to change carriers once per year during open enrollment. Normally, such election shall be effective October 1 of each year.
- Dental - Delta insurance coverage for employees and dependents shall be provided by the District. All employees shall participate in the program.
- Life Insurance - The District provides a \$50,000 life insurance policy by a carrier designated by the District. All employees shall participate in this life insurance program.

Rates are set through an annual calculation process. The District pays a monthly contribution which is placed in a common fund from which claim payments are made for all participating districts. Claims are paid for all participants regardless of the claim's flow. The Board of Directors has the right to return monies to a district subsequent to the settlement of all expenses and claims if a district withdraws from the pool.

#### Claims Liability

The District records an estimated liability for indemnity torts and other claims against the District. Claims liabilities are based on estimates of the ultimate costs of reported claims (including future claim adjustment expenses) and an estimate for claims incurred, but not reported based on historical experience. The estimated liabilities are calculated using historical experience and internal actuarial analysis.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2008 AND 2007**

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**Unpaid Claims Liabilities**

The fund establishes a liability for both reported and unreported events, which includes estimates of both future payments of losses and related claim adjustment expenses. The following represent the changes in approximate aggregate liabilities for the District from July 1, 2006 to June 30, 2008:

	Self- Insurance
Liability Balance, July 1, 2006	\$ 2,476,763
Claims and changes in estimates	2,223,055
Claims payments	(1,868,613)
Liability Balance, June 30, 2007	<u>2,831,205</u>
Claims and changes in estimates	2,389,945
Claims payments	(1,918,585)
Liability Balance, June 30, 2008	<u>\$ 3,302,565</u>
Assets available to pay claims at June 30, 2008	<u><u>\$ 8,352,713</u></u>

**Claims Liabilities**

The District records an estimated liability for indemnity health care, workers' compensation, torts, and other claims against the District. Claims liabilities are based on estimates of the ultimate cost of the reported claims including future claim adjustment expenses and an estimate for claims incurred, but not reported based on historical experience. The estimated liabilities are calculated using historical experience and internal actuarial analysis.

**NOTE 12 - EMPLOYEE RETIREMENT SYSTEMS**

Qualified employees are covered under multiple-employer contributory retirement plans maintained by agencies of the State of California. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS) and classified employees are members of the California Public Employees' Retirement System (CalPERS).

**CalSTRS**

**Plan Description**

The District contributes to CalSTRS, a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalSTRS. The plan provides retirement and disability benefits and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalSTRS annual financial report may be obtained from CalSTRS, 7919 Folsom Blvd., Sacramento, CA 95826.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

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#### **Funding Policy**

Active members of the DB Plan are required to contribute eight percent of their salary while the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalSTRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2007-2008 was 8.25 percent of annual payroll. The contribution requirements of the plan members are established by State statute. The District's total contributions to CalSTRS for the fiscal years ended June 30, 2008, 2007, and 2006, were \$5,207,094, \$5,000,706, and \$4,399,919, respectively, and equal 100 percent of the required contributions for each year.

#### **Other Information**

Under CalSTRS law, certain early retirement incentives require the employer to pay the present value of the additional benefit which may be paid on either a current or deferred basis. The District has obligations to CalSTRS totaling \$1,721,089 for early retirement incentives granted to terminated employees.

#### **CalPERS**

##### **Plan Description**

The District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Laws. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS' annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95811.

##### **Funding Policy**

Active plan members are required to contribute seven percent of their salary (seven percent of monthly salary over \$133.33 if the member participates in Social Security), and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The District's contribution rate to CalPERS for fiscal year 2007-2008 was 9.306 percent of annual payroll. The District's contributions to CalPERS for fiscal years ending June 30, 2008, 2007, and 2006, were \$3,003,354, \$2,702,097, and \$2,330,410, respectively, and equaled 100 percent of the required contributions for each year.

##### **On-Behalf Payments**

The State of California makes contributions to CalSTRS and CalPERS on behalf of the District. These payments consist of State General Fund contributions to CalSTRS which amounted to \$2,824,786, \$2,720,297, and \$2,408,236 (4.517 percent) of salaries subject to CalSTRS for the years ending June 30, 2008, 2007, and 2006, respectively. A contribution to CalPERS was not required for the year ended June 30, 2008. These amounts have been reflected in the basic financial statements as a component of nonoperating revenue and employee benefit expense.

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007**

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#### **Deferred Compensation**

The District offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 403(b). The plan, available to all District employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to the employees until termination, retirement, death, or an unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are solely the property and rights of the Financial Agent, until paid or made available to the employee or other beneficiary.

The San Diego County Office of Education Fringe Benefit Consortium is the Financial Agent for the District.

#### **Public Agency Retirement System (PARS)**

The Omnibus Budget Reconciliation Act of 1990 [Internal Revenue Code Section 3121 (b) (7) (F)] requires State and local public agencies to provide a retirement plan for all employees not covered under existing employer pension plans and/or Social Security.

The District is a member of the Public Agency Retirement System (PARS), a multiple-employer retirement trust established in 1990 by a coalition of public employers. The plan covers the District's part-time, temporary, and other employees not covered under CalPERS or CalSTRS, but whose salaries would otherwise be subject to Social Security tax. Benefit provisions and other requirements are established by District management based on agreements with various bargaining units. PARS is a defined contribution qualified retirement plan under Section 401 (a) of the Internal Revenue Code.

The minimum total contribution is 7.5 percent of employees' salaries, of which the employee contributes the total 7.5 percent. District employees are covered under PARS Number 763 as of June 30, 2008. Total contributions to the plan amounted to \$636,980.

#### ***NOTE 13 - COMMITMENTS AND CONTINGENCIES***

##### **Grants**

The District receives financial assistance from Federal and State agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the District. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the District at June 30, 2008.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007

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#### Litigation

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the District at June 30, 2008.

#### Operating Leases

The District has entered into various operating leases for buildings and equipment with lease terms in excess of one year. None of these agreements contain purchase options. All agreements contain a termination clause providing for cancellation after a specified number of days written notice to lessors, but it is unlikely that the District will cancel any of the agreements prior to the expiration date. Future minimum lease payments under these agreements are as follows:

Year Ending June 30,	Lease Payment
2009	\$ 1,026,926
2010	216,339
2011	53,226
Total	<u>\$ 1,296,491</u>



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2008 AND 2007**

**Construction Commitments**

As of June 30, 2008, the District had the following commitments with respect to the unfinished capital projects:

CAPITAL PROJECT	Spent to Date	Estimated Construction Commitment	Expected Date of Completion
Quad Modernization	\$ 18,819,396	\$ 339,739	Fiscal Year 08-09
Nursing/Science Project	3,045,933	71,478,134	Fiscal Year 11-12
Moreno Valley Phase III	645,284	18,964,998	Fiscal Year 11-12
Norco Industrial Technology Facility Project	8,543,598	22,088,228	Fiscal Year 09-10
Riverside School of the Arts - Planning	186,339	2,213,661	Fiscal Year 12-13
P.E. Phase II	184,431	6,200	Fiscal Year 10-11
Food Service Remodel - Riverside	185,394	859,874	Fiscal Year 08-09
Food Service Remodel - Moreno Valley	104,097	1,852,518	Fiscal Year 08-09
ECS Secondary Effects - Moreno Valley	233,074	55,845	Fiscal Year 08-09
Hot Water Loop/Boiler Replacement - Moreno Valley	869,848	21,448	Fiscal Year 08-09
NORESCO Utility Retrofit	5,598,651	577,443	Fiscal Year 08-09
Student Support Center - Norco	822,625	19,171,875	Fiscal Year 11-12
Modular Redistribution Project - Ben Clark	869,469	2,464,593	Fiscal Year 08-09
Network Operations Center	69,646	55,904	Fiscal Year 09-10
Aquatic Project - Riverside	154,190	13,876,935	Fiscal Year 11-12
Soccer Field - Norco	218,586	4,397,894	Fiscal Year 08-09
Wall Paper Removal and Painting Project	314,172	39,626	Fiscal Year 09-10
	<u>\$ 40,864,733</u>	<u>\$ 158,464,915</u>	

The projects are funded through a combination of general obligation bonds and capital project apportionments from the State Chancellor's Office.

**NOTE 14 - PARTICIPATION IN PUBLIC ENTITY RISK POOLS AND JOINT POWERS AUTHORITIES**

The District is a member of the School Excess Liability Fund (SELF), the Riverside Community College - County Superintendent Self-Insurance Program for Employees (RCCCSSIPE), the Riverside Employers/Employees Plan (REEP), and the Alliance of Schools for Cooperative Insurance Programs (ASCIP) Joint Powers Authorities (JPAs). The District pays annual premiums for its property liability, health, and workers' compensation coverage. The relationship between the District and the JPAs is such that they are not component units of the District for financial reporting purposes.

The JPAs have budgeting and financial reporting requirements independent of member units and their financial statements are not presented in these financial statements; however, transactions between the JPAs and the District are included in these statements. Audited financial statements are available from the respective entities.

The District's share of year-end assets, liabilities, or fund equity has not been calculated.

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2008 AND 2007**

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During the year ended June 30, 2008, the District made payments of \$325,389, \$1,182,864, \$7,432, and \$413,643 to SELF, RCCSSIPE, REEP, and ASCIP, respectively.

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***SUPPLEMENTARY INFORMATION***

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## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### DISTRICT ORGANIZATION JUNE 30, 2008

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The Riverside Community College District was founded in 1916 and is comprised of an area of approximately 440 square miles located in the western portion of Riverside County. There were no changes in the boundaries of the District during the current year. The District is accredited by the Western Association of Schools and Colleges (WASC), which is one of six regional associations that accredit public and private schools, colleges, and universities in the United States.

#### BOARD OF TRUSTEES

<u>MEMBER</u>	<u>OFFICE</u>	<u>TERM EXPIRES</u>
Mary Figueroa	President	December 3, 2008
Virginia Blumenthal	Vice President	December 3, 2010
Janet Green	Secretary	December 3, 2010
Jose Medina	Member	December 3, 2010
Mark A. Takano	Member	December 3, 2008

#### ADMINISTRATION

Dr. James L. Buysse <sup>(1)</sup>	Interim Chancellor
Dr. Ray Maghroori	Vice Chancellor, Academic Affairs
Mr. Aaron Brown <sup>(2)</sup>	Interim Vice Chancellor, Administration and Finance
Ms. Melissa Kane	Vice Chancellor, Diversity and Human Resources
Dr. Debbie DiThomas	Interim Vice Chancellor of Student Services/Operations

<sup>(1)</sup> Vice Chancellor, Administration and Finance as of July 1, 2008

<sup>(2)</sup> Associate Vice Chancellor, Finance as of July 1, 2008

Dr. Irving Hendrick, Interim Chancellor as of July 1, 2008

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 FOR THE YEAR ENDED JUNE 30, 2008**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Federal Expenditures
<b>U.S. DEPARTMENT OF AGRICULTURE</b>		
Hispanic Serving Institutions Education Grants		
Water Quality Research	10.223	\$ 96,135
Pass through California Department of Education (CDE)		
Child and Adult Care Food Program	10.558	18,615
Total U.S. Department of Agriculture		<u>114,750</u>
<b>U.S. DEPARTMENT OF DEFENSE</b>		
Procurement Assistance Center (PAC)	12.002	170,021
<b>U.S. DEPARTMENT OF LABOR</b>		
<b>WORKFORCE INVESTMENT ACT</b>		
Pass through from the County of Riverside (EDA)		
Title I Community College Education Assistance Center	17.258	182,752
Pass through California Department of Education (CDE)		
Child Development - Careers Projects	17.258	120,008
Pass through from California Community College Chancellor's Office		
California Transportation and Logistics Institute (CaTLI)	17.269	17,602
Total U.S. Department of Labor		<u>320,362</u>
<b>NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)</b>		
NASA Artificial Neural Network (ANN)	43.000	1,989
Pass through from California Institute of Technology		
Cal Tech Jet Propulsion Laboratory Student Employment	43.000	3,754
Total NASA		<u>5,743</u>
<b>NATIONAL SCIENCE FOUNDATION</b>		
Advanced Technological Education (ATE)	47.076	81,025
<b>SMALL BUSINESS ADMINISTRATION</b>		
Pass through from California State University, Fullerton		
Auxiliary Services Corporation		
Small Business Development Center	59.037	216,176
<b>U.S. DEPARTMENT OF VETERANS AFFAIRS</b>		
Veteran Outreach Program - Administration	64.000	6,293
<b>U.S. DEPARTMENT OF EDUCATION</b>		
<b>Financial Aid Cluster</b>		
Federal Supplement Education Opportunity Grant (FSEOG)	84.007	716,869
FSEOG Administrative	84.007	43,093
Federal Family Education Loans (FFEL)	84.032	1,976,657
Federal Work Study Program (FWS)	84.033	784,390
Federal Work Study Administrative	84.033	36,612
Federal Pell Grants (PELL)	84.063	15,339,252
Federal Pell Administrative	84.063	40,439
Academic Competitiveness Grant (ACG)	84.375	6,875
Subtotal Financial Aid Cluster		<u>18,944,187</u>

(Continued)

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 FOR THE YEAR ENDED JUNE 30, 2008**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Federal Expenditures
<b>TRIO Cluster</b>		
Student Support Services Program	84.042	\$ 230,714
Talent Search Program - Norco	84.044	8,300
Talent Search Program - Moreno Valley	84.044	54,215
Upward Bound Program	84.047	578,274
Subtotal TRIO Cluster		871,503
<b>HIGHER EDUCATIONAL ACT</b>		
Strengthening Institutions - Hispanic Serving Institutions	84.031S	845,209
Strengthening Institutions - Hispanic Serving Institutions	84.031S	625,314
Strengthening Institutions - Hispanic Serving Institutions	84.031S	387,941
Pass through from Chaffey Community College Title V - Higher Educational Institutional Aid	84.031S	244,411
Fund for Improvement of Post-Secondary Education (FIPSE)	84.116B	25,176
Business and International Education Projects - Title VI	84.153A	20,877
Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) - Passport Plus	84.334A	76,719
Child Care Access Means Parents in School (CCAMPIS)	84.335A	126,893
Pass through from University of California, Riverside Teacher Quality Enhancement Grants	84.336	120,606
Literacy (CASTL)	84.336B	41,986
<b>VOCATIONAL AND TECHNICAL EDUCATION ACT</b>		
Passed through from California Community College Chancellor's Office Career and Technical Education, Title I-B Regional Consortia Desert	84.048	150,812
Career and Technical Education, Title I-C	84.048	925,367
Technical Preparation Regional Coordination	84.243	314,716
Title II, Technical Preparation	84.243	205,957
Success by Design - A Demonstration Model for Institutional Partnerships Serving Out-of-School Youth	84.353A	155,863
<b>REHABILITATION ACT</b>		
Pass through from Riverside County Department of Rehabilitation Rehabilitation Services - Vocational Rehabilitation Grants to States	84.126	222,461
Total U.S. Department of Education		24,305,998

(Continued)

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 FOR THE YEAR ENDED JUNE 30, 2008**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Federal Expenditures
<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>		
Nurse Education, Practice, and Retention	93.359	\$ 368,596
Adoption Assistance	93.659	4,118
Pass through from California Department of Health Services		
Medical Assistance Program (MAA)	93.778	80,881
Pass through from California Community College Chancellor's Office		
Temporary Assistance to Needy Families (TANF)	93.558	99,474
Foster Care Education Program	93.658	84,934
Pass through from Yosemite Community College		
Early Childhood Study - Consortium Grant	93.575	21,116
Pass through from Riverside County Department of Public Social Services		
Independent Living Skills - Emancipation	93.674	1,111,242
Pass through from California Community College Foundation		
Independent Living Program	93.674	9,843
Total U.S. Department of Health and Human Services		<u>1,780,204</u>
<b>CORPORATION FOR NATIONAL AND COMMUNITY SERVICE</b>		
Pass through from the California Community College Foundation		
Americorps	94.006	108,515
Total Federal Expenditures		<u><u>\$ 27,109,087</u></u>

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF STATE AWARDS  
 FOR THE YEAR ENDED JUNE 30, 2008**

Program	Program Entitlements		
	Current Year	Prior Year	Total Entitlement
<b>GENERAL FUND</b>			
Board Financial Assistance Program (BFAP)	\$ 97,589	\$ -	\$ 97,589
Basic Skills Reappropriation	-	179,359	179,359
Basic Skills and Immigrant Education	-	580,585	580,585
Basic Skills/ESL 2007-2008	677,465	-	677,465
Part Time Faculty Insurance	14,768	-	14,768
Part Time Faculty Office Hours	135,677	-	135,677
Part Time Faculty Compensation	1,083,773	-	1,083,773
Homeowner Property Tax Relief	455,185	-	455,185
State Lottery	3,216,864	-	3,216,864
CA ETP Retraining III	4,564	-	4,564
Career Exploration and Develop 7th and 8th Grade	-	149,853	149,853
CTE Strengthening Career Tech Ed SB 70	-	250,000	250,000
CTE Teacher Preparation Pipeline	-	296,116	296,116
Associate Degree Nursing Enroll Growth	68,252	-	68,252
California Articulation Number (CAN)	5,000	-	5,000
Song Brown Nursing 2007-2009	200,000	-	200,000
Song Brown Nursing 2006-2008	165,042	3,581	168,623
Physician's Assistant Base	66,545	-	66,545
Nursing Capacity Building - Program Expansion	-	232,351	232,351
Nursing Capacity Building - Renovation	-	87,891	87,891
Nursing Capacity Building - Program Expansion	-	173,604	173,604
Extended Opportunity Program and Service - (EOPS)	796,347	-	796,347
Extended Opportunity Program and Service - (EOPS/CARE)	105,618	-	105,618
Board Financial Assistance Program (BFAP)	867,210	-	867,210
Telecommunication Technology Infrastructure Program - TCO	8,820	40,892	49,712
Instructional Equipment and Library Materials	404,192	179,537	583,729
TTIP Plan E - Library Automation	36,363	-	36,363
Matriculation Grant	1,752,515	-	1,752,515
Staff Development	-	114,082	114,082
Foster Care Education Program	64,291	-	64,291
Middle College High School	136,769	-	136,769
SBDC State CCCCCO	50,000	-	50,000
Economic Development - Center for Applied			
Computer Technology	205,000	-	205,000
IDRC Logistics/Mt SAC	9,000	1,413	10,413
Quick Start Partnership Long Beach	-	12,453	12,453

See accompanying note to supplementary information.



Program Revenues						Program Expenditures
Cash Received	Accounts Receivable	Accounts Payable	Deferred Revenue	Total Revenue		
\$ 97,589	\$ -	\$ -	\$ -	\$ 97,589	\$ 97,589	
179,358	-	-	74,812	104,546	104,546	
580,585	-	-	406,281	174,304	174,304	
677,465	-	-	522,218	155,247	155,247	
14,220	-	-	-	14,220	14,220	
131,374	-	-	-	131,374	131,374	
1,083,773	-	-	-	1,083,773	1,083,773	
455,183	2	-	-	455,185	455,185	
1,662,027	1,554,837	-	-	3,216,864	3,216,864	
3,845	719	-	-	4,564	4,564	
74,933	-	-	48,812	26,121	26,121	
124,993	-	-	45,249	79,744	79,744	
118,446	37,047	-	-	155,493	155,493	
68,252	-	18	-	68,234	68,234	
5,000	-	283	-	4,717	4,717	
74,980	25,047	-	-	100,027	100,027	
127,362	41,259	-	-	168,621	168,621	
28,137	25,975	-	-	54,112	54,112	
232,351	-	-	112,991	119,360	119,360	
87,892	-	-	-	87,892	87,892	
154,137	-	-	-	154,137	154,137	
796,347	-	35,477	-	760,870	760,870	
105,618	-	7,509	-	98,109	98,109	
867,210	-	-	48,654	818,556	818,556	
49,712	-	-	10,291	39,421	39,421	
583,729	-	-	88,073	495,656	495,656	
36,363	-	-	-	36,363	36,363	
1,752,515	-	266	-	1,752,249	1,752,249	
114,082	-	-	63,785	50,297	50,297	
-	59,467	-	-	59,467	59,467	
54,708	65,461	-	-	120,169	120,169	
42,000	7,294	-	-	49,294	49,294	
180,678	20,343	-	-	201,021	201,021	
-	7,691	-	-	7,691	7,691	
6,933	-	-	-	6,933	6,933	

(Continued)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF STATE AWARDS  
 FOR THE YEAR ENDED JUNE 30, 2008**

Program	Program Entitlements		
	Current Year	Prior Year	Total Entitlement
Responsive Training Funds	\$ 222,487	\$ -	\$ 222,487
Economic Development - Center for International Staff Diversity	255,000	10,011	265,011
CACT HUB FP1	24,071	67,064	91,135
CITD HUB FP1	-	121,000	121,000
CACT HUB FP2	-	103,753	103,753
CITD HUB FP2	121,000	-	121,000
Disabled Student Program and Services - DSPS	121,000	-	121,000
Nursing Faculty Recruitment and Retention	1,913,586	-	1,913,586
Nursing Capacity Building - Program Expansion	-	266,573	266,573
Nursing Capacity Building - Renovation	451,635	-	451,635
CalWORKS	277,750	-	277,750
CalWORKS Community College Set-Aside	542,869	-	542,869
RCOE Zenith Mentoring Foster Youth/ILP	144,100	-	144,100
Equipment for Nursing and Allied Health Programs	20,000	-	20,000
Economic Development - CITD State Leadership	154,903	-	154,903
CA High School Exit Exam Prep	173,182	-	173,182
State Lottery	138,000	329,417	467,417
	507,812	-	507,812
<b>CHILD DEVELOPMENT FUND</b>			
Campus Child Care Tax Bailout	143,552	-	143,552
Child Nutrition Program	894	-	894
<b>CAPITAL PROJECTS FUND</b>			
National Science Building - Plan/Work drawings	1,300,000	-	1,300,000
Scheduled Maintenance	258,825	-	258,825
Quad Modernization State Construction	290,236	-	290,236
ECS Equipment Project - Norco	9,708	-	9,708
ECS Equipment Project - Moreno Valley	19,890	-	19,890
Norco Phase III	18,192,849	-	18,192,849
Quad Modernization Equipment Project	352,294	-	352,294
<b>STUDENT FINANCIAL AID FUND</b>			
Cal Grant B	1,642,953	-	1,642,953
Cal Grant C	-	-	-
<b>Total State Programs</b>			

See accompanying note to supplementary information.

Program Revenues					
Cash Received	Accounts Receivable	Accounts Payable	Deferred Revenue	Total Revenue	Program Expenditures
\$ 186,889	\$ -	\$ -	\$ 30,693	\$ 156,196	\$ 156,196
182,211	51,355	-	-	233,566	233,566
91,135	-	-	73,917	17,218	17,218
101,640	-	4,406	-	97,234	97,234
84,393	-	15,434	-	68,959	68,959
101,640	-	-	37,937	63,703	63,703
101,640	-	-	2,380	99,260	99,260
1,911,943	1,643	-	-	1,913,586	1,913,586
266,573	-	-	207,440	59,133	59,133
451,635	-	-	274,681	176,954	176,954
277,750	-	-	143,334	134,416	134,416
542,869	-	25,510	-	517,359	517,359
144,100	-	92,066	-	52,034	52,034
-	17,772	-	-	17,772	17,772
154,903	-	-	35,641	119,262	119,262
145,582	23,478	-	-	169,060	169,060
167,929	-	-	67,522	100,407	100,407
-	507,812	-	-	507,812	507,812
143,552	-	-	-	143,552	143,552
685	209	-	-	894	894
57,638	499,619	-	-	557,257	557,257
261,753	-	-	-	261,753	261,753
218,774	25,624	-	-	244,398	244,398
9,707	-	-	-	9,707	9,707
19,862	-	-	-	19,862	19,862
1,524,657	4,328,517	-	-	5,853,174	5,853,174
352,294	-	-	-	352,294	352,294
1,642,953	4,090	36,184	-	1,610,859	1,525,620
-	-	-	-	-	85,239
<u>\$ 19,716,504</u>	<u>\$ 7,305,261</u>	<u>\$ 217,153</u>	<u>\$ 2,294,711</u>	<u>\$ 24,509,901</u>	<u>\$ 24,509,901</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF WORKLOAD MEASURES FOR STATE  
 GENERAL APPORTIONMENT - ANNUAL/ACTUAL ATTENDANCE  
 FOR THE YEAR ENDED JUNE 30, 2008**

<b>CATEGORIES</b>	<u>Reported Data</u>	<u>Audit Adjustments</u>	<u>Audited Data</u>
<b>Credit Full-Time Equivalent Student (FTES)</b>			
A. Summer Intersession (Summer 2007 only)			
1. Credit	2,577	-	2,577
B. Summer Intersession (Summer 2008 - Prior to July 1, 2008)			
1. Credit	-	-	-
C. Primary Terms (Exclusive of Summer Intersession)			
1. Census Procedure			
(a) - Weekly Census Contact Hours	17,187	-	17,187
(b) - Daily Census Contact Hours	2,913	-	2,913
2. Actual Hours of Attendance			
(a) - Credit	1,603	-	1,603
3. Independent Study/Work Experience			
(a) - Weekly Census Procedure Courses	1,384	-	1,384
(b) - Daily Census Procedure Courses	1,145	-	1,145
Subtotal	<u>26,809</u>	<u>-</u>	<u>26,809</u>
<b>Noncredit FTES</b>			
A. Summer Intersession (Summer 2007 only)			
1. Noncredit	33	-	33
B. Summer Intersession (Summer 2008 - Prior to July 1, 2008)			
1. Noncredit	-	-	-
C. Primary Terms (Exclusive of Summer Intersession)			
1. Actual Hours of Attendance			
(a) - Noncredit	169	-	169
2. Independent Study/Work Experience			
(a) - Noncredit Independent Study	-	-	-
Subtotal	<u>202</u>	<u>-</u>	<u>202</u>
Total FTES	<u>27,011</u>	<u>-</u>	<u>27,011</u>
<b>Supplemental Information (subset of above information)</b>			
In-Service Training Courses (FTES)			919
<b>Basic Skills Courses</b>			
1. Noncredit			-
2. Credit			2,134
Total Basic Skills FTES			<u>2,134</u>
<b>Comprehensive Center FTES</b>			
1. Noncredit			1
2. Credit			12,323
Total Comprehensive Center FTES			<u>12,324</u>

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT (CCFS-311)  
WITH FUND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2008**

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There were no adjustments to the Annual Financial and Budget Report (CCFS-311) which required reconciliation to the audited financial statements at June 30, 2008.

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**RECONCILIATION OF GOVERNMENTAL FUND BALANCE SHEETS TO THE  
 STATEMENT OF NET ASSETS  
 JUNE 30, 2008**

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**Amounts Reported for Governmental Activities in the Statement  
 of Net Assets are Different Because:**

**Total Fund Balance and Due to Student Groups:**

General Funds	\$ 25,796,898
Special Revenue Funds	237,891
Capital Outlay Projects	99,137,376
Debt Service Funds	18,168,628
Proprietary Fund	4,011,384
Fiduciary Funds	<u>2,165,652</u>

**Total Fund Balance and Due to Student Groups**

**- All District Funds** **\$ 149,517,829**

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in governmental funds.

The cost of capital assets is	239,696,299	
Accumulated depreciation is	<u>(48,758,162)</u>	190,938,137
Amounts held in trust on behalf of others (Trust and Agency Funds)		(2,165,652)

In governmental funds, unmatured interest on long-term obligations is recognized in the period when it is due. On the government-wide statements, unmatured interest on long-term obligations is recognized when it is incurred.

(2,806,625)

Governmental funds report cost of issuance associated with the issuance of debt when first issued, whereas the amounts are deferred and amortized in the statements of activities.

Cost of issuance at year end amounted to: 1,017,029

Long-term obligations at year end consist of:

Bonds payable	151,354,238	
Capital leases payable	56,250	
Compensated absences	2,608,658	
Load banking	698,507	
Early retirement (Golden Handshake)	2,273,357	
Less compensated absences already recorded in funds	<u>(1,046,309)</u>	<u>(155,944,701)</u>

**Total Net Assets**

**\$ 180,556,017**

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTE TO SUPPLEMENTARY INFORMATION  
 JUNE 30, 2008**

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**NOTE 1 - PURPOSE OF SCHEDULES**

**Schedule of Expenditures of Federal Awards**

The accompanying schedule of expenditures of Federal awards includes the Federal grant activity of the District and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the United States Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

**Subrecipients**

Of the Federal expenditures presented in the schedule, the District provided Federal awards to subrecipients as follows:

Federal Grantor/Pass-Through Grantor/Program	CFDA Number	Amount Provided to Subrecipients
Career and Technical Education, Title IB Regional Consortia Desert	84.048	\$ 38,206
Independent Living Skills - Emancipation	93.674	70,090
Total Pass-Through		<u>\$ 108,296</u>

**Schedule of Expenditures of State Awards**

The accompanying schedule of expenditures of State awards includes the State grant activity of the District and is presented on the modified accrual basis of accounting. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

**Schedule of Workload Measures for State General Apportionment - Annual/Actual Attendance**

Full-Time Equivalent Students (FTES) is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds are made to community college districts. This schedule provides information regarding the attendance of students throughout the District.

**Reconciliation of Annual Financial and Budget Report with Fund Financial Statements**

This schedule provides the information necessary to reconcile the fund balance of all funds reported on the Form CCFS-311 to the fund financial statements.

**Reconciliation of the Governmental Fund Balance Sheets to the Statement of Net Assets**

This schedule provides a reconciliation of the adjustments necessary to bring the District's fund financial statements, prepared on a modified accrual basis, to the accrual basis required under GASB Statement No. 35.

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***INDEPENDENT AUDITORS' REPORTS***

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Trustees  
Riverside Community College District  
Riverside, California

We have audited the financial statements of the business-type activities of the Riverside Community College District (the District) for the years ended June 30, 2008 and 2007, and have issued our report thereon dated November 14, 2008. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audits, we considered Riverside Community College District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Riverside Community College District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Riverside Community College District's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the District's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the District's financial statements that is more than inconsequential will not be prevented or detected by the District's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the District's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether Riverside Community College District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audits, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of Riverside Community College District in a separate letter dated November 14, 2008.

This report is intended solely for the information and use of the Board of Trustees, District Management, the California Community Colleges System's Office, and the District's Federal and State awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



Rancho Cucamonga, California  
November 14, 2008



**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO  
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER  
COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Trustees  
Riverside Community College District  
Riverside, California

**Compliance**

We have audited the compliance of Riverside Community College District (the District) with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that are applicable to each of its major Federal programs for the year ended June 30, 2008. Riverside Community College District's major Federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major Federal programs is the responsibility of Riverside Community College District's management. Our responsibility is to express an opinion on Riverside Community College District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major Federal program occurred. An audit includes examining, on a test basis, evidence about Riverside Community College District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of Riverside Community College District's compliance with those requirements.

In our opinion, Riverside Community College District complied, in all material respects, with the requirements referred to above that are applicable to each of its major Federal programs for the year ended June 30, 2008.

## Internal Control Over Compliance

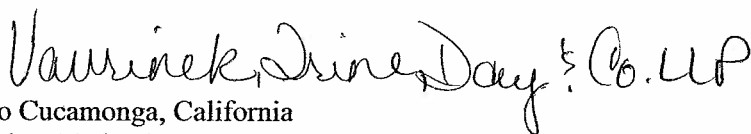
The management of Riverside Community College District is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to Federal programs. In planning and performing our audit, we considered Riverside Community College District's internal control over compliance with the requirements that could have a direct and material effect on a major Federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Riverside Community College District's internal control over compliance.

A *control deficiency* in a district's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a Federal program on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the District's ability to administer a Federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a Federal program that is more than inconsequential will not be prevented or detected by the District's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material noncompliance with a type of compliance requirement of a Federal program will not be prevented or detected by the District's internal control.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the Board of Trustees, District Management, the California Community Colleges System's Office, and the District's Federal and State awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



Rancho Cucamonga, California  
November 14, 2008



## REPORT ON STATE COMPLIANCE

Board of Trustees  
Riverside Community College District  
Riverside, California

We have audited the financial statements of the Riverside Community College District (the District) for the years ended June 30, 2008 and 2007, and have issued our report thereon dated November 14, 2008.

Our audit was made in accordance with auditing standards generally accepted in the United States of America and the standards for financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In connection with the audit referred to above, we selected and tested transactions and records to determine the District's compliance with the following State laws and regulations in accordance with Section 400 of the Chancellor's Office's *California Community Colleges Contracted District Audit Manual (CDAM)*.

### General Directive

Section 424: State General Apportionment Funding System

### Administration

Section 435: Open Enrollment

Section 437: Student Fee - Instructional Materials and Health Fees

Section 423: Apportionment of Instructional Service Agreements/Contracts

Section 425: Residency Determination for Credit Courses

Section 427: Concurrent Enrollment of K-12 Students in Community College Credit Courses

Section 432: Enrollment Fee

Section 421: Salaries of Classroom Instructors (50% Law)

Section 426: Students Actively Enrolled

Section 431: Gann Limit Calculation

## Student Services

Section 428: Use of Matriculation Funds

Section 433: CalWORKs - Use of State and Federal TANF Funding

## Facilities

Section 434: Scheduled Maintenance Program

Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the Riverside Community College District complied, in all material respects, with the aforementioned requirements for the year ended June 30, 2008. However, the results of our auditing procedures disclosed an instance of noncompliance with the requirements described above which is disclosed in the accompanying schedule of findings and questioned costs as item 2008-1.

Riverside Community College District's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit Riverside Community College District's response and, accordingly, we express no opinion on it.

This report is intended solely for the information of the Board of Trustees, Audit Committee, District Management, the California Community Colleges System's Office, the California Department of Finance, and the California Department of Education, and is not intended to be and should not be used by anyone other than these specified parties.

*Vaurinek, Irine, Day & Co., CP*

Rancho Cucamonga, California  
November 14, 2008

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***SCHEDULE OF FINDINGS AND QUESTIONED COSTS***

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SUMMARY OF AUDITORS' RESULTS  
 FOR THE YEAR ENDED JUNE 30, 2008**

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**FINANCIAL STATEMENTS**

Type of auditors' report issued:	<u>Unqualified</u>
Internal control over financial reporting:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified not considered to be material weaknesses?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

**FEDERAL AWARDS**

Internal control over major programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified not considered to be material weaknesses?	<u>None reported</u>
Type of auditors' report issued on compliance for major programs:	<u>Unqualified</u>
Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a)	<u>No</u>
Identification of major programs	

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
84.007, 84.032, 84.033, 84.063, 84.375	Student Financial Aid Cluster
84.031S	Strengthening Institutions - Hispanic Serving Institution
84.048	Career and Technical Education, Title I, Parts B and C
93.674	Independent Living

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 813,273</u>
Auditee qualified as low-risk auditee?	<u>No</u>

**STATE AWARDS**

Internal control over State programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified not considered to be material weaknesses?	<u>Yes</u>
Type of auditors' report issued on compliance for State programs:	<u>Unqualified</u>



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**FINANCIAL STATEMENT FINDINGS AND RECOMMENDATIONS  
FOR THE YEAR ENDED JUNE 30, 2008**

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None reported.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2008**

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None reported.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### STATE AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2008

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The following findings represent instances of noncompliance and/or questioned costs relating to State program laws and regulations.

#### 2008-1 Finding

##### **Ineligible CalWORKs recipients were provided services.**

**Program:** CalWORKs – Use of State and Federal TANF Funding

**Award Year:** 2007-2008

**Questioned Costs:** None could be determined.

##### **Program Affected**

##### **CalWORKs**

##### **Criteria**

- *Education Code* Sections 79200-79203 and 84759
- 2007-08 *Final Budget Summary*, Page 630, Item 6870-101-0001, Provision 15; and Page 646, Item 6870-111-0001, Provision 2.  
[http://www.documents.dgs.ca.gov/osp/GovernorsBudget/pdf/fbudsum\\_07.pdf](http://www.documents.dgs.ca.gov/osp/GovernorsBudget/pdf/fbudsum_07.pdf)
- Chancellor's Office CalWORKs Program Handbook Guidelines\_2007-08
- *Clarification on CalWORKs Supplantation Prohibition*, Chancellor's Office Letter, March 13, 2006 (See Appendix M)

##### **Condition**

In our sample of 25 recipients for eligibility requirements, we noted eight CalWORKs recipients who did not have the proper eligibility documented through the County Welfare Department for each academic term the recipient was served.

##### **Questioned Costs**

None could be determined.

##### **Isolated Instance or Systemic**

Systemic - Once the initial eligibility determination is made by the County Welfare Department, on-going communication with the County is essential to ensure that a student remains in good standing. Eligibility determinations must be conducted at the beginning of each term to ensure students are eligible for services prior to receiving them.

##### **Effect**

Without the proper controls in place, unauthorized program costs and services provided to ineligible recipients could be reimbursed by the State program.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### STATE AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2008

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#### **Recommendation**

We recommend that the District develop an independent, internal tracking process for student eligibility. Services provided through other College departments, like the Child Care Center, must be coordinated with the CalWORKs program office to also verify a student's ongoing eligibility for services, academic progress, and to monitor programs expenses that are directly attributable to support for the identified CalWORKs eligible students.

#### **District Response and Planned Corrective Actions**

Our past practice was to rely on the student to provide the proper eligibility documentation. If the student failed to provide the documents, our clerical staff would contact the Riverside County Department of Public Social Service (DPSS) case manager and request the needed documentation. In many cases, the DPSS case manager would not follow through with our request.

To avoid this situation in the future, we have implemented the following practices:

1. Eligibility documentation must be provided by all new referrals at or before the CalWORKs student's first appointment with a counselor. Acceptable documentation includes a Notice of Action (NOA), a Department of Public Social Services generated referral for services, or a Department of Public Social Services Welfare-to-Work plan.
2. Each term (summer, fall, winter, and spring), Riverside Community College District creates a list of all CalWORKs students enrolled at the Riverside, Moreno Valley, or Norco campuses. This list is submitted electronically to Riverside County Department of Public Social Services for verification of eligibility. Riverside County Department of Public Social Services returns the list to RCC identifying those that are eligible. Students who are not eligible are not provided priority registration. Eligibility documentation is logged into our CalWORKs data base.
3. CalWORKs work study students are provided services based on a referral from Riverside County which includes verification of eligibility.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2008

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Except as specified in previous sections of this report, summarized below is the current status of all audit findings reported in the prior year's schedule of audit findings and questioned costs.

#### FEDERAL AWARD FINDINGS

##### 2007-1 Finding - Compensation for Personal Services

**Program:** TRIO Cluster

**CFDA No.** 84.042, 84.044, and 84.047

**Award Year:** 2006-2007

**Compliance Requirement:** Allowable Costs

**Questioned Costs:** Approximately \$55,000

#### Programs Affected

U.S. Department of Education, Higher Education Act, TRIO Cluster, Student Support Services (CFDA #84.042), Talent Search (CFDA #84.044), and Upward Bound (CFDA #84.047)

#### Criteria

OMB Circular A-21, Cost Principles for Educational Institutions, Part J, General Provisions for Selected Items of Cost, No. 10, Compensation for Personal Services.

- c. (1) Plan Confirmation: Under this method, the distribution of salaries and wages of professorial and professional staff applicable to sponsored agreements is based on budgeted, planned, or assigned work activity, updates to reflect any significant changes in work distribution. A plan confirmation system used for salaries and wages charged directly or indirectly to sponsored agreements will meet the following standards:
- (a) A system of budgeted, planned, or assigned work activity will be incorporated into the official records of the institution and encompass both sponsored and all other activities on an integrated basis. The system may include the use of subsidiary records.
  - (b) The system will reasonably reflect only the activity for which the employee is compensated by the institution (compensation for incidental work described in subsection a need not be included). Practices vary among institutions and within institutions as to the activity constituting a full workload. Hence, the system will reflect categories of activities expressed as a percentage distribution of total activities.
  - (c) The system will reflect activity applicable to each sponsored agreement and to each category needed to identify indirect and the function to which they are allocable.
  - (d) They system will provide for modification of an individual's salary or salary distribution commensurate with a significant change in the employee's work activity. Short-term (such as one or two months) fluctuation between workload categories need not be considered as long as the distribution of salaries and wages is reasonable over the longer term, such as an academic period. Whenever it is apparent that a significant change in work activity that is directly or indirectly charged to sponsored agreements will occur or has occurred, the change will be documented over the signature of a responsible official an entered into system.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2008

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- (e) At least annually a statement will be signed by the employee, principal investigator, or responsible official(s) using suitable means of verification that the work was performed, stating that salaries and wages charged to sponsored agreements as direct charges and to indirect cost are reasonable in relation to work performed.
- (f) The system will provide for independent internal evaluation to ensure the system's integrity and compliance with the above standards.

#### **Condition**

During our testing procedures performed over the District's policies and procedures regarding compensation for personnel services, we noted that the District used the planned confirmation method for charging salaries to the TRIO program for employees. We also noted that the District's methods did not include an after the fact statement/confirmation from all employee or supervisor using suitable means of verification that payroll original planned and charged to the program was reasonable in relation to the work actually performed. We noted in our sample one employee at the Moreno Valley campus did not include an after the fact statement/confirmation working on TRIO program which total approximately \$55,000 for the year ended June 30, 2007.

#### **Effect**

By not performing any certifications that the employees worked solely on that program for the period covered by the certification and/or supported by personnel activity reports or equivalent documentation which is an independent internal evaluation to ensure the system's integrity, the District may not be in compliance with allowable cost principles and applicable OMB cost circulars.

#### **Cause**

Written guidance provided by cost allocation OMB Circulars over appropriate methodologies for allocation of time spent within a specific Federal program was not followed. Documentation requirements for the allocation were not maintained.

#### **Questioned Costs**

Approximately \$55,000.

#### **Recommendation**

The District should review the requirements of the OMB A-21, *Cost Principles for Education Institutions* and develop specific written procedures that will provide documentation requirements for the allocation of salary and benefit costs to the program. Employee salaries that are charged to Federal programs must be supported by an independent internal evaluation such as periodic certifications that the employees worked solely on that program for the period covered by the certification and/or supported by personnel activity reports or equivalent documentation to ensure the salaries being charged to the various Federal programs are reasonable in relation to the work that is actually being performed. Various methodologies have been approved are available to substantiate the allocation of employee salaries, such as time study sampling, to help ensure that salaries are being allocation appropriately.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2008

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#### Current Status

Implemented.

#### 2007-2 Finding - Suspension or Debarment Certifications for Contracts between \$25,000 to \$100,000

**Program:** Hispanic Serving Institutions and Independent Living Program

**CFDA No.** 84.031S and 93.674

**Award Year:** 2006-2007

**Compliance Requirement:** Procurement, Suspension, and Debarment

**Questioned Costs:** None

#### Programs Affected

**Higher Education Institutional Aid:** *U.S. Department of Education (DOE)*, Higher Education Act: Strengthening Institutions Hispanic Serving Institutions (CFDA 84.031S)

**Independent Living Program:** *U.S. Department Health and Human Services (HHS)*, (CFDA 93.674), Passed through from County of Riverside, Department of Public Social Services, Passed through from California Community College Foundation

#### Criteria

*Title 34 - Education, Part 80 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments - Sub-Part C - Pre-Award Requirements, Section 80.35*  
Subawards to debarred and suspended parties:

- Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party, which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

OMB Circular A-110, Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, Sub-Part C, Pre-Award Requirements, Section .33 Debarment and Suspension:

- Federal awarding agencies and recipients shall comply with the nonprocurement debarment and suspension common rule implementing E.O.s 12549 and 12689, "Debarment and Suspension." This common rule restricts subawards and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2008

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#### **Condition**

During procedures performed over suspension and debarment, we noted the standard contract template for the certification of potential contractor or subcontractor regarding debarment, suspension, and other ineligibility and voluntary exclusion indicates it must be completed by subcontractors/suppliers with a contract value over \$100,000 instead of \$25,000 as required by the Federal regulations. We also noted that the investigation of the Excluded Parties List System (EPLS) website was not performed for the subcontractor/supplier unless the contract value was over \$100,000.

#### **Effect**

Without the proper controls in place, unauthorized program costs could be reimbursed by the Federal program.

#### **Cause**

Written guidance provided by cost allocation OMB Circulars over debarment and suspension common rule implementing E.O.s 12549 and 12689, "Debarment and Suspension." This common rule restricts subawards and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. No documentation for verifying this requirement was maintained.

#### **Questioned Costs**

None.

#### **Recommendation**

We recommend the District review its policies and procedures to verify all vendors who are providing services to federally funded programs in excess of \$25,000 have verified that the entity is not suspended or debarred or otherwise excluded. This verification may be accomplished by checking the *Excluded Parties List System (EPLS)* maintained by the General Services Administration (GSA), collecting a certification from the entity, or adding a clause or condition to the covered transaction with that entity. The District should also update contract templates for all contract types that exceed \$25,000 to avoid a violation of the Executive Order 12549.

#### **Current Status**

Implemented.



## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2008

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#### STATE AWARD FINDINGS

##### 2007-3 Finding - Student Health Fees (Section 437)

###### Criteria

*Education Code* Sections 70902, 76355, and 76365

*CCR*, Title 5, Section 51012, Student Fees.

Student Fee Handbook published by Chancellor's Office for Community Colleges, October 2006.

###### Condition

We noted the following area of concern regarding student health fees:

The District did not disclose a clear process by which students claiming an exemption of the student health fee can follow to obtain such an exemption. Per conversations with District personnel, students who inquired about this fee were simply told that the fee is required by the State of California and cannot be waived. This information should be disclosed within the catalog or schedule of classes.

###### Recommendation

The District should review their Board approved policies and documentation of student health fees noted in the College's catalog or class schedules in order to ensure proper compliance with State regulations. The District should also ensure that the existence of the two statutory exemptions is communicated effectively to the students so that they will be aware of potential applicable exemptions. Furthermore, this fee is not required by the State of California, and the State gives the authority to make this fee mandatory to the District.

###### Current Status

Implemented.

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***ADDITIONAL SUPPLEMENTARY INFORMATION***

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**GOVERNMENTAL FUNDS  
 BALANCE SHEETS - (UNAUDITED)  
 JUNE 30, 2008**

	<u>General Unrestricted</u>	<u>General Restricted</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 302,634	\$ 134,939
Investments	16,125,494	5,880,833
Accounts receivable	12,881,952	4,315,003
Due from other funds	40,563	823,205
Prepaid expenses	34,399	25,949
Stores inventories	-	-
<b>Total Assets</b>	<u><u>\$29,385,042</u></u>	<u><u>\$11,179,929</u></u>
 <b>LIABILITIES AND FUND EQUITY</b>		
<b>LIABILITIES</b>		
Accounts payable	\$ 7,696,968	\$ 1,451,028
Due to other funds	1,675,059	10,901
Deferred revenue	1,211,997	2,722,120
<b>Total Liabilities</b>	<u><u>10,584,024</u></u>	<u><u>4,184,049</u></u>
 <b>FUND EQUITY</b>		
Fund Balances		
Reserved	34,399	6,995,880
Unreserved		
Designated	900,000	-
Undesignated	17,866,619	-
<b>Total Fund Equity</b>	<u><u>18,801,018</u></u>	<u><u>6,995,880</u></u>
<b>Total Liabilities and Fund Equity</b>	<u><u>\$29,385,042</u></u>	<u><u>\$11,179,929</u></u>

See accompanying note to additional supplementary information.

<u>Special Revenue</u>			<u>Capital Project</u>	<u>Debt Service</u>	<u>Total Governmental Fund (Memorandum Only)</u>
<u>Food Service</u>	<u>Child Development</u>	<u>R.C.C.D. Development Corporation</u>	<u>Capital Outlay Projects</u>	<u>Bond Interest and Redemption</u>	
\$ 15,656	\$ 28,815	\$ 16,252	\$ -	\$ -	\$ 498,296
138,509	77,757	-	98,757,224	18,168,628	139,148,445
37,822	30,530	-	5,736,992	-	23,002,299
29,253	528	-	789,966	-	1,683,515
-	-	-	-	-	60,348
19,353	-	-	-	-	19,353
<u>\$ 240,593</u>	<u>\$ 137,630</u>	<u>\$ 16,252</u>	<u>\$ 105,284,182</u>	<u>\$ 18,168,628</u>	<u>\$ 164,412,256</u>
\$ 80,832	\$ 75,233	\$ -	\$ 6,146,806	\$ -	\$ 15,450,867
467	-	-	-	-	1,686,427
-	52	-	-	-	3,934,169
<u>81,299</u>	<u>75,285</u>	<u>-</u>	<u>6,146,806</u>	<u>-</u>	<u>21,071,463</u>
19,353	-	-	-	-	7,049,632
-	-	-	-	18,168,628	19,068,628
139,941	62,345	16,252	99,137,376	-	117,222,533
<u>159,294</u>	<u>62,345</u>	<u>16,252</u>	<u>99,137,376</u>	<u>18,168,628</u>	<u>143,340,793</u>
<u>\$ 240,593</u>	<u>\$ 137,630</u>	<u>\$ 16,252</u>	<u>\$ 105,284,182</u>	<u>\$ 18,168,628</u>	<u>\$ 164,412,256</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**GOVERNMENTAL FUNDS  
 STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES  
 IN FUND BALANCE - (UNAUDITED)  
 FOR THE YEAR ENDED JUNE 30, 2008**

	<u>General Unrestricted</u>	<u>General Restricted</u>
<b>REVENUES</b>		
Federal revenues	\$ 130,555	\$ 8,054,993
State revenues	93,385,259	10,452,582
Local revenues	46,540,738	5,507,175
<b>Total Revenues</b>	<u>140,056,552</u>	<u>24,014,750</u>
<b>EXPENDITURES</b>		
Current Expenditures		
Academic salaries	65,584,229	3,865,714
Classified salaries	29,253,643	8,326,698
Employee benefits	23,904,330	3,327,692
Books and supplies	2,274,926	1,702,627
Services and operating expenditures	13,854,480	3,688,322
Capital outlay	2,319,160	1,899,779
Debt service - principal	17,195	-
Debt service - interest and other	-	-
<b>Total Expenditures</b>	<u>137,207,963</u>	<u>22,810,832</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>2,848,589</u>	<u>1,203,918</u>
<b>OTHER FINANCING SOURCES (USES)</b>		
Operating transfers in	(939,808)	939,808
Operating transfers out	(1,166,930)	-
Other sources	9,747	-
Other uses	-	(350,789)
<b>Total Other Financing Sources (Uses)</b>	<u>(2,096,991)</u>	<u>589,019</u>
<b>EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	751,598	1,792,937
<b>FUND BALANCE, BEGINNING OF YEAR</b>	18,049,420	5,202,943
<b>FUND BALANCE, END OF YEAR</b>	<u>\$ 18,801,018</u>	<u>\$ 6,995,880</u>

See accompanying note to additional supplementary information.

Special Revenue			Capital Project	Debt Service	Total Governmental Fund (Memorandum Only)
Food Service	Child Development	R.C.C.D Development Corporation	Capital Outlay Projects	Bond Interest and Redemption	
\$ -	\$ 99,496	\$ -	\$ -	\$ -	\$ 8,285,044
-	144,446	-	7,298,445	106,979	111,387,711
1,228,622	1,126,487	8	5,209,664	12,572,492	72,185,186
<u>1,228,622</u>	<u>1,370,429</u>	<u>8</u>	<u>12,508,109</u>	<u>12,679,471</u>	<u>191,857,941</u>
-	1,059,756	-	-	-	70,509,699
633,539	272,326	-	49,634	-	38,535,840
249,399	210,917	-	23,116	-	27,715,454
690,253	64,336	-	29,362	-	4,761,504
267,475	65,889	-	1,073,004	-	18,949,170
7,333	-	-	26,082,895	-	30,309,167
-	-	-	-	8,040,000	8,057,195
-	-	-	-	5,221,920	5,221,920
<u>1,847,999</u>	<u>1,673,224</u>	<u>-</u>	<u>27,258,011</u>	<u>13,261,920</u>	<u>204,059,949</u>
(619,377)	(302,795)	8	(14,749,902)	(582,449)	(12,202,008)
676,930	240,000	-	-	-	916,930
-	-	-	-	-	(1,166,930)
-	-	-	-	9,575	19,322
-	-	-	-	-	(350,789)
<u>676,930</u>	<u>240,000</u>	<u>-</u>	<u>-</u>	<u>9,575</u>	<u>(581,467)</u>
57,553	(62,795)	8	(14,749,902)	(572,874)	(12,783,475)
101,741	125,140	16,244	113,887,278	18,741,502	156,124,268
<u>\$ 159,294</u>	<u>\$ 62,345</u>	<u>\$ 16,252</u>	<u>\$ 99,137,376</u>	<u>\$ 18,168,628</u>	<u>\$ 143,340,793</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**PROPRIETARY FUNDS  
 BALANCE SHEETS - (UNAUDITED)  
 JUNE 30, 2008**

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	<u>Internal Service Fund</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 22,399
Investments	8,330,314
Accounts receivable	84,564
Due from other funds	4,271
<b>Total Assets</b>	<u><u>\$ 8,441,548</u></u>
<b>LIABILITIES AND FUND EQUITY</b>	
<b>LIABILITIES</b>	
Accounts payable	\$ 38,661
Deferred revenue	1,088,938
Claim liabilities	3,302,565
<b>Total Liabilities</b>	<u><u>4,430,164</u></u>
<b>FUND EQUITY</b>	
Retained earnings	<u>4,011,384</u>
<b>Total Liabilities and Fund Equity</b>	<u><u>\$ 8,441,548</u></u>

See accompanying note to additional supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**PROPRIETARY FUNDS  
 STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN  
 RETAINED EARNINGS - (UNAUDITED)  
 FOR THE YEAR ENDED JUNE 30, 2008**

	<u><b>Internal Service Fund</b></u>
<b>OPERATING REVENUES</b>	
District premiums	\$ 5,943,253
<b>OPERATING EXPENSES</b>	
Classified salaries	235,561
Employee benefits	83,765
Books and supplies	4,618
Services and other operating expenditures	5,973,436
Capital outlay	33,140
<b>Total Operating Expenses</b>	<u>6,330,520</u>
<b>Operating Income</b>	<u>(387,267)</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>	
Interest income	331,326
Miscellaneous revenues	98,054
Operating transfers in	250,000
<b>Total Nonoperating Revenues (Expenses)</b>	<u>679,380</u>
<b>NET INCOME</b>	292,113
<b>RETAINED EARNINGS, BEGINNING OF YEAR</b>	<u>3,719,271</u>
<b>RETAINED EARNINGS, END OF YEAR</b>	<u><u>\$ 4,011,384</u></u>

See accompanying note to additional supplementary information.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**PROPRIETARY FUNDS  
 STATEMENTS OF CASH FLOWS - (UNAUDITED)  
 FOR THE YEAR ENDED JUNE 30, 2008**

	<u>Internal Service Fund</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Operating loss	\$ (387,267)
Adjustments to Reconcile Change in Net Assets to Net Cash Flow Operating Activities	
Decrease in accounts receivable	20,957
Increase in due from other funds	(1,700)
Increase in accounts payable	11,551
Increase in claims liabilities	471,360
Decrease in deferred revenue	(2,657)
Net Cash Flows from Operating Activities	<u>112,244</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Interest on investments	331,326
Other nonoperating income	98,054
Transfers in	250,000
Net Cash Flows from Investing Activities	<u>679,380</u>
Net increase in cash and cash equivalents	791,624
Cash and cash equivalents - Beginning	<u>7,561,089</u>
Cash and cash equivalents - Ending	<u><u>\$ 8,352,713</u></u>
<b>CASH AND CASH EQUIVALENTS CONSISTS OF:</b>	
Cash in banks	\$ 22,399
Cash in county pooled investment	8,330,314
	<u><u>\$ 8,352,713</u></u>

See accompanying note to additional supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**FIDUCIARY FUNDS  
 BALANCE SHEETS - (UNAUDITED)  
 JUNE 30, 2008**

	<b>Associated Students Trust</b>	<b>Student Financial Aid</b>	<b>Total</b>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 2,146,202	\$ 44,876	\$ 2,191,078
Accounts receivable	31,526	68,590	100,116
Due from other funds	52,762	32,383	85,145
<b>Total Assets</b>	<b>\$ 2,230,490</b>	<b>\$ 145,849</b>	<b>\$ 2,376,339</b>
<b>LIABILITIES AND FUND EQUITY</b>			
<b>LIABILITIES</b>			
Accounts payable	\$ 31,245	\$ 92,938	\$ 124,183
Due to other funds	33,593	52,911	86,504
Due to student groups	963,493	-	963,493
<b>Total Liabilities</b>	<b>1,028,331</b>	<b>145,849</b>	<b>1,174,180</b>
<b>FUND EQUITY</b>			
Fund Balances			
Unreserved			
Undesignated	1,202,159	-	1,202,159
<b>Total Fund Equity</b>	<b>1,202,159</b>	<b>-</b>	<b>1,202,159</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 2,230,490</b>	<b>\$ 145,849</b>	<b>\$ 2,376,339</b>

See accompanying note to additional supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**FIDUCIARY FUNDS  
 STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN  
 FUND BALANCE - (UNAUDITED)  
 FOR THE YEAR ENDED JUNE 30, 2008**

	<b>Associated Students Trust</b>	<b>Student Financial Aid</b>	<b>Total</b>
<b>REVENUES</b>			
Federal revenues	\$ -	\$ 16,847,386	\$ 16,847,386
State revenues	-	1,610,859	1,610,859
Local revenues	664,684	-	664,684
<b>Total Revenues</b>	<u>664,684</u>	<u>18,458,245</u>	<u>19,122,929</u>
<b>EXPENDITURES</b>			
Current Expenditures			
Services and operating expenditures	552,708	-	552,708
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>111,976</u>	<u>18,458,245</u>	<u>18,570,221</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Other uses	-	(18,458,245)	(18,458,245)
<b>EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	111,976	-	111,976
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<u>1,090,183</u>	-	<u>1,090,183</u>
<b>FUND BALANCE, END OF YEAR</b>	<u>\$ 1,202,159</u>	<u>\$ -</u>	<u>\$ 1,202,159</u>

See accompanying note to additional supplementary information.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTE TO ADDITIONAL SUPPLEMENTARY INFORMATION JUNE 30, 2008

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#### *NOTE 1 - PURPOSE OF SCHEDULES*

##### **Fund Financial Statements**

The accompanying financial statements report the governmental, proprietary, and fiduciary fund activities of Riverside Community College District and are presented on the modified accrual basis of accounting. Therefore, some amounts presented in these financial statements may differ from amounts presented in, or used in, the preparation of the basic financial statements. The information is unaudited and is presented at the request of the District management.



To the Board of Trustees and  
Dr. Irving Hendrick, Interim Chancellor  
Riverside Community College District  
4800 Magnolia Avenue  
Riverside, CA 92506-1299

In planning and performing our audit of the financial statements of the Riverside Community College District (the District) for the year ended June 30, 2008, we considered the District's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

A *control deficiency* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *significant deficiency* is a control deficiency, or a combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the organization's financial statements, that is more than inconsequential, will not be prevented or detected by the organization's internal control. We consider the following deficiencies to be control deficiencies in internal control.

#### ***CURRENT YEAR MANAGEMENT COMMENTS***

##### ***Compensation for Personal Services for Federal Programs***

We identified the following control deficiencies regarding compensation for personal services for federally funded programs, the effect of which was determined to be inconsequential to the financial statements in accordance with guidance from the OMB. However, the controls over the procedures are noted here.

- The Riverside campus TRIO Cluster program did not timely prepare documentation to support payroll data in accordance with OMB A-21, Cost Principles for Educational Institutions. It was noted only one individual was subject to this compliance requirement. The required documentation was not completed until after the request for information was given.
- The Norco campus TRIO Cluster program overstated payroll expenditures by \$1,263.29. It was noted that an allocation adjustment was incorrectly calculated and recorded for one individual, which resulted in the overstatement of payroll expense to the program. Supporting documentation was provided to verify that a second adjustment was made to the program expenses after the audit identified the control deficiency.

To the Board of Trustees and  
Dr. Irving Hendrick, Interim Chancellor  
Riverside Community College District  
Page 2

### ***Recommendation***

The District's Grants and Contracts Office should develop specific written procedures based on the OMB A-21, Cost Principles for Education Institutions, that will be provided to all District managers of Federal programs to ensure that salary and benefit costs, that are allocated to programs, are documented appropriately. The program managers should review the certifications and/or personnel activity reports to ensure any payroll allocation adjustments made are supported by adequate documentation.

### ***Management Response***

Riverside City College's TRIO Cluster program Project Director has gone through training developed by the Grants and Contracts Office. The Grants and Contract Office will continue to provide Federal grant Project Directors with grant management/compliance training and advise them of the personnel activity report requirements. The Grants and Contracts Office has implemented a process by which Federal grant Project Directors are sent periodic notifications instructing them of the need to complete and file the Time and Effort Certification. This process includes follow up by the Grants and Contracts Office to ensure that the Federal grant Project Directors are compliant.

The District's Vice Chancellor of Student Services convened a group of District employees to develop administrative procedures with respect to all Grants (including Federal Grants). These procedures established reporting responsibilities and the Program Director's responsibilities, which includes reviewing programmatic expenses for accuracy and allowability.

### ***Proper Job Title Descriptions and Budget Codes***

During our testing of employee coding within the object code classifications of the general ledger, one classified instructional aide selected for testing was charged to an instructional object code (2230). However, the job description in the employee file did not provide for instructional duties. This information is necessary to support whether the classification is in accordance with the *Budget and Accounting Manual* and the Education Code.

### ***Recommendation***

The District should review and, if necessary, revise job titles to match the actual duties assigned and documented within the personnel files. Instructional duties should be provided for Instructional Aides charged to object code 2230. Employees that are given multiple budgets of instructional and non-instructional duties should utilize timecards to document actual time spent within each portion of the assignment.

### ***Management Response***

The instance noted above was of an Instructional Aide's timesheet who had performed instructional duties. The budget code on the timesheet was for instructional duties, yet the job title reflected on the timesheet was for a non-instructional position. This issue was discussed with the Performing Arts Department who indicated that the employee performs both non-instructional and instructional duties for the department. The department was advised that they must be consistent with assigning instructional job titles to instructional budget codes and non-instructional job titles to non-instructional budget codes.

The Diversity and Human Resources Department (DHR) has initiated a procedure that all new Intents-to-Hire for Part Time Hourly employees must have a brief description of the job duties to be performed by the employee and will be maintained in the employee's personnel file.

To the Board of Trustees and  
Dr. Irving Hendrick, Interim Chancellor  
Riverside Community College District  
Page 3

## ***PRIOR YEAR MANAGEMENT COMMENTS***

### ***Workers' Compensation Claims Liability***

The assumptions used by the District to calculate the workers' compensation claims liability was determined based on estimates by District personnel. Loss development techniques were used to establish the year end claims liability. Understanding and assessing the variability of these estimates, and the reliability of historical experience as an indicator of future loss payments, requires a careful analysis of the historical loss data and the use of projection methods that are sensitive to the particular circumstances which industry standards would indicate are best provided by an actuary.

### ***Recommendation***

The District should consider hiring an actuarial specialist to estimate the workers' compensation year end claims liability. We further recommend an updated actuarial study of the claims costs be obtained every three years, which is industry practice.

### ***Current Status***

The District has employed a technique to compute claims liabilities based upon actuarial assumptions, past experience, and the use of "paid loss" estimates. The District's Director of Administrative Services has extensive experience computing claims liabilities as do the District's third party vendors. The District's liability reserves are reviewed by ASCIP, its liability JPA. The paid loss data used for workers' compensation reserve calculations is based on reports from SCRMA, the workers' compensation JPA.

This item is considered implemented.

### ***System Interface Controls***

The District's business critical applications such as Payroll (Galaxy) and Human Resource System (Datatel) operate independently of each other and reside on different mainframe-based systems. Galaxy's primary function is payroll generation and interfacing with the budget and general ledger modules within the Galaxy System. Datatel's primary function is the District's Student system and employee MIS and CCFS-320 reporting to the State Chancellor's Office. The fact that both systems are independent of each other requires manual input of common data elements by the Payroll Department into Galaxy and by the Diversity and Human Resources Department into Datatel. During our test work over system controls within the Human Resource/Payroll process, we noted the following:

- Automated system edit checks between the Galaxy and Datatel Systems do not exist. Therefore, the District depends on manual processes to ensure that the correct information is entered into both systems.
- After a "Notice of Change" form is generated from the County Office of Education, which indicates that a change has occurred in the Payroll System, no identified review of these records exists.

### ***Recommendation***

We recommend that the District consider modifying their Payroll and Human Resource processes to include an independent review of any modifications made in the Payroll system. The District's approach should include a review of any modification made which is outside the Payroll and Accounting Department.

To the Board of Trustees and  
Dr. Irving Hendrick, Interim Chancellor  
Riverside Community College District  
Page 4

### ***Current Status***

It was noted the District has taken steps to ensure that the common data elements in the two independent systems are accurate. The District's Payroll Department, Diversity and Human Resources Department, and Information Services have worked throughout the year to correct common data elements within both systems and identify and segregated areas of responsibilities which has resulted in strengthening internal controls. The District has been working with the Riverside County Office of Education's (RCOE) Systems Development and Support Services to change manual input processes to automated input processes such as pay per course, overload, and retroactive payrolls utilizing common data elements within the two systems. This automation process has eliminated the possibility for data entry errors. We will continue to review this in the future.

### **District Response**

- While the District recognizes the importance of the "Notice of Change" reports, it should be noted that the format of this report makes it cumbersome and impractical to use as management tool. Currently, the "Notice of Change" report is sorted by employee. The District has requested that RCOE provide this report sorted by the type of personnel records changes. Such an enhancement will allow the District to prioritize and closely monitor each significant change such as new hires, terminations, pay rate changes, position modifications, and direct deposit changes. The District has also requested the option of printing the "Notice of Change" to a PDF file format which will allow for searching by key words and will reduce costs to the District.
- To ensure that internal controls are maintained when personnel records are updated in the Galaxy system, the District uses the following compensating controls.
  - New Employees – The Payroll Manager first verifies that the information on the Personnel Action Notice (PAN) and the supporting documents agree to the data input into Galaxy before signing the PAN. The signed PAN and supporting documents are then sent to RCOE for social security number validation, review of new employee records in Galaxy, and to ensure that the proper authorization has been obtained from the District.
  - All new and terminated employees, pay rate changes, and changes in employee positions are reported to and approved monthly by action of the Board of Trustees. Payroll compares the Board Report information to the PANs received from Human Resources and to the data in Galaxy.
  - New or changes to an employee's direct deposit record requires a "pre-note" process. Pre-noting is a process whereby electronic direct deposit information is sent to a financial institution on a test basis to validate that the correct bank routing information is contained in the electronic record. The pre-noting process takes one to two payroll cycles to become effective. During the pre-note process, a manual check is generated which requires the employee to pick-up their check at the Auxiliary Business Services office or at the Moreno Valley or Norco campus cashier offices. The employee must present a valid photo ID and sign a log prior to receiving his/her paycheck.
  - The Payroll office compares the salary schedules maintained in the Galaxy system to the salary schedules in the Datatel system maintained by Diversity and Human Resources. These comparisons validate and verify that both the Galaxy and Datatel systems are in sync.



To the Board of Trustees and  
Dr. Irving Hendrick, Interim Chancellor  
Riverside Community College District  
Page 5

### ***Procurement Procedures***

We noted one of the 25 procurement transactions sampled did not comply with the District's procurement policy. This transaction was made without a purchase order, which circumvented the internal control process of the District's purchasing policies and procedures. We further noted the purchase was made with a District employee's personal credit card and the "non-travel employee reimbursement" process was used to reimburse the employee for the cost of the product. The District's policy for non-travel employee reimbursement is for emergency purchases only.

### ***Recommendation***

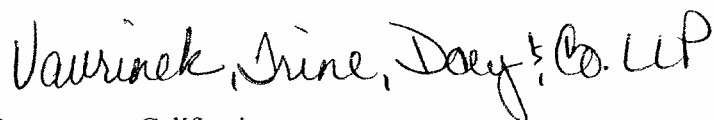
The District should continue to strengthen its controls over its procurement approval process to ensure that required District policies are being followed and the non-travel employee reimbursement process to be used with the utmost discretion.

### ***Current Status***

The recommendation has been implemented by the District.

We appreciate the time and assistance the staff of the District has provided during our audit. We will follow up on each of the areas noted above during the early stage of our fieldwork for the 2008-2009 fiscal year.

This report is intended solely for the information and use of the Board, management, and others within the organization and is not intended to be, and should not be, used by anyone other than these specified parties.



Rancho Cucamonga, California  
November 14, 2008

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
PLANNING COMMITTEE  
December 2, 2008–6:45 p.m.  
Board Room AD 122, Riverside City College

Committee Members: Janet Green, Committee Chairperson  
Mark Takano, Vice Chairperson  
Ray Maghroori, Vice Chancellor, Academic Affairs  
Kristina Kauffman, Associate Vice Chancellor, Institutional  
Effectiveness  
Doug Beckstrom, Academic Senate Representative,  
(Moreno Valley)  
Lee Nelson, Academic Senate Representative (Riverside)  
Tom Wagner, Academic Senate Representative  
(Norco)  
Karina Medel, ASRCCD Student Representative  
Edd Williams, CTA Representative (Moreno Valley)  
Joe Eckstein, CTA Representative (Norco)  
Mark Carpenter, CTA Representative (Riverside)  
Gustavo Segura, CSEA Representative (Moreno Valley)  
Ginny Haguewood, CSEA Representative (Riverside)

AGENDA

VI. Board Committee Reports

C. Planning

1. Riverside Community College District Safety and Police Department  
- The Committee to be presented with information about the Safety and  
Police Department.
2. Comments from the public.

Adjourn

Prepared by: Naomi Foley  
Administrative Assistant  
Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-1

Date: December 9, 2008

Subject: Riverside Community College District Safety and Police Department

Background: Presented for the Board's review and information is a report on the Riverside Community College District Safety and Police Department. The mission of the RCCD Safety and Police Department is to provide a safe and secure learning environment for our students, faculty, staff, and visitors. The goal of Safety and Police is to professionally and proactively dedicate ourselves to provide a student-centered environment that will enhance academic achievement. This report provides a background and overview of safety and police services in the Riverside Community College District, current services offered and ongoing programs, as well as plans for the future.

Information Only.

Irving G. Hendrick  
Interim Chancellor

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

Jim Miyashiro  
Chief of Police, Safety and Police Department

## Riverside Community College District Safety and Police Department

### *History*

The Riverside Community College District's Police Department has humble beginnings. In 1983, the department was started with the appointment of a Director of Security, Robert Moneco. Not yet a police department, the Department of Security worked hard to keep Riverside Community College District's students, staff and faculty safe. In 1987, Rick Boyd took over as the Director of Security with five full-time security officers and five hourly officers working a standard shift, Monday thru Friday. Weekends and afterhours were covered by contracted private security companies.

In 1998, under the leadership of new Director/Chief Lee Wagner, the department began its move from security department to P.O.S.T certified police department. The department moved from security type uniforms (gray slacks and white shirts) and Cushman carts to modern police uniforms and fully outfitted vehicles. The change made it easier for the campus community to identify police personnel. As the department continued to progress, it received P.O.S.T. certification in 2001. In mid 2007, Interim Chief Hank Rosenfeld took over the police department and assisted with the search to find a new Chief of Police.

Today, the Riverside Community College Police Department provides law enforcement services to the three campuses (Riverside, Norco, Moreno Valley), as well as several other off-campus educational centers. The department operates 24 hours a day, 7 days a week, 365 days a year. This one-time security department has developed into a fully certified Police Department with 21 sworn police officers in an operation of more than 55 full- and part-time employees. The department is part of the Student Services Division, which includes several other support departments. The current Chief of Police, James Miyashiro, reports to the Interim Vice Chancellor of Student Services and Operations, Dr. Debbie DiThomas.

### *Our Purpose, Values and Priorities*

The department has established partnerships within the college community and in the community-at-large to provide the highest quality of service. Throughout the remainder of this document the term "community" will be used to refer to both the college community and the community-at-large.

Our core values of honesty, loyalty, fairness and integrity provide the basis for guiding our decisions and actions in our increasingly diverse educational environment. We are dedicated to preventing, deterring and responding to crime, disorder, and the fear of crime within the Riverside Community College District. We provide leadership by serving as role models, educators, community partners, and problem solvers. We value open communication with all community members and encourage continuous feedback. We constantly strive to improve our services and commit to implementing innovative approaches to address concerns and exceed expectations.

Through the concepts of community-oriented policing and problem solving, we continue to serve our community following the highest standards. We are committed to quality performance from all members of the department. It is crucial that all members understand, accept and live by the same guiding principles we have set forth. It is in the context of our commitment to community-oriented policing and our core values as the center of our organization that all decisions are made.

### *Services*

The Department includes the following divisions: patrol services at each main campus, a centralized detective division, a bicycle patrol, a Gang Unit, and a Sexual Assault Response Team. Services provided by the department include:

- *Proactive Patrol:* Patrol is one of the primary functions of the department. The department's patrol strategy is designed to: (1) respond to emergency and non-emergency calls for service in a timely manner; (2) conduct prevention and other proactive patrol duties; (3) conduct follow-up investigations and community-oriented activities; and (4) ensure the safety of the campus community.

Officers patrol the campuses and off-site facilities on a 24-hour basis by police car, foot patrol, bicycle patrol, and an electric-powered, stand-up T3 Series Law Enforcement Vehicle.

- *Gang Diversion:* RCCD Safety and Police has taken a leadership role in reducing gang activity on campus and in proximity to RCCD facilities. We ensure that our campuses are safe through the persistent application of innovative law enforcement techniques. This concept is based upon ethical practices and effective strategies that endorse the use of extensive prevention, intervention and suppression techniques that align the energies of families, schools, neighborhoods and law enforcement agencies.
- *Sexual Assault Response Team (SART):* SART is a group of community professionals who work together to minimize the trauma for sexual assault victims when they seek medical and legal assistance. Through coordination of the investigation process, a SART seeks to reduce repeated questioning of the victim and to increase effective collection and preservation of evidence.
- *Parking and Traffic Management:* The department manages parking and traffic safety on all Riverside Community College District campuses and off-site facilities. To ensure pedestrian safety on campus, we strictly enforce posted speed limits and parking restrictions. Individuals illegally parked on campus face monetary fines, possible towing, and revocation of parking privileges. Individuals exceeding posted speed limits or driving recklessly on campus face moving traffic violations.

- *Dispatching / Alarm Monitoring:* Our dispatching division answers all calls and requests for services 24/7. Dispatchers handle routine and emergency calls for service and provide important community information after hours and on weekends. Dispatchers also monitor hundreds of intrusion alarms, fire alarms, elevator alarms, and other emergency alerting devices throughout our campuses and off-site locations.
- *Escort Services:* At night when requested, we provide individuals with campus escorts to and from their vehicles. Escorts are available from 5 pm to 10 pm, Monday through Thursday. Student employees of the department (dressed in either a blue vest with insignia or a blue shirt with insignia) are more than happy to provide students, staff or faculty a safe escort.
- *Special Event Staffing:* Riverside Community College District police officers staff many of the special events held on campus. Police staffing at special events ensures attendees are able to safely enjoy event activities. RCCD officers are often augmented by city police officers, or police officers / deputy sheriffs from surrounding areas.

The RCCD College Safety and Police Department has memorandums of understanding with the local law enforcement agencies for incidents requiring specialized resources and expertise. This also provides the guidelines for the RCCD police officers to assist municipal law enforcement in providing police services to our surrounding communities when requested. Our department enjoys an excellent working relationship with these outstanding law enforcement organizations.

#### *Other Services / Future Services*

- *Emergency Preparedness:* The police department has an active role in emergency preparedness. As a first responder, rescue worker, and law enforcement agency, we are currently working with all campuses and off-site locations in developing and training RCCD personnel in emergency preparedness operations. In addition to viewing the RCCD emergency preparedness plan on our website, faculty, staff and students will also be able to schedule disaster preparedness training.
- *New Student Orientation:* The department will be offering a comprehensive crime prevention program for all new incoming students. The program includes an introduction to the mission, vision, and goals of the RCCD Safety and Police Department and offers tips for reducing risk and taking steps to ensure individual and community safety.
- *Office Security Survey:* The survey is another free service of the RCCD Safety and Police Department, designed for any office area or building. A police representative will come out to the office or building and tour the area. The representative will make recommendations to improve security based on "Crime Prevention through Environmental Design" (C.P.T.E.D.) standards.
- *Traffic Citation Verification / Sign Off:* This service is available 24 hours a day, 7 days a week for RCCD students, staff and faculty. RCCD police officers verify corrective

measures on equipment related “fix it” tickets. Once verified that corrective actions have been complete, the RCCD police officer signs the citation at no charge.

Our police department constantly strives to ensure that all of our campuses and facilities are safe and secure. Safety is everyone’s business. We encourage community members to get involved in community safety. Each member of the community should feel free to contact the department to report suspicious, unusual, or criminal activity. We also encourage community members to share their concerns about safety issues with us.

### *Current Accomplishments*

RCCD’s Police Department continues to raise hiring standards and employee expectations for police personnel. This “raising of the bar” is a team effort by all of the police personnel to increase their own professionalism. One of the ways that we do this is through completing comprehensive background checks on all department personnel sworn and non-sworn. We are holding management and staff accountable for their work and performance. Meetings with police employees are held regularly to solicit input and ensure departmental objectives are met. Additional P.O.S.T. reimbursable training is offered to police officers who express interest in applicable areas of college safety.

We have hired an additional Senior Officer to cover the weekend swing shift. This will help to reduce overtime costs and offer supervision for the shift. We are in the process of filling the senior officer’s position with one police officer who will also cover weekends and off-hour shifts. Both positions will help to reduce the weekend overtime costs and provide us with much needed supervision.

In these difficult budgetary times, we are implementing several cost-saving measures. We are part of the (DUI) “Driving Under the Influence” cost recovery program which reimburses the department for time spent investigating and preparing DUI- related cases. The department will also receive revenue for DUI check points through the “Avoid the Thirty” Department of Transportation grant. We have been accepted into the Department of Justice’s Bullet Proof Vest Program and will receive reimbursement for our vests beginning next year. The department will also seek federal, state, and local grants as they become available. Recently we submitted a request to the County of Riverside and were approved to receive all moving traffic citation revenue generated by our officers. In the past, all citation revenues went to the County of Riverside.

Parking fees and citations have been updated throughout the district. Fines and fees are consistent with others in our region. Our parking division has completed a “business plan” outlining our steps to ensure profitability for the department and the District.

We have worked with our off-site facilities (Rubidoux and Stokoe) in order to ensure proper coverage and cover costs associated with policing their sites. At Stokoe, we were able to provide specific dollar amounts for services. This has also helped in planning and budgeting for the various resources requested by the site.

The department's name has officially been changed to "Riverside Community College District Safety and Police Department." All websites and material are being changed to be consistent with our name. The Chief's title has also been changed to "Chief of Police."

The Chief of Police office will be relocated to the police department currently under construction in the Lovekin complex. This will allow better supervision of police employees and better accessibility for police and district personnel.

We have hired a clerk to handle all of the police records and related services for the department. The new clerk is responsible for maintaining compliance with all federal and state departments of justice regulations. That person will also complete and update records to meet federal "Clery Act" requirements and to be in compliance with the California Public Records Act.

We have updated and issued several new departmental policies and procedures to make certain that we are in compliance with all laws, and to reduce liability by outlining clear expectations for the employee. All employees are required to read and sign all new policies and procedures, indicating that they understand all directives.

All employees are working together on dispatching procedures to ensure we can communicate effectively. We have purchased and are using Nextel radios, in addition to our mobile radios, to guarantee coverage in all areas and campuses.

#### *Plans for the future*

We are in the process of scheduling training in partnership with the Health Services Department for first aid and CPR updates. We will be requesting information on other law enforcement hazardous training, such as blood borne pathogens and other infectious exposures.

We are developing an in-house career development program to better serve our employees and help them in their career goals. This will also help the department with recruitment and retention issues by defining what is required to be promoted or to achieve collateral assignments within the department.

RCCD Safety and Police will review the cost of the hourly Community Service Officer Program and will work with Human Resources to identify the most cost effective means of providing services. We are looking at utilizing additional student staff to assist with various support duties within our department.

We will work with health services and investigate the costs and possible use of shared resources to purchase Automatic External Defibrillators (AEDs) and place them in all of our patrol units. These low-cost devices can save lives, especially with the various and numerous strenuous sports programs throughout the District.



In the near future RCCD Safety and Police will be investigating the possibility of including our dispatchers in the California P.O.S.T system. P.O.S.T certified dispatchers would not only have the opportunity for additional reimbursable training, but by meeting the standards of P.O.S.T., their professional standing and future career opportunities (among other law enforcement agencies) would also increase.

As the demand for service grows, RCCD Safety and Police will be utilizing Campus Service Attendants (CSA) or Community Service Officers (CSO) as needed for additional staffing at various campuses, allowing the police offices to remain open throughout the day. When an officer goes out on patrol, often there is no one at the police office to help the public. CSAs or CSOs could be utilized to provide services as needed during standard working hours.

### *Conclusion*

Over a short amount of time Riverside Community College District's Safety and Police Department has grown and changed relatively quickly. We will continue to grow and adapt as the District prepares for three separate colleges. Our goal is to contribute to the overall quality of RCCD's teaching and learning environment. This will be done by fostering a secure environment in which the safety and security of the campus is balanced with freedom of movement and community needs. The success of our goal is based heavily upon a partnership between our police department and the diverse population of students, faculty, staff and visitors within the community.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
GOVERNANCE COMMITTEE MEETING  
December 2, 2008 - 7:45 p.m.  
Board Room AD 122, Riverside City College

Committee Members: Virginia Blumenthal, Committee Chairperson  
José Medina, Vice Chairperson  
Irving Hendrick, Interim Chancellor  
Chris Carlson, Chief of Staff/Executive Assistant to the  
Chancellor  
Doug Beckstrom, Academic Senate Representative  
(Moreno Valley Campus)  
Richard Mahon, Academic Senate Representative  
(Riverside)  
Deborah Tompsett-Makin, Academic Senate Representative  
(Norco)  
Steven Bishop, ASRCCD Student Representative  
Anette Gulddammer, CTA Representative (Moreno Valley)  
Dariush Haghighat, CTA Representative (Riverside)  
Mark Sellick, CTA Representative (Riverside)  
Gustavo Segura, CSEA Representative (Moreno Valley)  
Jim Sutton, CSEA Representative (Norco)

AGENDA

VI. Board Committee Reports

D. Governance Committee

1. Moreno Valley College Name – Resolution No. 26-08/09  
- The Committee will review the resolution.
2. Revised Mission Statement for Norco Campus  
- The Committee will review the revised mission statement.
3. Norco College Name – Resolution No. 25-08/09  
- The Committee will review the resolution.
4. Riverside Community College District Emergency Operations Plan  
- The Committee will review the emergency operations plan.
5. Comments from the public.

Adjourn

Prepared by: Heidi Wills

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GOVERNANCE COMMITTEE

Report No.: VI-D-1

Date: December 9, 2008

Subject: Moreno Valley College Name - Resolution No. 26-08/09

Background: For the past several years, the faculty, staff and students of the Riverside Community College Moreno Valley Campus have been proceeding under the assumption that upon being granted accreditation by ACCJC the campus would go by the name of Moreno Valley College. The Substantive Change Report, dated May 6, 2004, refers to Moreno Valley College as the name to be used upon accreditation as a separate college.

To this point, however, no formal action had been taken by the Board of Trustees with regard to the name of the institution. With this in mind, at its November 20<sup>th</sup>, 2008 meeting, the Moreno Valley Strategic Planning Committee reaffirmed the name of the institution as Moreno Valley College.

Recommended Action: It is recommended that the Board of Trustees approve the resolution.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Monte E. Perez  
President, Moreno Valley Campus

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution No. 26-08/09

COLLEGE NAME OF MORENO VALLEY CAMPUS

WHEREAS, the Moreno Valley Campus of the Riverside Community College District became a candidate for accreditation as a college by ACCJC in January 2008; and,

WHEREAS, action on RCC – Moreno Valley’s application for accreditation will be taken in January 2010, following an October 2009 site visit; and,

WHEREAS, in the event that RCC – Moreno Valley’s application for accreditation is favorably acted upon the Campus will become a college in 2010; and,

WHEREAS, the RCC-Moreno Valley Campus Strategic Planning Committee on November 20, 2008 affirmed its support for the institution to be named Moreno Valley College upon its accreditation by ACCJC; and,

WHEREAS, the President of RCC-Moreno Valley Campus accepted the Moreno Valley Campus Strategic Planning Committee’s recommendation in support of the institution to be named Moreno Valley College upon its accreditation by ACCJC;

THEREFORE, be it resolved that on this day, December 9, 2008, the Board of Trustees of the Riverside Community College District approves the name of the Moreno Valley Campus upon obtaining college status as the Moreno Valley College.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

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RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GOVERNANCE COMMITTEE

Report No.: VI-D-2

Date: December 9, 2008

Subject: Revised Mission Statement for Norco Campus

Background: Presented for the Board's review and consideration is the revised mission statement for Norco Campus. The original mission statement was approved on June 20, 2006 by the Board of Trustees. On October 14, 2008 the Norco Strategic Planning Committee approved revisions to the mission statement.

Recommended Action: It is recommended that the Board of Trustees approve the mission statement.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Brenda Davis  
President, Norco Campus

## Mission Statement Norco Campus

Norco Campus provides educational programs, services, and learning environments for a diverse community. We equip our students with the knowledge and skills to attain their goals in higher, career/technical, and continuing education; workforce development; and personal enrichment. To meet the evolving community needs Norco Campus emphasizes the development of technological programs. As a continuing process we listen to our community and respond to its needs while engaging in self-examination, learning outcomes assessment, ongoing dialogue, planning, and improvement.

## Prior Mission Statement Norco Campus

### Today's Students, Tomorrow's Leaders

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GOVERNANCE COMMITTEE

Report No.: VI-D-3

Date: December 9, 2008

Subject: Norco College Name – Resolution No. 25-08/09

Background: For the past several years, the faculty, staff and students of the Riverside Community College Norco Campus have been proceeding under the assumption that upon being granted accreditation by ACCJC the campus would go by the name of Norco College. The campus' Educational Master Plan, adopted in 2007, refers to Norco College as the name of the institution and in discussing the future of the campus Norco College is generally invoked as the name of the school.

To this point, however, no formal action had been taken with regard to the name of the institution. With this in mind, at its November 11<sup>th</sup>, 2008 meeting, the Norco Strategic Planning Committee adopted a resolution to name the institution Norco College.

Recommended Action: It is recommended that the Board of Trustees approve the resolution.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Brenda Davis  
President, Norco Campus

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution No. 25-08/09

COLLEGE NAME OF NORCO CAMPUS

WHEREAS, the Norco Campus of the Riverside Community College District became a candidate for accreditation as a college by ACCJC in January 2008; and,

WHEREAS, action on RCC – Norco’s application for accreditation will be taken in January 2010, following an October 2009 site visit; and,

WHEREAS, in the event that RCC – Norco’s application for accreditation is favorably acted upon the Campus will become a college in 2010; and,

WHEREAS, the RCC-Norco Campus Strategic Planning Committee on November 11, 2008 affirmed its support for the institution to be named Norco College upon its accreditation by ACCJC; and,

WHEREAS, the President of RCC-Norco Campus accepted the Norco Campus Strategic Planning Committee’s recommendation in support of the institution to be named Norco College upon its accreditation by ACCJC;

THEREFORE, be it resolved that on this day, December 9, 2008, the Board of Trustees of the Riverside Community College District approves the name of the Norco Campus upon obtaining college status as the Norco College.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

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RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GOVERNANCE COMMITTEE

Report No.: VI-D-4

Date: December 9, 2008

Subject: Riverside Community College District Emergency Operations Plan

Background: Presented for the Board's review is a draft the Riverside Community College District Emergency Operations Plan. This National Information Management System (NIMS) and Standardized Emergency Management System (SEMS) Plan addresses RCCD's planned response to extraordinary emergency situations associated with natural and man-made disasters, technological incidents, and national security emergencies. The operational concepts reflected in the plan focus on potential large-scale disasters which can generate unique situations requiring unusual emergency responses. The Plan is formatted according to the State of California Governor's Office of Emergency Services specifications.

Part One, the Basic Plan, addresses the District's response to emergencies associated with natural disasters and technological incidents, and both peacetime and wartime nuclear defense operations. It provides an overview of operation concepts, identifies components of the District's emergency management organization within the NIMS/SEMS, and describes the overall responsibilities of the federal, state, and county entities and the District for protecting life and property, and assuring the overall well being of the students. Part Two, the Operational Plan, addresses the five components of NIMS/SEMS (Management, Operations, Planning/Intelligence, Logistics and Finance/Administration) and provides checklists for each position. These are meant to be a guideline for Emergency Operations Center (EOC) responders. Part Three, Legal Documents, Miscellaneous Information and Forms, addresses legal issues such as the SEMS regulations, local and state proclamations, glossary of terms, and miscellaneous forms used in the EOC.

The Plan is a living document and is available on the RCCD Web site, with URL of <http://www.rcc.edu/EmergencyPlan>. A copy of the Plan will be sent to the California Office of Emergency Services for approval. In addition, copies will be sent to the City and County of Riverside for reference. Each time the Plan is updated copies of the corrected pages will be forwarded to these agencies and referenced on the revision page in the District Plan.

Recommended Action: It is recommended that the Board of Trustees approve the Emergency Operations Plan.

Irving G. Hendrick  
Interim Chancellor

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Jim Miyashiro  
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## Executive Summary

The National Information Management System (NIMS) and the Standardized Emergency Management System (SEMS) Emergency Operations Plan addresses the Riverside Community College District planned response to extraordinary emergency situations associated with natural and man-made disasters, technological incidents, and national security emergencies. The plan does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in the plan focus on potential large-scale disasters, which can generate unique situations requiring unusual emergency responses.

The plan is comprised of three parts:

- I. Part One, Basic Plan - addresses the District's response to emergencies associated with natural disasters and technological incidents - including both peacetime and wartime nuclear defense operations. It provides an overview of operation concepts, identifies components of the District's emergency management organization within the NIMS/SEMS, and describes the overall responsibilities of the federal, state, and county entities and the District for protecting life and property and assuring the overall well being of the students.

This section of the plan specifically details threats that could affect RCCD. These include, but are not limited to:

- Earthquakes: RCCD is surrounded by three earthquake faults: San Andreas, San Jacinto, and the Elsinore fault. Of the three, the San Jacinto fault, directly behind the Moreno Valley campus, is the most active. However, the San Andreas fault is the most feared due to its size and lack of activity over the last 150+ years. The Elsinore fault moved as recently as 1987 and was the source of the Whittier Narrows earthquake.
- Transportation Incidents: Rail, trucking and car
- Civil Unrest: With so many issues in the news and our freedom to protest, there is a possibility for students and citizens to class on different points of view.
- Nuclear incident: RCCD is within the 50-mile ingestion radius of the San Onofre Nuclear Plant. If an incident were to occur at the plant, we would not be permitted to eat or drink any of our food that is supplied by animals or from water reservoirs/dams
- Terrorism: Though none of the cities that RCCD encompasses are a prime target for international/domestic terrorism, it is still a possibility. As a college community, we must be aware of our surroundings, understand what is going on in other regions of the world and be diligent about reporting any unusual activity.
- Dams: Though the RCCD is not near a dam, there are areas where a dam break could affect our campuses because of the flow of water.
- Urban Flooding: During periods of heavy rain, the local streets around our campuses flood. Riverside County is also susceptible to flash flooding and this could occur near one of our campuses as well. Students could be trapped on campus or near the college.

This section also covers the policies and procedures in place for emergency response.

- II. Part Two, Operational Plan - addresses the five components of NIMS/SEMS (Management, Operations, Planning/Intelligence, Logistics and Finance/Administration) and provides checklists for each position. These are meant to be a guideline for Emergency Operations Center (EOC) or Department Operations Center (DOC) responders.

The EOC is the primary point of leadership and control for a district wide disaster. The EOC is only activated when additional resources or assistance is needed for any DOC or other district location. DOCs report to the EOC when it is activated. Major policy decisions, dissemination of resources and purchase of expensive equipment and supplies are done through the EOC.

Part Two provides guidelines for each section of the EOC or DOC. These guidelines are meant to be reviewed, used, and updated at least once a year. The guidelines provide a base for personnel to work from during a disaster situation. Each section within the EOC/DOC has not only the checklist, but forms to assist in making reporting easier for the College to the local jurisdiction, County, State and FEMA.

- III. Part Three, Legal Documents, Miscellaneous Information, and Forms - addresses legal issues such as the SEMS regulations, local and state proclamations, glossary of terms, and the miscellaneous forms used in the EOC

Legal documents such as the Good Samaritan Act, the Master Mutual Aid Agreement, the Emergency Managers Mutual Aid Agreement, and other legal documents that can assist while in a disaster response are listed. Lists of acronyms and definitions are also included. .

The plan is formatted according to the State of California Governor's Office of Emergency Services specifications. All cities, special districts and operational areas (Counties) use this new format. By having the same format statewide, EOC responders may assist other agencies throughout the state and know where pertinent information may be found.

The plan is a "living document" and will be updated on a regular basis. Copies of the plan will be placed on the District website and a hard copy placed in the EOC and DOC's. It will be the responsibility of the College Police and Safety Department to ensure maintenance and update the Riverside Community College District Emergency Operations Plan as necessary.